



AGENDA

Town of Hooksett Town Council

Wednesday, October 13, 2021 at 6:00 PM

A meeting of the Town Council will be held Wednesday, October 13, 2021 in the Hooksett Municipal Building commencing at **6:00 PM**.

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1. CALL TO ORDER	
2. PROOF OF POSTING	
3. ROLL CALL	
4. PLEDGE OF ALLEGIANCE	
5. AGENDA OVERVIEW	
6. PUBLIC HEARINGS	
6.1. Public hearing to accept the health insurance surplus of funds from HealthTrust FY2021 not to exceed \$200,000 to the Town of Hooksett per RSA 31:95-b, III (a). (see item 9.1 for details) Staff Report - SR-21-154 - Pdf	5 - 6
7. SPECIAL RECOGNITION	
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8. PUBLIC INPUT - 15 MINUTES	
9. SCHEDULED APPOINTMENTS	
9.1. Stephanie Perrin, HealthTrust Benefits Advisor - Town of Hooksett, NH Health Insurance FY2021 Surplus of Funds - Council acceptance of funds and distribution of funds Staff Report - SR-21-153 - Pdf	7 - 13
9.2. Stephanie Perrin, HealthTrust Benefits Advisor - Town of Hooksett, NH CY2022 Health Insurance Renewal Rates Staff Report - SR-21-152 - Pdf	15 - 29
9.3. Carol Granfield, Municipal Resources Inc. (MRI) - Hooksett Updated Classification Pay Plan to include MRI Wage Study Recommendations (tabled at 09/22/2021 Council Meeting) Staff Report - SR-21-148 - Pdf	31 - 34
9.4. Barry Cogan, Kiwanis Club of Hooksett - Winter Carnival 2022 Staff Report - SR-21-161 - Pdf	35
10. CONSENT AGENDA	
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Anyone requesting auxiliary aids or services is asked to contact the Administration Department five business days prior to the meeting.

10.2.	Hip Peas Development, #191 West River Road, Release of \$46,684.54 Site Irrevocable Letter of Credit. Staff Report - SR-21-158 - Pdf	39 - 43
10.3.	Amazon Property – 400 Quality Drive - Bond Release of Site Bond of \$362,512.50 and Landscape Bond of \$61,000 Staff Report - SR-21-159 - Pdf	45 - 49
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16.	APPROVAL OF MINUTES	
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16.2.	Public: 09/22/2021 TC MINUTES 09222021	149 - 168
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18.	PUBLIC INPUT	
19.	NON-PUBLIC SESSION NH RSA 91-A:3 II	
20.	ADJOURNMENT	

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

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: Public hearing to accept the health insurance surplus of funds from HealthTrust FY2021 not to exceed \$200,000 to the Town of Hooksett per RSA 31:95-b, III (a). (see item 9.1 for details)

Meeting: Town Council - 13 Oct 2021
Department: Administration
Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

Public hearing to accept the health insurance surplus of funds from HealthTrust FY2021 not to exceed \$200,000 to the Town of Hooksett per RSA 31:95-b, III (a). (see item 9.1 for details)

FINANCIAL IMPACT:

FY2021 HealthTrust Surplus of Funds not to exceed \$200,000.

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Open public hearing, listen to public input, close public hearing and go to item #9.1 for next steps.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Listen to information provided by the HealthTrust

ATTACHMENTS:

[10132021 HEALTH SURPLUS FUNDS PH](#)

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council will be holding a public hearing on Wednesday, October 13, 2021 @ 6:00pm at the Hooksett Town Hall Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept the health insurance surplus of funds from HealthTrust FY2021 not to exceed \$200,000 to the Town of Hooksett per RSA 31:95-b, III (a). For documentation or questions contact the Administration Department at 603-485-8472.

Town Council

STAFF REPORT



To: Town Council
Title: Stephanie Perrin, HealthTrust Benefits Advisor - Town of Hooksett, NH Health Insurance FY2021 Surplus of Funds - Council acceptance of funds and distribution of funds
Meeting: Town Council - 13 Oct 2021
Department: Administration
Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

FY2021 SURPLUS OF FUNDS - expected *\$188,087.45

HealthTrust is the benefits advisor team for Anthem (medical) and Delta (dental) insurance plans for the Town of Hooksett. Representative from HealthTrust - Stephanie Perrin, Benefits Advisor, is a scheduled appointment for Q&A on FY2021 Surplus of Funds with the Council. **Expected** surplus at this time is ***\$188,087.45**. 10/13/2021 a) Public hearing for funds and b) Administration seeking Council acceptance of funds (after closing public hearing) and distribution of funds.

*The **actual** return amounts, which may be higher or lower than the above projected amounts, will be determined after the final HealthTrust FY2021 audited financial statements are accepted by the HealthTrust Board of Directors at the October 5, 2021 meeting. HealthTrust has advised Administration that Hooksett's **actual** is measuring below \$200,000. The Town to receive the **actual** by the Council's October 13, 2021 meeting.

Sections from the HealthTrust Board Resolution

- Pursuant to RSA 5-B:5(I)(c) HealthTrust is required to "return all earnings and surplus in excess of any amounts required for administration, claims, reserves, and purchase of excess insurance to the participating political subdivisions".
- the COVID-19 pandemic and the related Stay at Home Emergency Orders have continued to result in a significant reduction in HealthTrust's coverage claims during FY2021
- HealthTrust's Member political subdivisions are experiencing significant financial pressures due to the ongoing impacts of COVID-19;

SURPLUS OF FUNDS - back-up material

1. HealthTrust FY2021 *Expected* Surplus of Funds ***\$188,087.45** (see 08/12/2021 HealthTrust letter attached)

a. Divisions included in total - NHRS (retirees), Sewer and Town

2. Council to 1) accept funds and 2) determine distribution of funds (see below for last year's Council motions for reference)

a. Past practice for distribution of health insurance surplus is to prorate the funds and return to those employees for their % of contribution of the plan premium

- Past HealthTrust FY2020 **Actual** Surplus of Funds \$100,484.04

D. Boutin motioned to waive Town Council Rules of Procedure and accept the health insurance surplus of funds the same night as the public hearing and to accept the surplus of funds from Health Trust FY 2020 not to exceed \$100,484.04 and NH Interlocal Trust (NHIT) FY 2016 not to exceed \$27,431.86 for the Town of Hooksett per RSA 31:95-b, III (a). A. Walczyk seconded the motion.

Roll Call Vote #5

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

Voted unanimously in favor (7-0). R. Lapierre abstained because he just arrived and was not part of the discussion. C. Karolian abstained because he is opposed to one part of the motion and in favor of the other part.

D. Boutin motioned to distribute the Health Trust FY2020 surplus not to exceed \$100,484.04 as follows: \$6,790.31 to Wastewater; \$10,978.31 to employees; \$11,098.32 to retirees and \$71,617.10 to the FY 2021-22 town revenue in the form of a Fund Balance. A. Walczyk seconded the motion.

Roll Call Vote #6

*J. Durand Aye
R. Lapierre Aye
C. Karolian Aye
D. Boutin Aye
C. Jones Aye
T. Tsantoulis Aye
A. Walczyk Aye
R. Duhaime Not present
J. Sullivan Aye*

Voted unanimously in favor (8-0).

FINANCIAL IMPACT:

TBD based on Council decision for distribution of surplus of funds.

POLICY IMPLICATIONS:

TBD based on Council decision for distribution of surplus of funds.

RECOMMENDATION:

See suggested motions below

SUGGESTED MOTION:

- 1) motion to waive Town Council Rules of Procedure and accept the HealthTrust FY2021 surplus of funds the same night as the public hearing
- 2) motion to accept the FY2021 surplus of funds from HealthTrust in the amount of *\$188,087.45 for the Town of Hooksett per RSA 31:95-b, III (a).
- 3) motion to distribute the FY2021 surplus of funds in the amount *\$188,087.45 as follows: **\$TBD to Wastewater; **\$TBD to Town employees; **\$TBD to retirees and **\$TBD remaining balance of surplus to _____

Note: Pending outcome of HealthTrust 10/5/2021 Board meeting, HealthTrust to provide Administration:

*FY2021 actual surplus of funds

**FY2021 premiums paid report to determine Town vs. employee/retiree paid share

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[2021 TOWN OF HOOKSETT Return of Surplus Intent](#)



August 12, 2021

Mr. Andre Garron
Town of Hooksett
35 Main Street
Hooksett, NH 03106

Dear Mr. Garron:

One of the ongoing benefits of HealthTrust Membership is our annual process to determine the amount of surplus available to be distributed back to Member Groups. Typically, this process occurs in October, after acceptance of the audited financial statements by the HealthTrust Board of Directors, and we inform you at that time how much, if any, Return of Surplus your Group will receive.

The HealthTrust Board of Directors recognized, however, that during these continued unprecedented times, it may be of significant value to your Group to learn as soon as possible how much of a Return of Surplus is anticipated for your Group in November 2021. As a result, on Friday, August 6, 2021, the HealthTrust Board adopted the enclosed resolution, which formally declared:

- 1) The amount of FY2021 Surplus it expects to distribute to Member Groups after it receives and approves the audited financial statements on October 5, 2021 to be approximately \$37,207,827;
- 2) The FY2021 Surplus is expected to be distributed to HealthTrust Members who participated in HealthTrust's medical, dental and/or short-term disability coverage lines during FY2021 in proportion to each Member Groups' respective contributions for such coverages; and
- 3) **The final amount of FY2021 Surplus to be distributed will be determined after the audited financial statements are accepted by the Board of Directors on October 5, 2021, and that the final amount of FY2021 Surplus to be distributed is subject to any final audit adjustments and may be more or less than the amount expected.**

Included with this letter is information by coverage line regarding your Group's expected share of the anticipated Return of Surplus based on the Board's Resolution. **This information will be updated with actual final amounts after the Board meeting on October 5, 2021 and will be available on the Secure Member Portal (SMP) for all Member Groups by October 15, 2021.**

At that time, reports will also be available detailing the enrollment numbers used to calculate the contributions on which the Return of Surplus was determined. The additional reports will be made available through the SMP only to those with the designated role of Benefits Administrator (BA) due to the sensitivity of the Protected Health Information (PHI) included in each report.

HealthTrust strives to be here for you, our Members, every day with innovative programs and services designed specifically to meet the unique and evolving needs of New Hampshire's municipalities, schools, counties, and other political subdivisions.

We remain committed to our guiding values of service, collaboration, integrity and innovation, and look forward to working on your behalf to make these challenging times just a little bit easier!

Sincerely,

A handwritten signature in blue ink, appearing to read "Cathy Stacey".

Cathy Ann Stacey, Chair
HealthTrust Board of Directors

A handwritten signature in blue ink, appearing to read "Wendy Lee Parker".

Wendy Lee Parker, Executive Director
HealthTrust

Enclosures

Resolution to Notify Members of the Expected FY2021 Distribution of Surplus:

WHEREAS, the COVID-19 pandemic and the related Stay at Home Emergency Orders have continued to result in a significant reduction in HealthTrust's coverage claims during FY2021;

WHEREAS, this reduction in claims has resulted in a projected but as of now, unaudited FY2021 total net position of approximately \$127,207,827;

WHEREAS, HealthTrust's independent consulting actuary, Milliman, using a sound actuarial methodology has recommended that as of June 30, 2021, HealthTrust set its Capital Adequacy Reserve Target at between \$90 million and \$145 million (depending on how much flexibility it has to raise rates in the future);

WHEREAS, based on the Milliman recommendation, the Board of Directors voted to set HealthTrust's Capital Adequacy Reserve Target as of June 30, 2021 at \$90 million, which results in a projected, but unaudited excess surplus for FY2021 of \$37,207,827;

WHEREAS, pursuant to RSA 5-B:5(I)(c) HealthTrust is required to "return all earnings and surplus in excess of any amounts required for administration, claims, reserves, and purchase of excess insurance to the participating political subdivisions";

WHEREAS, the amount of excess surplus that must be so returned is to be based on the year-end audited financial statements;

WHEREAS, HealthTrust's FY2021 audited financial statements will not receive final approval until October 5, 2021 and once approved, the audited financial statements may indicate an amount of excess surplus for FY2021 that differs from the amount of excess surplus projected at this time;

WHEREAS, HealthTrust's Member political subdivisions are experiencing significant financial pressures due to the ongoing impacts of COVID-19;

WHEREAS, many of HealthTrust's Member political subdivisions will only be able to maximize the positive impact of HealthTrust's distribution of FY2021 excess surplus if they are able to account for such funds by September 1, 2021 in time for their annual filing with the Department of Revenue Administration (DRA);

WHEREAS, HealthTrust intends to inform Members of the expected FY2021 return of surplus prior to the availability of HealthTrust's FY2021 audited financial statements and in time for its Member political subdivisions to include the expected FY2021 return of surplus in their September 1, 2021 filing with the DRA; and

WHEREAS, HealthTrust will determine the exact amount of the FY2021 distribution of excess surplus after it receives and approves its FY2021 audited financial statements which is anticipated to be on October 5, 2021:

NOW, THEREFORE, on August 6, 2021, the Board of Directors of HealthTrust, Inc. (the "Board") hereby adopts the following resolutions:

- I. RESOLVED, the Board, hereby declares that it expects the amount of FY2021 surplus it will distribute to Members pursuant to Section 5.1 and 5.2 of the Bylaws after it receives and approves the audited financial statements on October 5, 2021 to be approximately \$37,207,827 which it expects to distribute amongst its Members who participated in HealthTrust's medical, dental and/or short-term disability coverage lines during FY2021 in proportion to each Members' respective contributions for such coverages; and
- II. FURTHER RESOLVED, that prior to August 15, 2021, HealthTrust staff shall notify each Member of the amount of FY2021 surplus it is expected to receive as part the expected return of surplus together with a statement that the final amount of FY2021 surplus to distributed will be determined after the audited financial statements are accepted by the Board on October 5, 2021, that the final amount of FY2021 surplus to be distributed is subject to final audit adjustment and may be more or less than the amount expected.

Town of Hooksett

Summary of Expected Return of HealthTrust FY2021 Surplus

Your Group's expected share of the anticipated FY2021 Return of Surplus amount as identified by the HealthTrust Board on August 6, 2021:

Coverage	Expected Amount
Medical	\$177,129.67
Dental	\$10,957.78
	\$188,087.45

Detailed breakdown by Medical Billing Group:

Medical Billing Group Name	Expected Amount
HOOKSETT NHRS	\$22,411.92
HOOKSETT SEWER	\$10,657.02
HOOKSETT TOWN	\$144,060.73
Medical Billing Group Total	\$177,129.67

Detailed breakdown by Dental Billing Group:

Dental Billing Group Name	Expected Amount
HOOKSETT NHRS	\$986.93
HOOKSETT SEWER	\$1,096.50
HOOKSETT TOWN	\$8,874.35
Dental Billing Group Total	\$10,957.78

The actual return amounts, which may be higher or lower than the above projected amounts, will be determined after the final HealthTrust FY2021 audited financial statements are accepted by the HealthTrust Board of Directors at the October 5, 2021 meeting. **Member Groups will be notified of their actual final return amounts no later than October 15, 2021.**

The return of surplus will be distributed as a check on November 17, 2021 unless a *Contribution Holiday* is requested, in writing, by October 28, 2021 via email to healthtrust-ed@healthtrustnh.org. Requested Contribution Holidays will be reflected on the December 2021 invoice, issued in late November 2021.

Town Council

STAFF REPORT



To: Town Council
Title: Stephanie Perrin, HealthTrust Benefits Advisor - Town of Hooksett, NH CY2022 Health Insurance Renewal Rates
Meeting: Town Council - 13 Oct 2021
Department: Administration
Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

CY2022 HEALTH INSURANCE RENEWAL RATES

HealthTrust is the benefits advisor team for Anthem (medical) and Delta (dental) insurance plans for the Town of Hooksett. Representative from HealthTrust - Stephanie Perrin, Benefits Advisor, is a scheduled appointment for Q&A on CY2022 health insurance renewal rates with the Council. The Town's **expected** medical and dental renewal rates for effective date January 1, 2022 (CY 2022) are as follows:

- **Medical** - increase ***+7.2%** (CY 2021 increase was +8.3%)
- **Dental** - decrease ***-0.3%** (CY 2021 was level)

10/13/2021 Administration is seeking Council a) continue the current health and dental plan options and contributions for CY2022 active non-union employees & retirees under 65 years and 65 years of age and older and b) *increase the FY 2022-23 Town Council's recommended budget to cover the increased cost of employee health insurance **\$207,473**.

*The **actual** renewal rates, which may be higher or lower than the above projected rates, will be determined after the final Town's claims experience for period May 2020-April 2021 has been accepted by the HealthTrust Board of Directors at the October 5, 2021 meeting. HealthTrust has advised Administration the Town to receive the **actual** by the Council's October 13, 2021 meeting.

Hooksett Medical Insurance Rate History (HealthTrust-Anthem except for 2016 & 2017 Town with NHIT-Harvard Pilgrim)

2021 +8.3%

2020 +3.6%

2019 +9.0%

2018 NEW YEAR WITH RFP AWARD

2017 +27.09% NHIT - Harvard Pilgrim (Town Council Health Insurance Sub-Committee for CY2018 RFP)

2016 NHIT - Harvard Pilgrim NEW YEAR WITH RFP AWARD

2015 +2.5% (Employee Health Insurance Committee for CY2016 RFP)

2014 +17.1%

2013 +3.9%

2012 +3.3%
2011 +11.3%
2010 +20.4%

Town (non-union & union) Medical Plans

1. Access Blue HMO AB201PDED \$250/\$750 New England
2. Anthem Blue HMO ABSOS20/40 1KDED \$1,000/\$3,000 New England
3. Lumenos 2500 \$2,500/\$5,000

Town (non-union & union) Dental Plans

1. 1 Flex - plan year max \$1,000
2. 2A Flex - plan year max \$750
3. 5 Flex - plan year max \$500

RENEWAL RATES - see attached back-up material

1. Health Insurance Renewal Rate Motions
2. Non-union medical premium contribution rate sheet
Access Blue HMO AB201PDED \$250/\$750 New England - non-union 15%
 - Fire-Rescue (IAFF) = thru 06/30/2022 16%, 07/01//2022 18% (CBA ends 06/30/2023)
 - Mid-Management (Teamsters) = thru 06/30/2022 16% (CBA ends 06/30/2022)
 - Police (NEPBA) = thru 06/30/2022 19%, 07/01/2022 20% (CBA ends 06/30/2023)
 - Pubic Works (Teamsters) = 18% (CBA ends 06/30/2024)
3. Union medical premium contribution rate sheets per Collective Bargaining Agreements (CBAs)
4. Town of Hooksett ALL active non-union and union medical plan comparison sheet
5. Town of Hooksett ALL active non-union and union dental premium contribution
6. Retiree medical and dental premium contribution

FINANCIAL IMPACT:

TBD based on HealthTrust Board **actual** renewal rates for CY2022.

POLICY IMPLICATIONS:

TBD based on HealthTrust Board **actual** renewal rates for CY2022.

RECOMMENDATION:

a) continue the current health and dental plan options and contributions for CY2022 active non-union employees & retirees under 65 years and 65 years of age and older and b) increase the FY 2022-23 Town Council's recommended budget to cover the increased cost of employee health insurance \$207,473 (**actual** amount provided by HealthTrust by 10/13/2021 Council meeting).

SUGGESTED MOTION:

See CY2022 Health Insurance Renewal Rate Motions attached (motion may be made "as presented" or may be read in detail).

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[CY2022 RENEWAL RATE MOTIONS](#)

[CY2021 Medical Rate - non-union and union Sheets](#)

[2021 Colored Benefit Comparison](#)

[2021 Dental Rates](#)

[2021 retiree health ins premiums 01012021](#)

[2021 retiree dental ins premiums 01012021](#)

<p style="text-align: center;">CY2022 HEALTH INSURANCE RENEWAL RATE MOTIONS</p>
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***MOTION FOR HEALTH AND DENTAL PLAN OPTIONS
AND CONTRIBUTIONS FOR CY2022***

COUNCILOR motion to continue the current health and dental plan options and contributions for CY2022 active non-union employees & retirees under 65 years and 65 years of age and older (see below for details to be included in meeting minutes). COUNCILOR seconded the motion.

The details for active non-union employees, effective January 1, 2022:

1. HealthTrust-Anthem Blue HMO AB201PDED (01L)-R10/25/40M10/40/70/3K(L) - \$250/\$750
 - a. 15% employee premium contribution
 - b. allow the employee to establish their own FSA account
2. HealthTrust-Anthem Blue HMO ABSOS20/40/1KDED (01L)-R10/25/40M10/40/70/55K(L)-\$1,000/\$3,000
 - a. no employee premium contribution
 - b. allow the employee to establish their own FSA account
 - c. Town pays 50% of deductible through HRA account after the first * below is paid by the employee
 - i. *Single plan = \$400
 - ii. *Two-person plan = \$750
 - iii. *Family plan = \$1,000
3. HealthTrust-Anthem Lumenos 2500 (01L) \$2,500/\$5,000
 - a. no employee premium contribution
 - b. allow the employee to establish their own HSA account
 - c. allow the employee to establish their own limited FSA account (dental and vision only)
4. Health Trust – Delta Dental plans 1 flex, 2A flex, 5 flex

The details for retirees under 65 years of age effective January 1, 2022:

1. HealthTrust-Anthem Blue HMO AB201PDED (01L)-R10/25/40M10/40/70/3K(L) - \$250/\$750
 - a. 100% retiree premium contribution
2. HealthTrust-Anthem Blue HMO ABSOS20/40/1KDED (01L)-R10/25/40M10/40/70/55K(L)-\$1,000/\$3,000
 - a. 100% retiree premium contribution

CY2022 Health Insurance Renewal Rate Motions

Page 2 of 2

The details for retirees under 65 years of age effective January 1, 2022, CONTINUED:

3. HealthTrust-Anthem Lumenos 2500 (01L) \$2,500/\$5,000
 - a. 100% retiree premium contribution
 - b. allow the employee to establish their own HSA account
 - c. allow the employee to establish their own limited FSA account (dental and vision only)
4. Health Trust – Delta Dental plans 1 flex, 2A flex, 5 flex - 100% retiree premium paid

The details for retirees 65 years of age and older effective of January 1, 2022:

1. MC3 (01L)-R10/25/40M10/40/70(LCY)
2. MCNRX (01L)
3. Health Trust – Delta Dental plans 1 flex, 2A flex, 5 flex - 100% retiree premium paid

ROLL CALL VOTE

MOTION TO INCREASE THE FY 2022-23 TOWN COUNCIL'S RECOMMENDED BUDGET TO COVER CY2022 HEALTH INSURANCE RENEWAL RATE INCREASE

COUNCILOR motion to increase the FY 2022-23 Town Council's recommended budget by *\$207,473 to cover the increased cost of employee health insurance. COUNCILOR seconded the motion.

Note: *The **actual** renewal rates will be determined after the final Town's claims experience for period May 2020-April 2021 has been accepted by the HealthTrust Board of Directors at the October 5, 2021 meeting. HealthTrust has advised Administration the Town to receive the **actual** by the Council's October 13, 2021 meeting.

ROLL CALL VOTE

Town of Hooksett
2021 Health Insurance
Non Union
 Effective 1/1/2021

	Monthly Premium	Annual Premium	Annual 85% Town Share	Annual 15% Employee Share	4 Times per Month Employee's Co-pay
Access Blue HMO AB20IPDED \$250/\$750 deductible					
Single	\$ 974.73	\$ 11,696.76	\$ 9,942.25	\$ 1,754.51	\$ 36.55
Two-person	\$ 1,949.46	\$ 23,393.52	\$ 19,884.49	\$ 3,509.03	\$ 73.10
Family	\$ 2,631.77	\$ 31,581.24	\$ 26,844.05	\$ 4,737.19	\$ 98.69
Anthem Blue HMO ABSOS20/40 1KDED \$1,000/\$3,000 deductible					
Single	\$ 792.20	\$ 9,506.40	Town pays 100% of premium and 50% of deductible after the first \$400		
Two-person	\$ 1,584.41	\$ 19,012.92	Town pays 100% of premium and 50% of deductible after the first \$750		
Family	\$ 2,138.95	\$ 25,667.40	Town pays 100% of premium and 50% of deductible after the first \$1,000		
Lumenos 2500 \$2,500/\$5,000 deductible					
Single	\$ 827.98	\$ 9,935.76	Town pays 100% of premium		
Two-person	\$ 1,655.96	\$ 19,871.52	Town pays 100% of premium		
Family	\$ 2,235.54	\$ 26,826.48	Town pays 100% of premium		

OPT-Out of Health Insurance is \$5,000 a year paid weekly.

Notes:

- Town Council voted October 28, 2020 to continue current health & dental plans and contributions for 2021:
 - Access Blue HMO AB20IPDED with a 15% non-union employee premium contribution.
 - Access Blue HMO ABSOS20/40 1KDED Town pays 100% of premium and 50% of the deductible after the first \$400 for single \$750 for two-person and \$1,000 for family plan.
 - Lumenos 2500 Town pays 100% of premium and no employer contribution to the employee's HSA account.
- Town Council voted October 28, 2015 to increase Opt-Out of Health Insurance reimbursement from \$2,400 to \$5,000 per year effective 1/1/2016.

Town of Hooksett
2021 Health Insurance
Firefighter Union
Effective 1/1/2021

Plan	Monthly Premium	Annual Premium	Annual 84% Town Share	Annual 16% Employee Share	4 Times per Month Employee's Co-pay
Access Blue HMO AB20IPDED \$250/\$750 deductible					
Single	\$ 974.73	\$ 11,696.76	\$ 9,825.28	\$ 1,871.48	\$ 38.99
Two-person	\$ 1,949.46	\$ 23,393.52	\$ 19,650.56	\$ 3,742.96	\$ 77.98
Family	\$ 2,631.77	\$ 31,581.24	\$ 26,528.24	\$ 5,053.00	\$ 105.27
Anthem Blue HMO ABSOS20/40 1KDED \$1,000/\$3,000 deductible					
Single	\$ 792.20	\$ 9,506.40	Town pays 100% of premium and 50% of deductible after the first \$400		
Two-person	\$ 1,584.41	\$ 19,012.92	Town pays 100% of premium and 50% of deductible after the first \$750		
Family	\$ 2,138.95	\$ 25,667.40	Town pays 100% of premium and 50% of deductible after the first \$1,000		
Lumenos 2500 \$2,500/\$5,000 deductible					
Single	\$ 827.98	\$ 9,935.76	Town pays 100% of premium		
Two-person	\$ 1,655.96	\$ 19,871.52	Town pays 100% of premium		
Family	\$ 2,235.54	\$ 26,826.48	Town pays 100% of premium		

OPT-Out of Health Insurance is \$5,000 a year paid weekly.

Notes:

Fire Union Contract 2020-2023 Article 8 Insurance - The Town will provide to members of the Bargaining Unit Health (medical & dental), short-term & long-term disability, Workers' Compensation Insurance, Life Insurance, health insurance opt-out stipend and supplemental insurances on the same terms and conditions (level of benefits, deductibles) as provided to other employees of the Town.

The Town shall maintain:

Access Blue HMO AB20IPDED \$250/\$750 New England (with a non union-employee premium contribution).

Access Blue HMO ABSOS20/40 1KDED \$1,000/\$3,000 New England (Town pays 100% of premium and 50% of the deductible after the first \$400 for single \$750 for two-person and \$1,000 for family plan.)

Lumenos 2500 \$2,500/\$5,000 (Town pays 100% of premium and no employer contribution to the employee's HSA account.)

Effective July 1, 2020 the employee will pay sixteen percent (16%) through payroll deduction of the of health insurance premium, when the plan they selected has a non-union employee premium contribution.

Effective July 1, 2022 and for the duration of this contract the employee will be required to pay eighteen percent (18%) through payroll deduction of the health insurance premium, when the plan they selected has a non-union employee premium contribution.

The employee shall not be required to contribute more than eighteen percent (18%) of the total premium, when the plan they selected has a non-union employee premium contribution, as it exists on January 1, 2023 until a successor agreement is reached.

Town Council voted October 28, 2015 to increase Opt-Out of Health Insurance reimbursement from \$2,400 to \$5,000 per year effective 1/1/2016.

Town of Hooksett
2021 Health Insurance
Mid-Management Union
 Effective 7/1/2021

	Monthly Premium	Annual Premium	Annual 84% Town Share	Annual 16% Employee Share	4 Times per Month Employee's Co-pay
Access Blue HMO AB20IPDED \$250/\$750 deductible					
Single	\$ 974.73	\$ 11,696.76	\$ 9,825.28	\$ 1,871.48	\$ 38.99
Two-person	\$ 1,949.46	\$ 23,393.52	\$ 19,650.56	\$ 3,742.96	\$ 77.98
Family	\$ 2,631.77	\$ 31,581.24	\$ 26,528.24	\$ 5,053.00	\$ 105.27
Anthem Blue HMO ABSOS20/40 1KDED \$1,000/\$3,000 deductible					
Single	\$ 792.20	\$ 9,506.40	Town pays 100% of premium and 50% of deductible after the first \$400.		
Two-person	\$ 1,584.41	\$ 19,012.92	Town pays 100% of premium and 50% of deductible after the first \$750.		
Family	\$ 2,138.95	\$ 25,667.40	Town pays 100% of premium and 50% of deductible after the first \$1,000.		
Lumenos 2500 \$2,500/\$5,000 deductible					
Single	\$ 827.98	\$ 9,935.76	Town pays 100% of premium.		
Two-person	\$ 1,655.96	\$ 19,871.52	Town pays 100% of premium.		
Family	\$ 2,235.54	\$ 26,826.48	Town pays 100% of premium.		

OPT-Out of Health Insurance is \$5,000 a year paid weekly.

Notes:

Mid-Management Union contract 2021-2022 Article 4 Insurance:

Effective July 1, 2021 the employee will pay sixteen percent (16%) through payroll deduction of the health insurance premium, when the plan they selected has a non-union employee premium contribution.

If the union employee selects a health plan that has no non-union employee premium contribution, the Town will pay 100% of the premium.

Town union employee health insurance opt-out (Health insurance stipend agreement) terms will be the same as non-union employees.

Town Council voted November 15, 2017 to offer non-union employees three plans:

Access Blue HMO AB20IPDED with a employee premium contribution.

Access Blue HMO ABSOS20/40 1KDED Town pays 100% of premium and 50% of the deductible after the first \$400 for single \$750 for two-person and \$1,000 for family plan.

Lumenos 2500 Town pays 100% of premium and no employer contribution to the employee's HSA account.

Town Council voted October 28, 2015 to increase Opt-Out of Health Insurance reimbursement from \$2,400 to \$5,000 per year effective 1/1/2016.

Town of Hooksett
2021 Health Insurance
Police Union
 Effective 1/1/2021

	Monthly Premium	Annual Premium	Annual 81% Town Share	Annual 19% Employee Share	4 Times per Month Employee's Co-pay
Access Blue HMO AB20IPDED \$250/\$750 deductible					
Single	\$ 974.73	\$11,696.76	\$ 9,474.38	\$ 2,222.38	\$ 46.30
Two-person	\$ 1,949.46	\$23,393.52	\$18,948.75	\$ 4,444.77	\$ 92.60
Family	\$ 2,631.77	\$31,581.24	\$25,580.80	\$ 6,000.44	\$ 125.01
Anthem Blue HMO ABSOS20/40 1KDED \$1,000/\$3,000 deductible					
Single	\$ 792.20	\$ 9,506.40	Town pays 100% of premium and 50% of deductible after the first \$400		
Two-person	\$ 1,584.41	\$19,012.92	Town pays 100% of premium and 50% of deductible after the first \$750		
Family	\$ 2,138.95	\$25,667.40	Town pays 100% of premium and 50% of deductible after the first \$1,000		
Lumenos 2500 \$2,500/\$5,000 deductible					
Single	\$ 827.98	\$ 9,935.76	Town pays 100% of premium		
Two-person	\$ 1,655.96	\$19,871.52	Town pays 100% of premium		
Family	\$ 2,235.54	\$26,826.48	Town pays 100% of premium		

OPT-Out of Health Insurance is \$5,000 a year paid weekly.

Notes:

Police Union Contract 2020-2023 Article 24 Insurance - The Town will provide to members of the Bargaining Unit Health, short-term & long-term disability, and Life Insurance on the same terms and conditions (level of benefits, deductibles) as provided to other employees of the Town.

Effective July 1, 2020 the employee will pay nineteen percent (19%) through payroll deduction of the health insurance premium, when the plan they selected has a non-union employee premium contribution.

Effective July 1, 2022 the employee will pay twenty percent (20%) through payroll deduction of the health insurance premium, when the plan they selected has a non-union employee premium contribution.

If the union employee selects a health plan that has no non-union employee premium contribution, the Town will pay 100% of the premium.

Police union employee health insurance opt-out (Health insurance stipend agreement) terms will be on the same as non-union employees.

Town Council voted October 28, 2020 to continue current health & dental plans and contributions for 2021:

Access Blue HMO AB20IPDED with a employee premium contribution.

Access Blue HMO ABSOS20/40 1KDED Town pays 100% of premium and 50% of the deductible after the first \$400 for single \$750 for two-person and \$1,000 for family plan.

Lumenos 2500 Town pays 100% of premium and no employer contribution to the employee's HSA account.

Town Council voted October 28, 2015 to increase Opt-Out of Health Insurance reimbursement from \$2,400 to \$5,000 per year effective 1/1/2016.

Town of Hooksett
2021 Health Insurance
DPW Union
 Effective 7/1/2021

	Monthly Premium	Annual Premium	Annual 82% Town Share	Annual 18% Employee Share	4 Times per Month Employee's Co-pay
Access Blue HMO AB20IPDED \$250/\$750 deductible					
Single	\$ 974.73	\$ 11,696.76	\$ 9,591.34	\$ 2,105.42	\$ 43.86
Two-person	\$ 1,949.46	\$ 23,393.52	\$ 19,182.69	\$ 4,210.83	\$ 87.73
Family	\$ 2,631.77	\$ 31,581.24	\$ 25,896.62	\$ 5,684.62	\$ 118.43
Anthem Blue HMO ABSOS20/40 1KDED \$1,000/\$3,000 deductible					
Single	\$ 792.20	\$ 9,506.40	Town pays 100% of premium and 50% of deductible after the first \$400.		
Two-person	\$ 1,584.41	\$ 19,012.92	Town pays 100% of premium and 50% of deductible after the first \$750.		
Family	\$ 2,138.95	\$ 25,667.40	Town pays 100% of premium and 50% of deductible after the first \$1,000.		
Lumenos 2500 \$2,500/\$5,000 deductible					
Single	\$ 827.98	\$ 9,935.76	Town pays 100% of premium.		
Two-person	\$ 1,655.96	\$ 19,871.52	Town pays 100% of premium.		
Family	\$ 2,235.54	\$ 26,826.48	Town pays 100% of premium.		

OPT-Out of Health Insurance is \$5,000 a year paid weekly.

Notes:

DPW Union contract 2021-2024 Article 20 Insurance:

Effective July 1, 2021 the employee will pay eighteen percent (18%) through payroll deduction of the health insurance premium, when the plan they selected has a non-union employee premium contribution.

If the union employee selects a health plan that has no non-union employee premium contribution, the Town will pay 100% of the premium.

Town union employee health insurance opt-out (Health insurance stipend agreement) terms will be the same as non-union employees.

Town Council voted November 15, 2017 to offer non-union employees three plans:


Access Blue HMO AB20IPDED with a employee premium contribution.

Access Blue HMO ABSOS20/40 1KDED Town pays 100% of premium and 50% of the deductible after the first \$400 for single \$750 for two-person and \$1,000 for family plan.


Lumenos 2500 Town pays 100% of premium and no employer contribution to the employee's HSA account.

Town Council voted October 28, 2015 to increase Opt-Out of Health Insurance reimbursement from \$2,400 to \$5,000 per year effective 1/1/2016.

Town of Hooksett -- Non-Union

		Access Blue (AB20IPDED)	Access Blue Site of Service (ABSOS20/40/1KDED)	Lumenos 2500	
		Network Benefits (1)	Network Benefits (1)	Network Benefits	Out-of-Network Benefits (2)
Cost Sharing	PCP Visit Copayment	\$20 per visit	\$20 per visit	N/A	
	Specialty Visit Copayment	\$20 per visit	\$40 per visit	N/A	
	Walk-In Center Copayment	\$20 per visit	\$20 per visit	N/A	
	Urgent Care Facility Copayment	\$75 per visit	\$50 per visit	N/A	
	Emergency Room Copayment	\$150 per visit	\$100 per visit	N/A	
	Standard Deductible	\$250 per Member per year; \$750 per family per year	\$1,000 per Member per year; \$3,000 per family per year	\$2,500 per Member, per year; \$5,000 per 2-person or family per year (4)	
	Standard Coinsurance	N/A	N/A	N/A	30%
	Coinsurance Maximum	N/A	N/A	N/A	\$2,500 per Member, per year; \$5,000 per 2-person or family per year (4)
	Durable Medical Equipment	You pay 20% after separate \$100 per Member, per year deductible	You pay 20% after separate \$100 per Member, per year deductible	Standard Deductible	Standard Deductible and Coinsurance
	Out-of-Pocket Limit	\$3,000 per Member, per year; \$6,000 per family, per year (3)	\$5,000 per Member, per year; \$10,000 per family, per year (3)	\$2,500 per Member, per year; \$5,000 per 2-person or family per year (3)	\$5,000 per Member, per year; \$10,000 per family, per year (3) (4)
Inpatient	Inpatient Services; medical, surgical and maternity admissions	Standard Deductible	Standard Deductible	Standard Deductible	Standard Deductible and Coinsurance plus any balances
Preventive Care	Immunizations, cancer screenings: mammograms, pap smears, routine colonoscopy; routine physical exams, nutrition counseling, routine hearing exams (one exam each year)	You pay \$0	You pay \$0	You pay \$0	Standard Deductible and Coinsurance plus any balances
	Routine Eye Exams (one exam per calendar year 18 years and younger; once every two years thereafter)	You pay \$0	You pay \$0	You pay \$0	Standard Deductible and Coinsurance plus any balances
Eyewear	Frames/Lenses	\$40 reimbursement per Member, per year	N/A	N/A	
Outpatient	Medical exams, telemedicine and online visits, consultations, medical treatments	Visit Copayment or Specialty Visit Copayment	Visit Copayment or Specialty Visit Copayment	Standard Deductible	Standard Deductible and Coinsurance plus any balances
	Injections (except allergy injections)	You pay \$0	Visit Copayment or Specialty Visit Copayment	Standard Deductible	Standard Deductible and Coinsurance plus any balances
	Allergy injections	You pay \$0	You pay \$0	Standard Deductible	Standard Deductible and Coinsurance plus any balances
	Surgery and anesthesia	You pay \$0	You pay \$0 at Site of Service providers, Otherwise, Standard Deductible.	Standard Deductible	Standard Deductible and Coinsurance plus any balances
	Laboratory tests (including allergy testing)	You pay \$0	You pay \$0 at Site of Service providers, Otherwise, Standard Deductible.	Standard Deductible	Standard Deductible and Coinsurance plus any balances
	X-ray tests (including ultrasound)	You pay \$0	You pay \$0 at Site of Service providers, Otherwise, Standard Deductible.	Standard Deductible	Standard Deductible and Coinsurance plus any balances
	MRA, MRI, PET, SPECT, CT Scan, and CTA	Standard Deductible	You pay \$0 at Site of Service providers, Otherwise, Standard Deductible.	Standard Deductible	Standard Deductible and Coinsurance plus any balances
	Chemotherapy, medical supplies, and drugs	Standard Deductible	Standard Deductible	Standard Deductible	Standard Deductible and Coinsurance plus any balances
	Maternity Care	You pay no visit copayment for prenatal or postpartum office visits. Your share of the cost for delivery of a baby is the same as shown for "Inpatient Services" or "Outpatient Facility Care."	You pay no visit copayment for prenatal or postpartum office visits. Your share of the cost for delivery of a baby is the same as shown for "Inpatient Services" or "Outpatient Facility Care."	Standard Deductible	Standard Deductible and Coinsurance plus any balances

Town of Hooksett -- Non-Union

		Access Blue (AB20IPDED)	Access Blue Site of Service (ABSOS20/40/1KDED)	Lumenos 2500	
		Network Benefits (1)	Network Benefits (1)	Network Benefits	Out-of-Network Benefits (2)
Emergency Room and Urgent Care	Use of the emergency room (copayment waived if you are admitted)	Emergency Room Copayment	Emergency Room Copayment	Standard Deductible	Standard Deductible and Coinsurance plus any balances
	Use of an urgent care facility	Urgent Care Facility Copayment	Urgent Care Facility Copayment	Standard Deductible	Standard Deductible and Coinsurance plus any balances
	Physician's fee, surgery, MRA, MRI, PET, SPECT, CT Scan, CTA, medical supplies and drugs while in the emergency room	Standard Deductible	Standard Deductible	Standard Deductible	Standard Deductible and Coinsurance plus any balances
	Laboratory and x-ray tests while in the emergency room	You pay \$0	Standard Deductible	Standard Deductible	Standard Deductible and Coinsurance plus any balances
	Ambulance Services - must be medically necessary	Standard Deductible	Standard Deductible	Standard Deductible	
Outpatient Physical Rehab	Physical, Occupational and Speech Therapy	Visit Copayment or Specialty Visit Copayment, up to a combined maximum of 60 visits per Member, per year	Visit Copayment, up to a combined maximum of 60 visits per Member, per year	Standard Deductible, up to a combined maximum of 60 visits per Member, per plan year (5)	Standard Deductible and Coinsurance plus any balances
	Cardiac Rehabilitation Visits	Visit Copayment or Specialty Visit Copayment	Visit Copayment	Standard Deductible	Standard Deductible and Coinsurance plus any balances
	Chiropractic Care	Visit Copayment or Specialty Visit Copayment, up to 12 visits per Member, per year	Visit Copayment, Unlimited Visits	Standard Deductible, Unlimited visits	Standard Deductible and Coinsurance plus any balances
	X-ray tests performed by a chiropractor	You pay \$0	Standard Deductible	Standard Deductible	Standard Deductible and Coinsurance plus any balances
	Acupuncture	N/A	Visit Copayment, up to 12 visits per Member, per year	Standard Deductible, up to 12 visits per Member, per year	Standard Deductible and Coinsurance plus any balances
Behavioral Health Care	Outpatient Behavioral Healthcare and Substance Abuse Treatment	Visit Copayment or Specialty Visit Copayment, Unlimited visits	Visit Copayment or Specialty Visit Copayment, Unlimited visits	Standard Deductible, Unlimited visits	Standard Deductible and Coinsurance plus any balances
	Inpatient Behavioral Healthcare and Substance Abuse Treatment	Standard Deductible	Standard Deductible	Standard Deductible	Standard Deductible and Coinsurance plus any balances
Prescription Drugs	Prescription Drugs	Retail Pharmacy: \$10 generic, \$25 preferred brand-name, \$40 non-preferred brand-name for up to 34-day supply through CVS Caremark's participating retail pharmacies. Maintenance Choice: \$10 generic, \$40 preferred brand-name, \$70 non-preferred brand-name for up to 90-day supply through CVS Caremark's Mail Service Pharmacy or at a CVS Pharmacy.	Retail Pharmacy: \$10 generic, \$25 preferred brand-name, \$40 non-preferred brand-name for up to 34-day supply through CVS Caremark's participating retail pharmacies. Maintenance Choice: \$10 generic, \$40 preferred brand-name, \$70 non-preferred brand-name for up to 90-day supply through CVS Caremark's Mail Service Pharmacy or at a CVS Pharmacy.	In Network: Standard Deductible. Out-of-Network: Standard Deductible and Coinsurance, plus any balances.	

1/1/19 Plan Enhancements

(1) Referrals are not required for care provided within the Access Blue New England Network.

(2) Benefits are limited to the Maximum Allowable Amount (MAA). Under Out-of-Network Benefits, You may be responsible for paying the difference between the MAA and charge. Self-referred care may require preauthorization/precertification from Anthem.

(3) The Out-of-Pocket Limit includes all Deductibles, Coinsurance, and Copayments You pay during a year for medical and prescription expenses under this medical plan and Your HealthTrust prescription benefit program. It does not include your premium, amounts over the Maximum Allowed Amount, penalties, or charges for noncovered services. Once the combined Out-of-Pocket Limit is satisfied, You will not have to pay additional Deductibles, Coinsurance, or Copayments for the rest of the year.

(4) If you are enrolled at the 2-person or family level, eligible expenses incurred by you or any of your enrolled family members count toward satisfying the entire 2-person/family deductible and/or coinsurance.

(5) Any combination of Network Benefits and Out-of-Network Benefits counts toward this limit.

Please note that throughout this chart any reference to year means plan year. Plan year is January 1, through December 31.

This chart is intended for summary purposes only. Details of coverage are set forth in separate documents, which govern these plans.

Town of Hooksett
2021 Dental Insurance
 Effective 1/1/2021

Plan	Monthly Premium	Annual Premium	Annual Town Share	Annual Employee Share	4 Times per Month Employee's Co-pay
Option 5 Flex					
Single	\$ 17.10	\$ 205.20	\$ 205.20	-	none
Two-person	\$ 33.44	\$ 401.28	\$ 401.28	-	none
Family	\$ 65.83	\$ 789.96	\$ 789.96	-	none
Option 2A Flex					
Single	\$ 47.16	\$ 565.92	\$ 205.20	\$ 360.72	\$ 7.52
Two-person	\$ 90.71	\$ 1,088.52	\$ 401.28	\$ 687.24	\$ 14.32
Family	\$ 159.04	\$ 1,908.48	\$ 789.96	\$ 1,118.52	\$ 23.30
Option 1 Flex					
Single	\$ 48.29	\$ 579.48	\$ 205.20	\$ 374.28	\$ 7.80
Two-person	\$ 93.46	\$ 1,121.52	\$ 401.28	\$ 720.24	\$ 15.01
Family	\$ 170.02	\$ 2,040.24	\$ 789.96	\$ 1,250.28	\$ 26.06

Notes:

Town will pay up to 100% of Option 5 for any plan.

Police Union Contract 2017-2020 Article 24 Insurance - same terms and conditions as provided to other employees of the Town.

Fire Union Contract 2019 Article 8 Insurance - same terms and conditions as provided to other employees of the Town.

DPW Union Contract 2018-2021 Article 20 Insurance - same terms and conditions as provided to other employees of the Town.

Town Council voted October 28, 2020 to continue current health & dental plans and contributions for 2021



Town of Hooksett

ADMINISTRATION DEPARTMENT
Donna J. Fitzpatrick
Human Resource Coordinator

Town of Hooksett 2021 Health Insurance Rates for Retirees HealthTrust – Anthem (8.3% increase from 2020)

<u>Plan</u>	<u>Monthly Premium</u>	
<u>Access Blue HMO AB201PDED \$250/\$750 New England</u>		
Single	974.73	(2020 was \$900.03)
Two-person	1,949.46	(2020 was \$1,800.07)
Family	2,631.77	(2020 was \$2,430.09)
<u>Anthem Blue HMO ABSOS20/40 1KDED \$1,000/\$3,000 New England</u>		
<u>(SOS = site of service)</u>		
Single	792.20	(2020 was \$731.49)
Two-person	1,584.41	(2020 was \$1,462.99)
Family	2,138.95	(2020 was \$1,975.03)
<u>Lumenos 2500 \$2,500/\$5,000</u>		
Single	827.98	(2020 was \$764.53)
Two-person	1,655.96	(2020 was \$1,529.05)
Family	2,235.54	(2020 was \$2,064.22)
<u>Medicomp</u>		
*With prescription coverage	658.02	(2020 was \$607.59)
Without prescription coverage	272.02	(2020 was \$251.17)

Notes: Prescription coverage for HMO & *Medicomp plans:

Retail: \$10/\$25/\$40 (up to 34-day supply at participating pharmacies including CVS)
Mail Order or Maintenance Choice (CVS Pharmacy): \$10/\$40/\$70 (90-day supply)

Prescription coverage for Lumenos plan:

IngenioRX

<65 year retirees residing year-round outside of New England only have the Lumenos 2500 \$2,500/\$5,000 plan option. If residing outside of New England for only a few months, you may be able to enroll onto any of the plan options listed above. Please contact Donna Fitzpatrick in HR for details.



Town of Hooksett

ADMINISTRATION DEPARTMENT
Donna J. Fitzpatrick
Human Resource Coordinator

Town of Hooksett
2021 Dental Insurance Rates for Retirees
HealthTrust – Delta Dental
(rates same as CY2020)

<u>Plan</u>	<u>Monthly Premium</u>	
<u>Option 5 Flex</u>		
Single	17.10	(2019 was \$16.46)
Two-person	33.44	(2019 was \$32.19)
Family	65.83	(2019 was \$63.35)
<u>Option 2A Flex</u>		
Single	47.16	(2019 was \$45.39)
Two-person	90.71	(2019 was \$87.30)
Family	159.04	(2019 was \$153.07)
<u>Option 1 Flex</u>		
Single	48.29	(2019 was \$46.47)
Two-person	93.46	(2019 was \$89.95)
Family	170.02	(2019 was \$163.64)

Town Council

STAFF REPORT



To: Town Council
Title: Carol Granfield, Municipal Resources Inc. (MRI) - Hooksett Updated Classification Pay Plan to include MRI Wage Study Recommendations (tabled at 09/22/2021 Council Meeting)
Meeting: Town Council - 13 Oct 2021
Department: Administration
Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

Carol Granfield, Municipal Resources Inc. (MRI), is a scheduled appointment at the Council's 10/13/2021 meeting. MRI completed the Hooksett Municipal Non-union Wage & Classification Study and presented their findings to the Town Council at the Council's June 23, 2021 meeting. The Town Council, at their meeting of 09/22/2021, tabled the "Hooksett Updated Classification Pay Plan (20-grades) to include MRI Wage Study Recommendations". Carol Granfield will be present for Q&A with the Council to include but not limited to "why have "no positions" in some of the grades".

The proposed Classification Pay Plan (see first attachment) includes "20" grades that incorporate a blending of the MRI criteria factor evaluation, and the market data, along with other unique qualities that pertain to the Town of Hooksett. This updated version will replace the last approved 04/28/2021 Council "26" grade plan (see second attachment).

Town Administrator Garron, on 10/13/2021:

1. is seeking Council approval of the 20-grade Updated Classification Pay Plan as presented for an effective date of 11/01/2021
2. will provide an overview of his implementation plan phase 1) minimum wages: 7 employees wages need to be increased to bring their positions to the minimum range in the grade assigned. The total cost for phase 1) is \$13,861.94.
3. will provide an overview of his implementation plan phase 2) Internal equity: placement of existing employees within the wage range & potential funding sources to be presented by Town Administrator Garron at the Council's October 27, 2021 meeting.

Note: The MRI study included a review of 40 non-union Town positions (some positions have multiple employees - i.e. Patrol Sergeant has 6 employees in this position). There are approximately 50 non-union employees to include but not limited to regular full-time and part-time employees as well as call firefighters, seasonal, and per diem employees.

Additional details:

The MRI study included a thorough job analysis process of reviewing responsibilities of all positions was conducted. Job descriptions were reviewed along with Position Analysis Questionnaires (PAQs) completed by the non-union employees to assist with the review

along with some employee interviews for further clarification. A thorough salary market analysis was conducted utilizing comparable municipalities. The 12 municipalities analyzed were: Amherst, Bedford, Derry, Durham, Exeter, Goffstown, Lebanon, Londonderry, Merrimack, Milford, Plymouth and Windham. A comparison was made of the average minimum and maximum salaries. The job evaluation process establishes the relative value of jobs within an organization, whereby positions are analyzed, measured, and compared against a common set of criteria in a systematic and objective manner. A factor evaluation system was used that involved positions being reviewed on 10 criteria factors to provide internal equity. This MRI factor evaluation system may be used by the Town for future job analysis of new or existing positions. Department heads have met and provided their input on a Classification Pay Plan and the proposed version is presented to the Council at this time..

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

FINANCIAL IMPACT:

phase 1) minimum wages: to increase 7 non-union employees at new minimum wage per 20-grade Classification Pay Plan \$13,861.94

phase 2) Internal equity: cost & potential funding source(s) to be presented by Town Administrator at the Council's 10/27/2021 meeting.

POLICY IMPLICATIONS:

To be determined

RECOMMENDATION:

Approve the non-union 20-grade Classification Pay Plan as presented effective November 1, 2021

SUGGESTED MOTION:

Motion to approve the non-union 20-grade Classification Pay Plan as presented effective November 1, 2021

TOWN ADMINISTRATOR'S RECOMMENDATION:

I recommend that Council approved the 20 grade Classification Pay Plan. Accordingly, I plan to move forward with bringing the seven employees, as recommended by the wage study, up to the minimum level for there respective pay grades. The cost for the total wage adjustment for the seven employees is \$13,861.94. It will come out of this fiscal years budget. At the October 27 Town Council meeting, I will present a proposed implementation plan to the Wage Study which will address the pay equity issues identified in the study.

ATTACHMENTS:

[CLASSIFICATION PAY PLAN - MRI WAGE STUDY - 10132021](#)

[CLASSIFICATION PAY PLAN - TC Approved 04282021](#)

TOWN OF HOOKSETT
Classification Pay Plan 10/13/2021 (for effective date 11/01/2021)

GRADE	CLASSIFICATION (Title)	SALARY RANGE		STATUS	
		MINIMUM	MAXIMUM	EXEMPT	NON-EXEMPT
1	Seasonal Clerk	\$ 12.75	\$ 17.85		Non-Exempt
	Seasonal Laborer	\$ 26,520	\$ 37,128		Non-Exempt
2	No Positions Assigned	\$ 14.66	\$ 20.52		
		\$ 30,493	\$ 42,682		
3	Call Firefighter	\$ 16.86	\$ 23.60		Non-Exempt
	Custodian	\$ 35,069	\$ 49,088		Non-Exempt
	Patrol Officer - part-time				Non-Exempt
	Laborer - PW Recycling & Transfer				Non-Exempt
4	Call Firefighter - Lieutenant	\$ 17.70	\$ 24.78		Non-Exempt
		\$ 36,816	\$ 51,542		
5	Budget Committee Secretary	\$ 18.59	\$ 26.03		Non-Exempt
	Call Firefighter - Captain	\$ 38,667	\$ 54,142		Non-Exempt
	Recording Clerk				Non-Exempt
6	Support Specialist	\$ 19.52	\$ 27.33		Non-Exempt
	Finance Clerk	\$ 40,602	\$ 56,846		Non-Exempt
7	No Positions Assigned	\$ 20.50	\$ 28.70		
		\$ 42,640	\$ 59,696		
8	Administrative Assistant	\$ 21.53	\$ 30.14		Non-Exempt
	Clerk/Deputy Tax Collector	\$ 44,782	\$ 62,691		Non-Exempt
	Administrative Records Clerk				Non-Exempt
	Evidence Technician				Non-Exempt
	Prosecution Assistant				Non-Exempt
9	No Positions Assigned	\$ 24.11	\$ 33.75		
		\$ 50,149	\$ 70,200		
10	Executive Assistant	\$ 27.00	\$ 37.80	Exempt	
	Project Coordinator	\$ 56,160	\$ 78,624	Exempt	
11	Family Services Director	\$ 28.35	\$ 39.69		Non-Exempt
	Tax Collector	\$ 58,968	\$ 82,555	Exempt	
12	Code Enforcement Officer	\$ 29.77	\$ 41.68		Non-Exempt
	Human Resource Coordinator	\$ 61,922	\$ 86,694	Exempt	Non-Exempt
	Patrol Sergeant				*Non-Exempt (Salary)
	Dispatch Supervisor				
13	No Positions Assigned	\$ 31.26	\$ 43.76		
		\$ 65,021	\$ 91,021		
14	Assessor	\$ 32.82	\$ 45.95	Exempt	
	Police Lieutenant	\$ 68,266	\$ 95,576		*Non-Exempt (Salary)
15	No Positions Assigned	\$ 34.46	\$ 48.24		
		\$ 71,677	\$ 100,339		
16	Assistant Fire Chief	\$ 36.18	\$ 50.65	Exempt	
	Police Captain (Support Service Administrator)	\$ 75,254	\$ 105,352	Exempt	
	Prosecuting Attorney			Exempt	
17	Finance Director	\$ 38.35	\$ 53.69	Exempt	
		\$ 79,768	\$ 111,675		
18	Fire Chief	\$ 42.19	\$ 59.07	Exempt	
	Police Chief	\$ 87,755	\$ 122,866	Exempt	
	Public Works Director			Exempt	
19	No Positions Assigned	\$ 46.41	\$ 64.97		
		\$ 96,533	\$ 135,138		
20	Town Administrator	\$ 55.69	\$ 77.97	Exempt	
		\$ 115,835	\$ 162,178		

Annual minimum and maximum ranges apply to full-time non-union positions only and are based on a 40-hour work week
 Hourly minimum and maximum rates apply to all non-union positions regardless of full-time, part-time, per diem or other status.

Original adoption date: March 24, 2010.

Amendment date: October 13, 2021 for effective date November 1, 2021.

02/13/13 Town Council approved that from now on the maximum level amounts would automatically increase by the amount of any COLA or COLA-type increases, but not merit increases. 07/01/13 Town Council approved 2% COLA. 07/01/14 2% COLA per budget voted 5/13/14. 07/01/15 3% COLA per budget voted 5/12/15. 07/01/16 3% F/T & 2% P/T COLA per budget voted 05/10/16 & TC approval 05/25/16. 07/01/17 2% F/T & P/T COLA per budget voted 03/14/17 & TC approval 05/10/17. 07/01/18 2% F/T & P/T wage increase per warrant voted 03/13/18 & TC approval 05/23/18 to raise maximum levels by 2%. 07/01/19 2.25% F/T & P/T wage increase per TC approval 06/12/2019 to raise maximum levels by 2.25%. 07/01/2020 2.5% F/T & P/T wage increase per warrant article voted 03/10/2020 & TC approval 04/22/2020 to raise maximum levels by 2.5%. 07/01/2021 2.0% F/T & P/T wage increase per warrant article voted 03/9/2021 & TC approval 04/28/2021 to raise maximum levels by 2.0%. **10/13/2021 Classification Pay Plan includes MRI Wage Study Recommendations: minimum & maximum ranges to be updated each July 1st for a COLA increase & employees exceeding maximum level to receive COLA only increase when other non-union employees are eligible to receive an increase.**

*Refer to Hooksett Police Department Administrative/Operations Directive for Administering of Overtime for Lieutenant and Dispatch Supervisor.

The Classification Pay Plan may not include all seasonal, part-time, per diem or stipend positions.

TOWN OF HOOKSETT

Classification Pay Plan 04/28/2021 (for effective date 07/01/2021)

GRADE	CLASSIFICATION	SALARY RANGE		STATUS	
		MINIMUM	MAXIMUM	EXEMPT	NON-EXEMPT
1	Call Firefighter	\$ 11.00	\$ 23.36		Non-Exempt
	Custodian	\$ 22,880	\$ 48,586		Non-Exempt
	Laborer				Non-Exempt
2	Secretary	\$ 12.00	\$ 26.01		Non-Exempt
	Recording Clerk	\$ 24,960	\$ 54,126		Non-Exempt
3	Call Fire Lieutenant	\$ 12.17	\$ 24.42		Non-Exempt
		\$ 25,314	\$ 50,808		
4	Call Captain	\$ 12.81	\$ 25.72		Non-Exempt
		\$ 26,645	\$ 53,499		
5	Finance Clerk	\$ 13.08	\$ 26.26		Non-Exempt
		\$ 27,206	\$ 54,611		
6	Vacant	\$ 13.58	\$ 27.23		
		\$ 28,246	\$ 56,656		
7	Vacant	\$ 13.90	\$ 27.90		
		\$ 28,912	\$ 58,013		
8	Call Fire District Chief	\$ 14.91	\$ 29.93		Non-Exempt
		\$ 31,013	\$ 62,237		
9	Administrative Assistant	\$ 14.95	\$ 30.01		Non-Exempt
	Clerk/Deputy Tax Collector	\$ 31,096	\$ 62,417		Non-Exempt
	Police Administrative Clerk				Non-Exempt
	Police Prosecution Assistant				Non-Exempt
	Police Administrative Assistant/Receptionist				Non-Exempt
10	Vacant	\$ 15.27	\$ 30.65		
		\$ 31,762	\$ 63,750		
11	Vacant	\$ 15.98	\$ 32.09		
		\$ 33,238	\$ 66,729		
12	Vacant	\$ 16.76	\$ 33.63		
		\$ 34,861	\$ 69,954		
13	Vacant	\$ 17.80	\$ 35.72		
		\$ 37,024	\$ 74,312		
14	Forest Fire Warden	\$ 18.75	\$ 37.71		Non-Exempt
	Project Coordinator	\$ 39,000	\$ 78,470	Exempt	
	Human Resource Coordinator			Exempt	
	Police Executive Assistant				Non-Exempt
15	Family Services Director	\$ 19.27	\$ 38.78		Non-Exempt
		\$ 40,082	\$ 80,648		
16	Code Enforcement Officer	\$ 19.34	\$ 38.82		Non-Exempt
	Tax Collector	\$ 40,227	\$ 80,738	Exempt	
17	Police Dispatch Supervisor	\$ 20.00	\$ 40.50		*Non-Exempt (Salary)
		\$ 41,600	\$ 84,251		
18	Police Sergeant	\$ 21.45	\$ 38.95		Non-Exempt
		\$ 44,616	\$ 80,804		
19	Police Lieutenant Patrol Officers	\$ 22.52	\$ 45.20		*Non-Exempt (Salary)
		\$ 46,842	\$ 94,012		
20	Assessor	\$ 23.04	\$ 46.24	Exempt	
		\$ 47,923	\$ 96,170		
21	Vacant	\$ 23.43	\$ 45.28		
		\$ 48,734	\$ 94,190		
22	Finance Director	\$ 23.27	\$ 46.71	Exempt	
		\$ 48,402	\$ 97,148		
23	Assistant Fire Chief	\$ 25.19	\$ 49.79	Exempt	
	Police Captain Operations Support	\$ 52,395	\$ 103,551	Exempt	
	Police Prosecutor			Exempt	
24	Vacant	\$ 27.02	\$ 54.82		
		\$ 56,202	\$ 114,025		
25	Fire Chief	\$ 30.87	\$ 58.72	Exempt	
	Police Chief	\$ 64,210	\$ 122,141	Exempt	
	Public Works Director			Exempt	
26	Town Administrator	\$ 31.44	\$ 76.61	Exempt	
		\$ 65,395	\$ 159,364		

Annual minimum and maximum ranges apply to full-time non-union positions only and are based on a 40-hour work week.
Hourly minimum and maximum rates apply to all non-union positions regardless of full-time, part-time, or other status.

Original adoption date: March 24, 2010.

Amendment date: April 28, 2021 for effective date July 1, 2021.

02/13/13 Town Council approved that from now on the maximum level amounts would automatically increase by the amount of any COLA or COLA-type increases, but not merit increases. 07/01/13 Town Council approved 2% COLA. 07/01/14 2% COLA per budget voted 5/13/14. 07/01/15 3% COLA per budget voted 5/12/15. 07/01/16 3% F/T & 2% P/T COLA per budget voted 05/10/16 & TC approval 05/25/16. 07/01/17 2% F/T & P/T COLA per budget voted 03/14/17 & TC approval 05/10/17. 07/01/18 2% F/T & P/T wage increase per warrant voted 03/13/18 & TC approval 05/23/18 to raise maximum levels by 2%. 07/01/19 2.25% F/T & P/T wage increase per TC approval 06/12/2019 to raise maximum levels by 2.25%. 07/01/2020 2.5% F/T & P/T wage increase per warrant article voted 03/10/2020 & TC approval 04/22/2020 to raise maximum levels by 2.5%. 07/01/2021 2.0% F/T & P/T wage increase per warrant article voted 03/9/2021 & TC approval 04/28/2021 to raise maximum levels by 2.0%.

*Refer to Hooksett Police Department Administrative/Operations Directive for Administering of Overtime for Lieutenant and Dispatch Supervisor.

The Classification Pay Plan may not include all seasonal or part-time per diem positions.

Town Council

STAFF REPORT



To: Town Council
Title: Winter Carnival - Kiwanis Club of Hooksett
Meeting: Town Council - 13 Oct 2021
Department: Administration
Staff Contact: Nick Germain, Project Coordinator

BACKGROUND INFORMATION:

Several years ago, the Kiwanis Club of Hooksett revived the tradition of holding a Winter Carnival in town. The organization has previously reserved town fields and facilities on a date in January to put on various winter themed events and attractions for the community. Last year, the event was being planned with additional COVID-19 sanitation methods implemented as recommended by staff, but organizers eventually cancelled the event due to the increasing threat of the disease.

Mr. Barry Corgan approached staff in September to see about holding the event this winter.

Tentatively, they'd like to hold the event on Saturday, January 29nd this year. Administration generally organizes permit procurement, facility access/preparation, and staff support.

FINANCIAL IMPACT:

Unknown as of yet. Previously, town property and personnel details were utilized.

POLICY IMPLICATIONS:

Listen to available event details as presented by staff and/or representatives from Kiwanis.

RECOMMENDATION:

Consider voting to approve the event details that are available such as property access. Consider further authorization on other details if they are available and approval is needed.

SUGGESTED MOTION:

N/A

TOWN ADMINISTRATOR'S RECOMMENDATION:

Town Council has approved Kiwanis' past winter event. The Kiwanis Club will present there proposed winter event and, if acceptable, recommend Town Council approve the request.

Town Council
STAFF REPORT



To: Town Council
Title: Town Council to accept PPE and cleaning supplies donated by Amazon, valued at \$300.00 to the Town of Hooksett for the Fire Rescue Department under RSA 31:95-e, II.
Meeting: Town Council - 13 Oct 2021
Department: Fire and Rescue
Staff Contact: Joseph Stalker, Captain

BACKGROUND INFORMATION:

The Amazon facility located at 400 Quality Drive in Hooksett has donated \$300.00 worth of personal protective equipment (PPE) and cleaning supplies to the Fire Rescue Department. These supplies will be utilized by department personnel while responding and operating at medical emergencies.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Recommend the donation of PPE and cleaning supplies.

SUGGESTED MOTION:

Town Council to accept PPE and cleaning supplies donated by Amazon, valued at \$300.00 to the Town of Hooksett for the Fire Rescue Department under RSA 31:95-e, II.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[amazon donation](#)

To: Town of Hooksett Fire Department
ATTN: David J. Nadeau

Exchange of goods including:

19 Disinfectant Wipes

4 Faceshields

0 Gowns

20 Gloves

Estimated Value: \$ 300

Amazon DNH2 Site Operations Manager: Dana Godtfredsen

Signature: 

Recipient: Assistant Fire Chief David J. Nadeau

Signature: 

Town Council
STAFF REPORT



To: Town Council
Title: Hip Peas Development, #191 West River Road, Release of \$46,684.54 Site Irrevocable Letter of Credit.
Meeting: Town Council - 13 Oct 2021
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

A site work bond is currently being held for the Hip Peas Development, #191 West River Road in the amount of \$46,684.54. The work is complete and acceptable, therefore it is recommended that the Irrevocable Letter of Credit be returned to the developer (Enterprise Bank #43067-A).

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Release site work Irrevocable Letter of Credit of \$46,684.54 to the Developer

SUGGESTED MOTION:

Motion for the Town to release the site work Irrevocable Letter of Credit of \$46,684.54 to Enterprise Bank #43067-A for the work done at #191 West River Road.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Bond Release backup and photos](#)

Town of Hooksett Performance Sureties Located at the Finance Dept					9/30/2021
Project Name	Reason	Amount	Origination Date	Expiration Date	Released Date
Hip Peas Fram					
Irrevocable Letter of Credit Enterprise Bank #43067-A	Site Plan Improvements	46,884.54	06/02/21	8/2/2022	
Cash - MBIA # 234	Landscape Surety	22,464.75	07/19/21		



1 Hip Peas



2 Hip Peas



3 Hip Peas



4 Hip Peas



5 Hip Peas

Town Council
STAFF REPORT



To: Town Council
Title: Amazon Property – 400 Quality Drive - Bond Release of Site Bond of \$362,512.50 and Landscape Bond of \$61,000
Meeting: Town Council - 13 Oct 2021
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The work on the project has been completed to my satisfaction, and therefore the Site Bond \$362,512.50 and the Landscape Bond of \$61,000 may be released.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Recommend that the Site Bond \$362,512.50 and the Landscape Bond \$61,000 be released.

SUGGESTED MOTION:

Motion to approve the release of site bond surety for the Amazon property at #400 Quality Drive in the amount of \$362,512.50 to the North American Specialty # 2288395 and release the Landscape surety bond in the amount of \$61,000 to the Berkley Insurance Company #0138024.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Amazon Bond Release backup and photos](#)

Town of Hooksett		9/30/2021	
Performance Sureties Located at the Finance Dept			
Project Name	Reason	Amount	Released Date
Amazon			
Site Bond			
North American Specialty # 2288395	400 Quality Drive	362,512.50	8/27/2021
Berkley Insurance Company #0138024	Landscape Surety	61,000.00	10/4/2021



1 Amazon Landscaping



2 Amazon Landscaping



3 Amazon Landscaping



4 Amazon Landscaping



5 Amazon Landscaping



6 Amazon Landscaping

Town Council

STAFF REPORT



To: Town Council
Title: Nominations and Appointments October 2021
Meeting: Town Council - 13 Oct 2021
Department: Administration
Staff Contact: Nick Germain, Project Coordinator

BACKGROUND INFORMATION:

The Administration Department received several applications that are slated for consideration by Town Council in October.

As requested by Council, the Administration department approached Mr. Antonio Lacasse regarding his possible appointment as an Alternate to the Zoning Board of Adjustment. After discussing the opportunity with staff, Mr. Lacasse has indicated he'd like to apply for the position. Town Council previously considered his application for another role.

Also: Mr. Jordan Davis is a resident applying for positions on the Economic Development Advisory Board, Town Hall Preservation Committee, and Heritage Commission. He has a substantial background in business and financial management.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None. There is currently on paper an open seat for EDAC and an incumbent Alternate since June, but Administration has received no application to fill the spot.

RECOMMENDATION:

Nominate both individuals tonight. Consider waiving normal procedure for Mr. Lacasse due to the Council's familiarity with his application and that the ZBA is having quorum challenges.

SUGGESTED MOTION:

"I nominate Antonio Lacasse as an Alternate to the Zoning Board of Adjustment" No second required
 "I nominate Jordan Davis to the Town Hall Preservation Committee."
 "I nominate Jordan Davis to the Economic Development Advisory Committee"
 "I nominate Jordan Davis to the Heritage Commission"
 "I motion to waive Town Council's Rules of Procedure and appoint Mr. Lacasse as an Alternate to the Zoning Board of Adjustment to a Term Expiring 6/30/2024"

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Tony Lacasse](#)



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: FY 2022-23 Budget and Warrant Articles
Meeting: Town Council - 13 Oct 2021
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

Update and review budget and warrant articles.

Attached please find a list of possible warrant articles. I have divided the list over four meetings
October 13th = DPW, October 27th = all other articles that are finished including Fire, Police, GIS,
Revaluation and Conservation, and both meetings in November are reserved for the TIF, Hackett Hill,
non-union raises and any other possible articles that may come up.

The plan is to review, recommend and designate two Councilors to first and second the article at the
February deliberative session for each article.

These are Council's Articles...the board has the right to amend the amounts, purposes or not to
recommend any of the articles. If there are questions, we can hold off on approving articles and bring
them back at meeting in November.

Once the articles are approved, they will be shared with the Budget Committee for their consideration.

FINANCIAL IMPACT:

The tax rate impact is still unknown as we don't have the 2021 assessed value of the community.
Since we are anticipating the assessed value to be level, the tax rates are estimated using the 2020
assessed value.

SUGGESTED MOTION:

Motion to recommend (insert title of article) article in the amount of (\$ insert amount) to be placed on
the 2022 Hooksett Ballot. (roll call needed)

Designate Councilors to first and second the article at Deliberative Session Saturday February 5th.
The list will be finalized at January 19th Council meeting. (no motion is needed, just volunteers
willing to move the article at the Deliberative Session :))

TOWN ADMINISTRATOR'S RECOMMENDATION:

Council will need to review and vote on each warrant article it recommends to be placed on the warrant. The Council will also need to designate the Councilor who will move the articles at the deliberative session

ATTACHMENTS:

[10-13 DPW Articles](#)

Warrant Articles for 2022-23			
Assumes tax base of \$2,047,885,829(2020 tax base)			
#	Warrant	Request	Town Admin Tax Effect
	TIF Bond		-
	Maintenance of Town Road's (\$3m over 5 years)	600,000	600,000 0.29
	Auto Collection Truck (\$300K from Solid Waste SR fund)	300,000	300,000 N/A
	CR Fund - Fire Apparatus	250,000	250,000 0.12
	CR Fund - Town Building Maintenance	200,000	200,000 0.10
	CR Fund - Public Works' Vehicles	200,000	200,000 0.10
	CR Fund - GIS Digital Parcel Recompile	100,000	100,000 0.05
	K-9 Police Car	71,000	71,000 0.03
	Police Cruiser - Removed from Budget by Council	51,000	51,000 0.02
	CR Funds - Fire (\$27.5K Air Packs; \$35K Tools & Equipment, \$0 Cistern)	62,500	62,500 0.03
	Hooksett History Book		
	Parks Upgrades (25K Parks CR, \$10k RR and \$18,600 taxes)	53,600	53,600 0.01
	CR Fund- Emergency Radio Communications	50,000	50,000 0.02
	CR Fund - Drainage Upgrades	50,000	50,000 0.02
	CR Fund - Automated Collection Equipment	30,000	30,000 0.01
	CR Fund - Parks & Recreation Facilities Development	25,000	25,000 0.01
	CR Fund - Revaluation	30,000	30,000 0.01
	CR Fund - Improvements of Conservation Land	10,000	10,000 0.00
	Rte. 3A Corridor Improvement Study		-
	Hackett Hill & Rte. 3A Intersection		-
	Mid Management Union		-
	Non-Union Wages		-
	Totals	\$2,083,100	\$ 2,083,100



Town of Hooksett WARRANT ARTICLE REQUEST FORM

Date of Request: 30 July 2021

Date of Town Meeting: March 2022

Name of Department Submitting Request:

Department of Public Works – Preservation and Improvements of Town Roads

1. Please provide the wording of the proposed article.

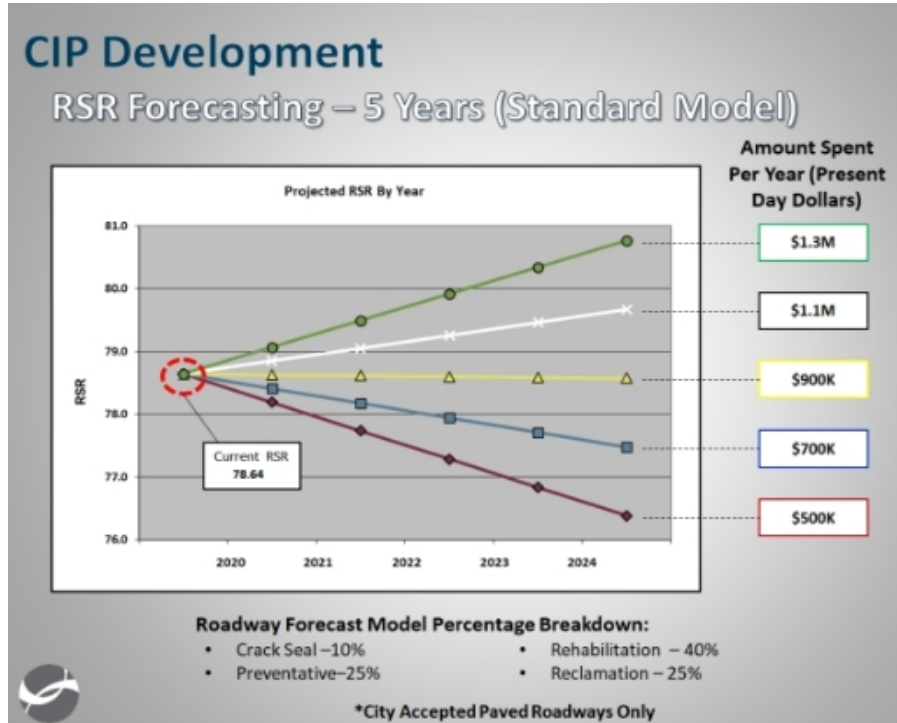
To see if the town will vote to approve the **Preservation and Improvements of the Town Roads** at a cost not to exceed **\$3,000,000.00** payable over a term of 5 years with an annual appropriation of \$600,000.00, and further to raise and appropriate \$600,000.00 for the first year's payment. In each of the following 4 years the appropriations of \$600,000.00 will be contained in the operating budget and the default budget. 3/5th majority vote required for passage. Estimated tax rate impact is \$____.

2. What is the intent and purpose of article?

In an effort to preserve and improve roads, the Town needs \$900,000.00 (\$300,000 the operating budget plus \$600,000 from this article) per year to maintain the current overall condition of Town roads. These funds would be utilized for crack sealing, preventative maintenance, rehabilitation and reclamation of town roads including drainage.

In 2020 the Town hired the BETA Group of Norwood, Massachusetts to perform a comprehensive analysis of the Town's paved roads. BETA determined that the overall pavement condition of the roads is 78.64. This number is a representation of the condition where 0 is the absolute lowest condition and 100 represents excellent condition, newly paved or reconstruction. 78.64 indicates that the overall condition of roadways in Hooksett is good.

As part of their analysis, BETA determined that spending \$900,000.00 per year is the amount that must be spent to maintain the current overall condition. The attached graph illustrates this.



3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs? More roads will need major reconstruction because of wear, weather and age. Road maintenance is expensive and if we can't fix or maintain the roads they will be in worse shape and cost more money.



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Date of Request: 5 August 2021

Date of Town Meeting: March 2022

Name of Department Submitting Request: Department of Public Works

1. Please provide the wording of the proposed article.

To see if the town will vote raise and appropriate the sum of **\$300,000.00** to **purchase an Auto Collection Truck** to haul trash to the Recycling and Transfer Division of Public Works with said funds to come from the Solid Waste Disposal Special Revenue Fund. No amount to be raised from general taxation.

2. Voters' Guide Explanation: To purchase an Auto Collection Truck to haul trash generated in the Town of Hooksett from residences to the transfer station. This is the second Auto Truck replacement, the first one is on order and anticipated to be delivered in the fall of 2021. This replacement request is for the second 2012 Auto Collection Truck that is rapidly becoming undependable and will be used as a trade in if possible or sold outright depending on trade in value.

As of August 31, 2021 there is \$349,664 available to spend in the Solid Waste Disposal Fund. This account earns on average about \$120,000 a year.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs? We will experience high maintenance cost, major repairs to keep this truck running. We could also experience delays in collecting solid waste from the residents in the Town of Hooksett.



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Date of Request: 7/30/2021

Date of Town Meeting: March 2022

Name of Department Submitting Request: DPW – Highway Division

1. Please provide the wording of the proposed article.

Capital Reserve Funding - DPW

To see if the town will vote to raise and appropriate the sum of **\$200,000.00** to be **added to the Town Building Maintenance Capital Reserve Fund** previously established. Estimated tax rate impact is \$____.

2. Voters' Guide Explanation:

Town Building Maintenance Reserve: Total project cost is ongoing. There is \$677,299 in the account as of August 31, 2021. This fund addresses the needs of town buildings. The Town has over \$26 million worth of buildings to maintain using this reserve. Over the past years we utilized this fund for lighting and ventilation upgrades to the highway buildings; partial roof at the town hall and the elevator repairs at the Library. This year's funding request is \$100,000 more than the prior years. This increase is to save for the replacements of the Town owned parking lots. The safety center parking lot is due for replacement in the next six years at an estimated cost of \$600,000.

An estimated \$200,000 will be spent in FY 2022-23 for the Safety Center flat roof replacement. This is to provide for reroofing the existing roof with an EPDM roof. Current roof is approximately 30 years old. Rubber roofs normally last 20 to 25 years. Current roof has had leaking issues.

In FY 2024-25 the plan is to replace the flat at the Library the existing 1992 GenFlex Company roof membrane that is at end of life, and replace/update existing drains, metal flashing and new thermal insulation between roof drains following code requirements. The Library roof is in fair condition.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs? If this article is not passed at the Town Meeting, the aging facilities will cost more for facility maintenance as well as cost more for any temporary fixes. As the HVAC or roofs fail the offices may not have adequate heating or air conditioning or internal roof leaks. This may result in reduced the levels of services and unhealthy work environments.

4. Is any further information necessary for the deliberation?

March 2021 Ballot: Passed 464 to 257 or 64% approval.

March 2020 Ballot: Passed 1,164 to 664 or 64% approval.

March 2019 Ballot: Passed 650 to 375 or 63% approval.

March 2018 Ballot: Passed 436 to 368 or 54% approval

March 2017 Ballot: Passed 307 to 206 or 59% approval (grouped with P&R Facilities Development)



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Date of Request: August 5, 2021

Date of Town Meeting: March 2022

Name of Department Submitting Request: DPW- Highway Division

1. Please provide the wording of the proposed article.

Capital Reserve Funding – DPW Vehicles

To see if the town will vote to raise and appropriate the sum of **\$200,000.00** to be **added to the Public Works' Vehicles Capital Reserve Fund** previously established. Estimated tax rate impact is \$_____.

2. Voters' Guide Explanation: To purchase vehicles for plowing and road maintenance, including equipment to replace an aging fleet and to reduce the cost of vehicle maintenance. There is \$105,566 available as of August 31, 2021 in this reserve. The reserve fund allows for the Town to replace and add vehicles when needed. This fund evens the burden on tax payers by planning for the purchase. The town is continuing to grow and we will need to address that growth. The DPW currently has a fleet valued at \$15 Million dollars and has developed a projected replacement plan for this fleet. To allow this plan to become operational would require this capital reserve fund to carry out this plan; \$200,000 would need to be added annually.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs? If this article is not passed at Town Meeting, the aging fleet will cost more for vehicles maintenance, for a temporary fix. It may, if vehicles are deemed not inspectable, this would result in delays in plowing of Town roads, and reduce the level of services provided.

4. Is any further information necessary for the deliberation?

The following purchases have been made from this reserve.

2015 Bobcat S570	2017 Ford F350	2020 Ford F320
2015 Ford F550	2018 International 7400	2020 Backhoe
2016 Mack Truck	2019 International	2021 Ford F350
2016 Bobcat 18" Planer	2019 Volvo Excavator	2021 Volvo Loader
2016 Ford F550	2020 International	2021 International 740
2017 International 7400	2020 Ford F350	

March 2021 Ballot: Passed 471 to 264 or 64% approval.

March 2020 Ballot: Passed 1,097 to 757 or 59% approval.

March 2019 Ballot: Passed 614 to 375 or 62% approval.

March 2018 Ballot: Passed 429 to 423 or 50% approval.

March 2017 Ballot: Passed 309 to 178 or 63% approval.

May 2016 Ballot: Passed 207 to 135 or 60% approval.



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Date of Request: 7/30/2021

Date of Town Meeting: March 2022

Name of Department Submitting Request: DPW – Parks and Recreation

1. Please provide the wording of the proposed article.

To see if the town will vote to raise and appropriate the sum of **\$53,600.00** for the purpose of **upgrading the Donati Park restrooms, resurface tennis courts and the track** with \$25,000.00 to come from the Parks and Rec Facility Development Capital Reserve Fund and \$10,000.00 to come from the Recreation Revolving Fund and of \$18,600.00 from general taxation. Estimated Impact is \$____.

2. Voters' Guide Explanation: Parks Upgrades: Total project cost estimated to be \$53,600. There is \$113,220 in the Parks and Rec Facility Development Capital Reserve account and \$158,198 in the Recreation Revolving Fund as of August 31, 2021. The town continues to grow and we are forced to deal with aging structures, building updates, and additional recreation areas that will need to be addressed. We have put together a listing of items that will need to be addressed within the next five years. This project is to update restroom facilities in both concession stand and resurface the tennis courts at Donati Park, at Fazer Field and the track at Donati.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs? If this article is not passed at Town Meeting, the upgrade of the parks and recreation facilities would be delayed and reduce the level of services provided.



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Date of Request: 7/30/2021

Date of Town Meeting: March 2022

Name of Department Submitting Request: DPW – Highway Division

1. Please provide the wording of the proposed article.

Capital Reserve Funding - DPW

To see if the town will vote to raise and appropriate the sum of **\$50,000.00** to be **added to the Drainage Upgrades Capital Reserve Fund** previously established. Estimated tax rate impact is \$____.

2. Voters' Guide Explanation: Total project cost is ongoing. There is \$300,362 available as of August 31, 2021. Estimated year of purchase is as needed. Various areas throughout town have drainage that has begun to deteriorate and fail. These failures are due to aging pipes, pipes that have outlived their expected lifespan, increased storm runoff due to growth in town, and more storms with a higher volume of water. These pipes were not installed to handle the amount of water that they are taking on. This fund is for updating the drainage to larger pipes, which will handle both the increased volume of water and anticipated growth. Currently the town is addressing drainage failures in the Lincoln Park Subdivision (Alice to Sterns and all in-between).

The plan is to address drainage on Lehoux Drive for approximately \$120,000 in FY 2022-23 and then Scott Avenue and Sherwood Drive in FY 2022-23. Estimated total cost of \$89,500 for Scott Avenue and Sherwood Drive.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs? If this article is not passed at Town Meeting, there will not be sufficient funds to repair the failing drainage systems in the town, this could result in Notice of Violations under the Municipal Separate Storm Sewer Systems (MS- 4) program.

4. Is any further information necessary for the deliberation? Drainage projects that these funds have been used for are as follows:

2015 Sherwood Drive	2019 Grant Drive
2016 Grant Drive	2020 Winter Drive \$64,538.26
2018 Morgan Drive	
2018 Smyth Road & Route 28	

March 2021 Ballot: Passed 499 to 222 or 69% approval.

March 2020 Ballot: Passed 1328 to 530 or 71% approval.

March 2019 Ballot: Passed 667 to 313 or 68% approval.

March 2018 Ballot: **Failed** 349 to 448 or 56% disapproved.

March 2017 Ballot: Passed 301 to 218 or 57% approval.

May 2016 Ballot: Passed 211 to 138 or 60% approval.



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Date of Request: 7/11/2021

Date of Town Meeting: March 2022

Name of Department Submitting Request: DPW – Recycling & Transfer Division

1. Please provide the wording of the proposed article.

Capital Reserve Funding – Automated Collection Equipment

To see if the town will vote to raise and appropriate the sum of **\$30,000.00** to be **added to the Automated Collection Equipment Capital Reserve Fund** previously established. Estimated tax rate impact is \$____.

2. Voters' Guide Explanation: Automated Collection Equipment Reserve Original project cost was \$940,000. There is \$58,255 in the account as of August 31, 2021. The fund is to prepare for the future replacement of the trash and/or recycling collection vehicles and barrels.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs? If the request is not approved, then there would be insufficient capital reserve funds to replace the collection equipment thereby either delaying the procurement of the replacements or the shortage would need to be made up out of operating funds.

4. Is any further information necessary for the deliberation? In 2019 the Town purchased 250 barrels at a cost of \$15,000 and in 2020 400 barrels at a cost of \$22,261 were purchased. This fund also contributed \$175,000 to the replacement of Auto 1 Collection Truck.

March 2021 Ballot: Passed 480 to 248 or 66% approval.

March 2020 Ballot: Passed 1,187 to 678 or 64% approval.

March 2019 Ballot: Passed 566 to 407 or 58% approval.

March 2018 Ballot: Passed 446 to 336 or 58% approval.

March 2017 Ballot: Passed 331 to 187 or 63% approval.

May 2016 Ballot: Passed 211 to 138 or 60% approval.



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Date of Request: 7/30/2021

Date of Town Meeting: March 2022

Name of Department Submitting Request: DPW – Parks and Recreation

1. Please provide the wording of the proposed article.

Capital Reserve Funding - DPW

To see if the town will vote to raise and appropriate the sum of **\$25,000.00** to be **added to the Parks & Recreation Facilities Development Capital Reserve Fund** previously established. Estimated tax rate impact is \$____.

2. Voters' Guide Explanation:

Parks and Recreation Facilities Development Reserve: Total project cost is ongoing. There is \$113,220 in the account as of August 31, 2021. Estimated year or purchases is as needed. The town continues to grow and we are forced to deal with aging structures, building updates, and additional recreation areas that will need to be addressed. We have put together a listing of items that will need to be addressed within the next five years. There are field lighting projects for Peters Brook Field, field lighting upgrades needed at Donati, Facility updates on the Parks & Rec building. Additionally there are projects in the planning stage to update restroom facilities in both concession stands and install a new concession stand with restroom facilities and improved parking at Peters Brook Field. Also at all sporting fields there is a need to upgrade, replace or install scoreboards.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs? If this article is not passed at Town Meeting, the upgrade of the parks and recreation facilities would be delayed and reduce the level of services provided.

4. Is any further information necessary for the deliberation?

This reserve has paid for the following projects:

2004/05 Lights at Petersbrook \$50,000

2010/11 Tennis Courts \$62,957

2019/20 Donati Park Concession Stand pump station \$26,800

2021/22 Lambert Park Pavilion \$43,390 and Donati Park Restrooms \$38,059

March 2021 Ballot: Passed 518 to 213 or 71% approval.

March 2020 Ballot: Passed 1,171 to 704 or 62% approval.

March 2019 Ballot: Passed 543 to 444 or 55% approval.

March 2018 Ballot: Passed 540 to 272 or 67% approval.

March 2017 Ballot: Passed 307 to 206 or 59% approval (grouped with Town Building Maintenance)

Town Council STAFF REPORT



To: Town Council
Title: Lilac Bridge Memorial Project Wrap-up Report
Meeting: Town Council - 13 Oct 2021
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

As part of the Lilac bridge project, the Town was required to construct a memorial to the old bridge using parts from it. As a result, a request for proposals was issued to construct the memorial. It was advertised in the Union Leader on December 22, 2019. Three proposals were received on April 9, 2020.

Interviews were held on April 16th by a review Committee was composed of:

- Bruce A. Thomas, P.E., Town Engineer
- Andre Garron, Town Administrator
- Earl Labonte, Director of Public Works
- Nicholas Williams, Town Planner
- Debbie Disston, Director, The McNinch Art Gallery, SNHU
- John Giotas, Hooksett Heritage Commission
- Brian Baer, Hooksett Historical Society

The Committee unanimously approved of **No Limits Metalworks, of Gilford, NH** to do the work for the cost of \$85,000. Upon approval of the Town Council, the project was awarded.

We also received quotes for landscaping the area including installation of lilac trees, a stone dust path, loaming and seeding, irrigation, and other miscellaneous items. **Blue Ribbon Property Improvements of Hooksett, NH** did this work for \$20,119.00

"Keep Me Posted" of Woburn, MA printed up the poster on ¼" aluminum material for \$250.

In addition to the above, we received a few additional lilac shrubs at no cost from the State Lilac program known as the Governor's Lilac & Wildflower Commission (note that several additional lilac shrubs were planted on in the Corriveau Drive ROW where Trimbur equipment was removed).

We have received many compliments for the work including the following unsolicited comment from Sheila Charles, Cultural Resources Program Specialist/Archaeologist, Bureau of Environment, NHDOT:

“Jill Edelmann (Cultural Resources Manager, NHDOT) and I very much enjoyed visiting the pocket park and bridge last week. We thought the use of the Lilac Bridge truss portal, and bridge elements in the construction of the panel supports and benches were very pleasing! We also liked the historic images in the interpretive signage and were pleased to see we were not the only ones enjoying the setting and walking on the pedestrian bridge”.

The total cost of the project was \$105,369.

FINANCIAL IMPACT:

None.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

None required (for information only).

SUGGESTED MOTION:

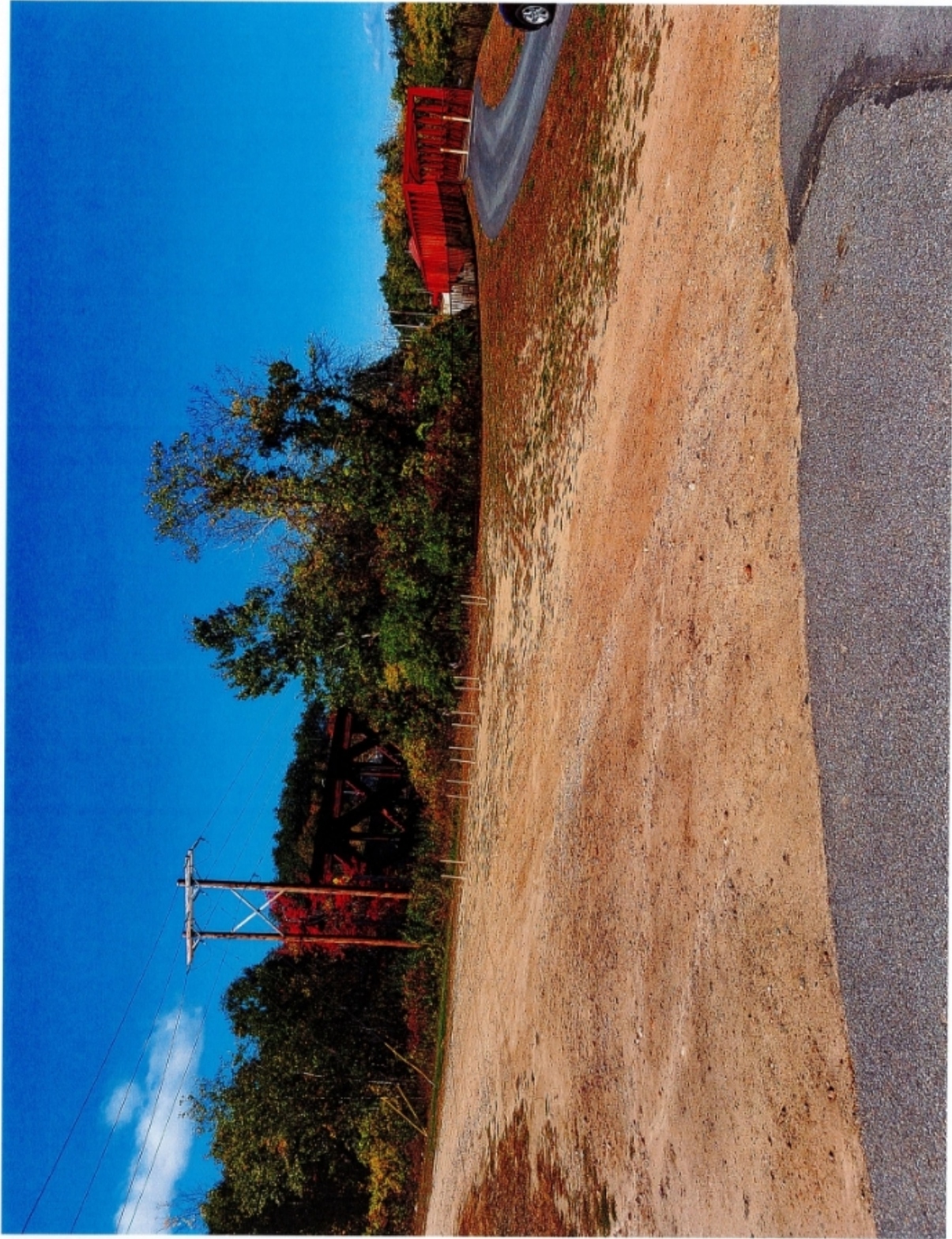
None required (for information only).

TOWN ADMINISTRATOR'S RECOMMENDATION:

Report on the Lilac Walking bridge project for informational purposes only

ATTACHMENTS:

[Lilac Bridge Memorial Photos](#)



0 Lilac Bridge Memorial - Before



1 Lilac Bridge Memorial - After



2 Lilac Bridge



3 Lilac Bridge



4 Lilac Bridge



5 Lilac Bridge



6 Lilac Bridge



7 Lilac Bridge - Bridge Information Poster



7 Lilac Bridge



8 Lilac Bridge



9 Lilac Bridge



10 Lilac Bridge

Town Council STAFF REPORT



To: Town Council
Title: Lambert's Park Pavilion Project Wrap-up Report
Meeting: Town Council - 13 Oct 2021
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

In March of this year, Town residents approved a warrant article to purchase and install a pavilion at Lambert's Park to replace the existing 12' x 12' gazebo constructed by an Eagle Scout approximately 25 years ago. The Warrant article for \$93,390.00 was passed.

The project was advertised in the Manchester Union Leader on June 8, 2020. It was also put on the Town website and sent to several contractors that are capable of doing the work. Three bids were received and opened on Thursday, July 16, 2020. The low bidder was Probuilt Designs, LLC for a base bid of \$89,919.00 plus \$18,900 for a concrete pad (Total \$108,819.00) or the base bid plus \$12,800.00 for a bituminous pavement pad (Total \$102,719.00). Complete bid results are tabulated as follows:

In order to keep costs within the budget, staff negotiated with the Contractor. The Contractor agreed to install the pavilion without a concrete or bituminous pad, but with a stone dust surface.

Base bid:	\$89,919.00
Stone Dust Surface:	\$3,471.00

Total Cost:	\$93,390.00
Total Spent:	\$93,390.00

Three Issues to report:

1. The existing 12' x 12' gazebo constructed by an Eagle Scout approximately 25 years ago is still in good shape, so we relocated it at no cost about 100' to the north
2. The Electrician put the meter post assembly in the middle of the lawn. It is a bit unsightly, so we had the contractor install five shrubs around it to camouflage it (at no additional cost).
3. It took more time than expected to complete the project primarily due to Covid issues, and a underground structure in conflict with the electrical service conduit.

FINANCIAL IMPACT:

None.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

None Required (for information only)

SUGGESTED MOTION:

None Required (for information only)

TOWN ADMINISTRATOR'S RECOMMENDATION:

Update on the Pavilion project informational only

ATTACHMENTS:

[Pavilion Photos](#)



1 Lambert Park Pavilion



2 Lamberts Park Pavilion



3 Lamberts Park Pavilion

Town Council

STAFF REPORT



To: Town Council
Title: Stormwater Management Program (SWMP)
Meeting: Town Council - 13 Oct 2021
Department: Public Works
Staff Contact: Earl Labonte, Director of Public Works

BACKGROUND INFORMATION:

The Town of Hooksett has developed a Stormwater Management Program (SWMP) to address the requirements of the National Pollutant Discharge Elimination System (NPDES) Phase II rule, most recently updated with an effective date of July 1, 2018. The rule requires regulated operators of municipal separate storm sewer systems (MS4s) to obtain a permit to discharge stormwater runoff from their MS4, and establishes conditions they must meet to reduce the impacts of stormwater discharges.

The MS4 Permit requires that each permittee or regulated community address six (6) Minimum Control Measures. The measures include the following:

1. Public Education and Outreach
2. Public Involvement and Participation
3. Illicit Discharge Detection and Elimination
4. Construction Site Stormwater Runoff Control
5. Post-Construction Stormwater Management in New Development or Redevelopment (Post Construction Stormwater Management)
6. Pollution Prevention / Good Housekeeping for Permittee Owned Operations

The SWMP describes and details the activities and measures that will be implemented to meet the terms and conditions of the permit. The SWMP accurately describes the permittees plans and activities. The document should be updated and/or modified during the permit term as the permittee's activities are modified, changed or updated to meet permit conditions during the permit term.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

The adoption of the Stormwater Management Program.

RECOMMENDATION:

Adopt the Stormwater Management Program

SUGGESTED MOTION:

.Motion to adopt the Stormwater Management Program

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[MS4_SWMP_Draft](#)

Stormwater Management Program (SWMP)

Town of Hooksett

Permit Year 3

EPA NPDES Permit Number NHR041012

Certification

“I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”

Printed Name

André Garron, Town Administrator

Signature

Date

Background

Stormwater Regulation

The Stormwater Phase II Final Rule was promulgated in 1999 and was the next step after the 1987 Phase I Rule in EPA's effort to preserve, protect, and improve the Nation's water resources from polluted stormwater runoff. The Phase II program expands the Phase I program by requiring additional operators of MS4s in urbanized areas and operators of small construction sites, through the use of NPDES permits, to implement programs and practices to control polluted stormwater runoff. Phase II is intended to further reduce adverse impacts to water quality and aquatic habitat by instituting the use of controls on the unregulated sources of stormwater discharges that have the greatest likelihood of causing continued environmental degradation. Under the Phase II rule all MS4s with stormwater discharges from Census designated Urbanized Area are required to seek NPDES permit coverage for those stormwater discharges.

Permit Program Background

On May 1, 2003, EPA Region 1 issued its Final General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (2003 small MS4 permit) consistent with the Phase II rule. The 2003 small MS4 permit covered "traditional" (i.e., cities and towns) and "non-traditional" (i.e., Federal and state agencies) MS4 Operators located in the states of Massachusetts and New Hampshire. This permit expired on May 1, 2008 but remained in effect until operators were authorized under the 2016 MS4 general permit, which became effective on July 1, 2018.

Stormwater Management Program (SWMP)

The SWMP describes and details the activities and measures that will be implemented to meet the terms and conditions of the permit. The SWMP accurately describes the permittees plans and activities. The document should be updated and/or modified during the permit term as the permittee's activities are modified, changed or updated to meet permit conditions during the permit term. The main elements of the stormwater management program are (1) a public education program in order to affect public behavior causing stormwater pollution, (2) an opportunity for the public to participate and provide comments on the stormwater program (3) a program to effectively find and eliminate illicit discharges within the MS4 (4) a program to effectively control construction site stormwater discharges to the MS4 (5) a program to ensure that stormwater from development projects entering the MS4 is adequately controlled by the construction of stormwater controls, and (6) a good housekeeping program to ensure that stormwater pollution sources on municipal properties and from municipal operations are minimized.

Small MS4 Authorization

The NOI was submitted on

10/1/2018

The NOI can be found at the following (document name or web address):

<https://www.epa.gov/npdes-permits/regulated-ms4-new-hampshire-communities>

Authorizat

ion to Discharge under the 2017 NH Small MS4 General Permit was granted on

August 22, 2019

The Authorization Letter can be found (document name or web address):

<https://www3.epa.gov/region1/npdes/stormwater/nh/tms4noi/hooksett-auth.pdf>

Stormwater Management Program Team

SWMP Team Coordinator:

Position/Title: Earl Labonte
Director of Public Works
(603) 668-8019
ELabonte@hooksett.org

SWMP Team:

Position/Title: Bruce Thomas, P.E.
Town Engineer
(603) 419-4003
BThomas@hooksett.org

Position/Title: Thomas Bartula
Highway Crew Chief
(603) 668-8019
TBartula@hooksett.org

Position/Title: Dana Pendergast
Code Enforcement Officer
Phone Number
DPendergast@hooksett.org

Receiving Waters

The list of receiving waters, impairments and number of outfalls discharging to each waterbody segment has been included in the Notice of Intent.

Waterbody segment that receives flow from the MS4	Applicable TMDLs or Impairments	Number of outfalls into receiving water segment	Chloride	Chlorophyll-a	Dissolved Oxygen/DO Saturation	Nitrogen	Oil & Grease/PAH	Phosphorus	Solids/ TSS/ Turbidity	E. coli	Enterococcus	Other pollutant(s) causing impairments
Brown Brook NHRIV700060802-02		0										pH
Peters Brook NHRIV700060802-07		0										Al, pH
Dalton Brook NHRIV700060802-08		0										pH
Messer Brook NHRIV700060802-09	Bacteria (App. F)	13										pH
Dorrs Pond Inlet Brook NHRIV700060802-13		0	X									
Merrimack River NHRIV700060802-14-02	Bacteria (App. F)	9										Al, pH
Brickyard Brook NHRIV700060802-04		0										
Head's (Lakins) Pond NHLAK700060802-02	Acid Impaired Pond	0										
Pinnacle Pond NHLAK700060802-03	Acid Impaired Pond	0										
Dubes Pond NHLAK700060701-03		0										pH
Milestone Brook NHRIV700060802-10		0										
Unnamed Brook NHRIV700060802-29		1										
Unnamed Brook to Goldfish Pond NHRIV700060802-12		6										
Unnamed Brook to Merrimack River NHRIV700060802-06		1										
Unnamed Brook to Merrimack		2										

Waterbody segment that receives flow from the MS4	Applicable TMDLs or Impairments	Number of outfalls into receiving water segment	Chloride	Chlorophyll-a	Dissolved Oxygen/ DO Saturation	Nitrogen	Oil & Grease/ PAH	Phosphorus	Solids/ TSS/ Turbidity	E. coli	Enterococcus	Other pollutant(s) causing impairments
River NHRIV700060802-05												
Unnamed Brook NHRIV700060802-25		2										
Public Park Dam NHIMP700060802-06		0										
Unnamed Brook – Ledoux Dam NHIMP700060802-05		0										
Merrimack River – Hooksett Hydro Pond NHIMP700060802-02		0										
Unnamed Brook NHRIV700060802-26		3										

Eligibility: Endangered Species and Historic Properties

Endangered Species and Historic Properties eligibility information has been included in the Notice of Intent.

Attachments:

- ☒ The results of Appendix C U.S. Fish and Wildlife Service endangered species screening determination
- ☐ The results of the Appendix D historic property screening investigations
- ☐ If applicable, any documents from the State Historic Preservation Officer (SHPO), Tribal Historic Preservation Officer (THPO), or other Tribal representative to mitigate effects

These attachments are required within one year of the permit effective date and are:

- ☒ Attached to this document (document names listed below)

https://www.hooksett.org/sites/g/files/vyhlf4541/f/uploads/2019_08_16_species_list_new_england_ecological_services_field_office.pdf

- ☒ Publicly available at the website listed below

<https://www.hooksett.org/community-development/pages/storm-water-management-ms4-usepa-program>

Under what criterion did permittee determine eligibility for ESA?

- ☐ Criterion A ☐ Criterion B ☒ Criterion C

Under what criterion did permittee determine eligibility for Historic Properties?

- ☒ Criterion A ☐ Criterion B ☐ Criterion C

MCM 1
Public Education and Outreach
Permit Part 2.3.2

DRAFT

Requirement Year 1**BMP: Pet Waste Disposal****Document Name and/or Web Address:**

The Scoop on Poop (https://www.hooksett.org/sites/g/files/vyhlf4541/f/uploads/get_the_scoop_on_poop.pdf),
 Dog Waste & Surface Water Quality
 (https://www.hooksett.org/sites/g/files/vyhlf4541/f/uploads/dog_waste_surface_water_quality.pdf),
 How to Conduct a Pet Waste Program
 (https://www.hooksett.org/sites/g/files/vyhlf4541/f/uploads/pet_waste_program.pdf),
 Pet Waste & Water Quality 1
 (https://www.hooksett.org/sites/g/files/vyhlf4541/f/uploads/pet_waste_water_quality_1.pdf),
 Pet Waste & Water Quality 2
 (https://www.hooksett.org/sites/g/files/vyhlf4541/f/uploads/pet_waste_water_quality_2.pdf),

Description:

Distribution and promotion of pet waste management, impacts of improper management, pet waste ordinances, and disposal requirements messaging. The Town of Hooksett did make several pet waste flyers available to the public at the Tax Collectors office during dog registration, at the Hooksett Old Home Days information table and at various town offices. These flyers did not include pledge to pick up pet waste.

Targeted Audience:

Residents - Pet Owners.

Measurable Goal(s):

Dog owners and/or dog walkers are aware of the potential water quality impacts from pet waste, local pet waste ordinances, and how to dispose of pet waste properly.

Message Date:

Spring 2019 at the Hooksett Dog Park.

BMP: Septic System Maintenance**Document Name and/or Web Address:**

Get Pumped (<https://www.hooksett.org/sites/g/files/vyhlf4541/f/uploads/get-pumped-community-brochure-final-hooksett.pdf>
<https://getpumpednh.com/?fbclid=IwAR1Wh2GbqqlwyBHNm-uZWn4tQZV9-EG3K9uIGeblrxnZZhxzcvti3OwP4Ag>),
 Septic Smart Week (<https://www.hooksett.org/public-works/news/septic-smart-week>)

Description:

Distribute and promote brochure or door hangers, directing to website to educate New Hampshire homeowners with septic systems on how to identify, locate and maintain those systems. Get Pumped NH is a collaborative effort between the New Hampshire Association of Septage Haulers (NHASH) and the New Hampshire Department of Environmental Services (NHDES).

Targeted Audience:

Septic System Owners.

Measurable Goal(s):

Residents are aware of the water quality impacts from septic systems, the importance of maintaining septic systems and how to maintain them.

In Year 1, 50 flyers were distributed. **Goal was achieved.**

Message Date:
September 2018.

BMP: Grass and Fertilizer

Document Name and/or Web Address:

Green Grass & Clear Water Brochure

(https://www.hooksett.org/sites/g/files/vyhlf4541/f/uploads/green_grass_and_clear_water_mailer_2019_hooks_ett.pdf)

Description:

Distribution and promotion of four-fold flyer produced by UNH Cooperative Extension and NH Sea Grant, modified to Hooksett, outlining simple recommendations to keep lawns healthy while reducing water quality impacts- including proper fertilizer techniques and disposal of grass clippings.

Targeted Audience:

Residential &/or Business and Institutions.

Measurable Goal(s):

Lawn care enthusiast residents understand the potential water quality impacts from fertilizer and improper disposal of grass clippings and are aware of the proper lawn care management techniques for reducing those impacts. Measurement includes materials distribution methods and numbers change in visits to UNH Cooperative Extension or municipal stormwater webpages.

In Year 1, 50 flyers were distributed. Additional flyers were made available at various town offices. **Goal was achieved.**

Message Date:
Fall 2018

BMP: Disposal of Leaf and Grass Clippings

Document Name and/or Web Address:

Green Grass & Clear Water Brochure

(https://www.hooksett.org/sites/g/files/vyhlf4541/f/uploads/green_grass_and_clear_water_mailer_2019_hooks_ett.pdf

https://www.hooksett.org/sites/g/files/vyhlf4541/f/uploads/green_grass_clear_water_2.pdf),

Backyard Composting (<https://www.hooksett.org/sites/g/files/vyhlf4541/f/uploads/20190927150733787.pdf>)

Description:

Distribute and promote informational flyer, pledge cards, or door hangers, with messaging about impacts from yard waste to waterbodies, alternatives to dumping yard waste and laws against dumping yard waste near or in waterbodies.

Targeted Audience:

Residential &/or Business and Institutions.

Measurable Goal(s):

Residents are aware of the water quality impacts of yard waste dumping near or in waterbodies and safe alternatives for yard waste disposal.

In Year 1, 50 flyers were distributed. **Goal was achieved.**

Message Date:

Spring and fall of each year.

Requirement Year 2

BMP: Pet Waste Disposal

Document Name and/or Web Address:

The Scoop on Poop (https://www.hooksett.org/sites/g/files/vyhlf4541/f/uploads/get_the_scoop_on_poop.pdf),
Dog Waste & Surface Water Quality
(https://www.hooksett.org/sites/g/files/vyhlf4541/f/uploads/dog_waste_surface_water_quality.pdf),
How to Conduct a Pet Waste Program
(https://www.hooksett.org/sites/g/files/vyhlf4541/f/uploads/pet_waste_program.pdf),
Pet Waste & Water Quality 1
(https://www.hooksett.org/sites/g/files/vyhlf4541/f/uploads/pet_waste_water_quality_1.pdf),
Pet Waste & Water Quality 2
(https://www.hooksett.org/sites/g/files/vyhlf4541/f/uploads/pet_waste_water_quality_2.pdf),

Description:

Distribution and promotion of pet waste management, impacts of improper management, pet waste ordinances, and disposal requirements messaging. The Town of Hooksett did make several pet waste flyers available to the public at the Tax Collectors office during dog registration, at the Hooksett Old Home Days information table and at various town offices. These flyers did not include pledge to pick up pet waste.

Targeted Audience:

Residents - Pet Owners.

Measurable Goal(s):

Dog owners and/or dog walkers are aware of the potential water quality impacts from pet waste, local pet waste ordinances, and how to dispose of pet waste properly.

Message Date:

Year round and at time of dog license renewal.

BMP: Septic System Maintenance

Document Name and/or Web Address:

Get Pumped (<https://www.hooksett.org/sites/g/files/vyhlf4541/f/uploads/get-pumped-community-brochure-final-hooksett.pdf>
<https://getpumpednh.com/?fbclid=IwAR1Wh2GbqqlwyBHNm-uZWn4tQZV9-EG3K9ulGblrxnZZhxzcbiti3OwP4Ag>),
Septic Smart Week (<https://www.hooksett.org/public-works/news/septic-smart-week>)

Description:

Distribute and promote brochure or door hangers, directing to website to educate New Hampshire homeowners with septic systems on how to identify, locate and maintain those systems. Get Pumped NH is a collaborative

effort between the New Hampshire Association of Septage Haulers (NHASH) and the New Hampshire Department of Environmental Services (NHDES).

Targeted Audience:

Septic System Owners.

Measurable Goal(s):

Residents are aware of the water quality impacts from septic systems, the importance of maintaining septic systems and how to maintain them.

In Year 2, 50 flyers were distributed. **Goal was achieved.**

Message Date:

September of each year.

BMP: Grass and Fertilizer

Document Name and/or Web Address:

Green Grass & Clear Water Brochure

(https://www.hooksett.org/sites/g/files/vyhlif4541/f/uploads/green_grass_and_clear_water_mailer_2019_hooks_ett.pdf

https://www.hooksett.org/sites/g/files/vyhlif4541/f/uploads/green_grass_clear_water_2.pdf)

Description:

Distribution and promotion of four-fold flyer produced by UNH Cooperative Extension and NH Sea Grant, modified to Hooksett, outlining simple recommendations to keep lawns healthy while reducing water quality impacts- including proper fertilizer techniques and disposal of grass clippings.

Targeted Audience:

Residential &/or Business and Institutions.

Measurable Goal(s):

Lawn care enthusiast residents understand the potential water quality impacts from fertilizer and improper disposal of grass clippings and are aware of the proper lawn care management techniques for reducing those impacts. Measurement includes materials distribution methods and numbers change in visits to UNH Cooperative Extension or municipal stormwater webpages.

In Year 2, 50 flyers were distributed. Additional flyers were made available at various town offices. The town also had a table set up at the Hooksett Old Homes Day September 21, 2019 at Donati Park with representatives to distribute and discuss the grass and flyer with residents and attendees. **Goal was achieved.**

Message Date:

Fall

BMP: Disposal of Leaf and Grass Clippings

Document Name and/or Web Address:

Green Grass & Clear Water Brochure

(https://www.hooksett.org/sites/g/files/vyhlif4541/f/uploads/green_grass_and_clear_water_mailer_2019_hooks_ett.pdf

https://www.hooksett.org/sites/g/files/vyhlif4541/f/uploads/green_grass_clear_water_2.pdf),

Backyard Composting (<https://www.hooksett.org/sites/g/files/vyhlf4541/f/uploads/20190927150733787.pdf>)

Description:

Distribute and promote informational flyer, pledge cards, or door hangers, with messaging about impacts from yard waste to waterbodies, alternatives to dumping yard waste and laws against dumping yard waste near or in waterbodies.

Targeted Audience:

Residential &/or Business and Institutions.

Measurable Goal(s):

Residents are aware of the water quality impacts of yard waste dumping near or in waterbodies and safe alternatives for yard waste disposal.

In Year 2, 50 flyers were distributed. Also, in year 2 at the Hooksett Old Home Day, the town had an information booth with a Stormwater poster and flyers available and personnel available to address the information. **Goal was achieved.**

Message Date:

Spring and fall of each year.

BMP: Developer/Construction Outreach

Description:

Review checklist with Developers and Construction Contractors prior to the beginning of construction project (pre-construction) to identify responsible parties, erosion control practices, other best management practices, and requirements for EPA Construction General Permit as appropriate.

Targeted Audience:

Developer/Construction.

Measurable Goal(s):

Contractors and Developers are aware of the need for proper erosion control practices during construction work.

The Planning Department held 5 pre-construction meetings, representing 100% of projects that received planning board approval and begun construction during this reporting period. **Goal was achieved.**

Message Date:

To be addressed at each Plan review and Pre-construction meeting.

Requirement Year 3

BMP: Pet Waste Disposal

Document Name and/or Web Address:

The Scoop on Poop (https://www.hooksett.org/sites/g/files/vyhlf4541/f/uploads/get_the_scoop_on_poop.pdf),
Dog Waste & Surface Water Quality
(https://www.hooksett.org/sites/g/files/vyhlf4541/f/uploads/dog_waste_surface_water_quality.pdf),
How to Conduct a Pet Waste Program
(https://www.hooksett.org/sites/g/files/vyhlf4541/f/uploads/pet_waste_program.pdf),

Pet Waste & Water Quality 1

(https://www.hooksett.org/sites/g/files/vyhlif4541/f/uploads/pet_waste_water_quality_1.pdf),

Pet Waste & Water Quality 2

(https://www.hooksett.org/sites/g/files/vyhlif4541/f/uploads/pet_waste_water_quality_2.pdf),

Description:

Distribution and promotion of pet waste management, impacts of improper management, pet waste ordinances, and disposal requirements messaging. The Town of Hooksett did make several pet waste flyers available to the public at the Tax Collectors office during dog registration. These flyers did not include pledge to pick up pet waste.

Targeted Audience:

Residents - Pet Owners.

Measurable Goal(s):

Dog owners and/or dog walkers are aware of the potential water quality impacts from pet waste, local pet waste ordinances, and how to dispose of pet waste properly.

In Year 3, 50 flyers were distributed. **Goal was achieved.**

Message Date:

Year round and at time of dog license renewal.

BMP: Septic System Maintenance

Document Name and/or Web Address:

Get Pumped (<https://www.hooksett.org/sites/g/files/vyhlif4541/f/uploads/get-pumped-community-brochure-final-hooksett.pdf>

<https://getpumpednh.com/?fbclid=IwAR1Wh2GbqqlwyBHNm-uZWn4tQZV9-EG3K9ulGebIrxnZZhxcbti3OwP4Ag>),

Septic Smart Week (<https://www.hooksett.org/public-works/news/septic-smart-week>)

Description:

Distribute and promote brochure or door hangers, directing to website to educate New Hampshire homeowners with septic systems on how to identify, locate and maintain those systems. Get Pumped NH is a collaborative effort between the New Hampshire Association of Septage Haulers (NHASH) and the New Hampshire Department of Environmental Services (NHDES).

Targeted Audience:

Septic System Owners.

Measurable Goal(s):

Residents are aware of the water quality impacts from septic systems, the importance of maintaining septic systems and how to maintain them.

In Year 3, 50 flyers were distributed. **Goal was achieved.**

Message Date:

September of each year.

BMP: Grass and Fertilizer

Document Name and/or Web Address:

Green Grass & Clear Water Brochure

(https://www.hooksett.org/sites/g/files/vyhlif4541/f/uploads/green_grass_and_clear_water_mailer_2019_hooks_ett.pdf

https://www.hooksett.org/sites/g/files/vyhlif4541/f/uploads/green_grass_clear_water_2.pdf)

Description:

Distribution and promotion of four-fold flyer produced by UNH Cooperative Extension and NH Sea Grant, modified to Hooksett, outlining simple recommendations to keep lawns healthy while reducing water quality impacts- including proper fertilizer techniques and disposal of grass clippings.

Targeted Audience:

Residential &/or Business and Institutions.

Measurable Goal(s):

Lawn care enthusiast residents understand the potential water quality impacts from fertilizer and improper disposal of grass clippings and are aware of the proper lawn care management techniques for reducing those impacts. Measurement includes materials distribution methods and numbers change in visits to UNH Cooperative Extension or municipal stormwater webpages.

In Year 3, 50 flyers were distributed. **Goal was achieved.**

Message Date:

Fall

BMP: Disposal of Leaf and Grass Clippings

Document Name and/or Web Address:

Green Grass & Clear Water Brochure

(https://www.hooksett.org/sites/g/files/vyhlif4541/f/uploads/green_grass_and_clear_water_mailer_2019_hooks_ett.pdf

https://www.hooksett.org/sites/g/files/vyhlif4541/f/uploads/green_grass_clear_water_2.pdf),

Backyard Composting (<https://www.hooksett.org/sites/g/files/vyhlif4541/f/uploads/20190927150733787.pdf>)

Description:

Distribute and promote informational flyer, pledge cards, or door hangers, with messaging about impacts from yard waste to waterbodies, alternatives to dumping yard waste and laws against dumping yard waste near or in waterbodies.

Targeted Audience:

Residential &/or Business and Institutions.

Measurable Goal(s):

Residents are aware of the water quality impacts of yard waste dumping near or in waterbodies and safe alternatives for yard waste disposal.

In Year 3, 50 flyers were distributed. **Goal was achieved.**

Message Date:

Spring and fall of each year.

BMP: Industrial Outreach

Document Name and/or Web Address:

Industrial facilities outreach letter

https://www.hooksett.org/sites/g/files/vyhlf4541/f/uploads/industrial_facilities_outreach.pdf

Stormwater Pollution Control for Industrial Facilities Fact Sheet

https://www.hooksett.org/sites/g/files/vyhlf4541/f/uploads/industrial_facilities_fact_sheet_0.pdf

Green SnowPro Brochure (<https://www4.des.state.nh.us/nh-ms4/wp-content/uploads/2021/04/Green-SnowPro-Brochure.pdf>)

Description:

Distribute outreach letter and stormwater fact sheet to industrial facilities located within MS4 or municipal boundaries to explain best management practices related to maintenance of parking lots, spill prevention, storage of industrial materials, and winter maintenance. Industrial facility operators were also made aware that they fall under the EPA Multi-Sector General Permit (MSGP) and must meet those requirements as well.

Targeted Audience:

Industrial facilities located in MS4 area.

Measurable Goal(s):

Industrial facility operators are aware of the need for proper stormwater best management practices within their facilities and requirements under the EPA Multi-Sector General Permit (MSGP).

Following is the number of letters, including fact sheets, that were distributed:

Year 3 = 13

Goal was achieved.

Message Date:

Summer 2021.

BMP: General Stormwater Information

Document Name and/or Web Address:

The Merrimack: River at Risk. <https://www.youtube.com/watch?v=w4UuEhMK-1Q>

Description:

The Merrimack: River at Risk film was shown in the Town public school system and stormwater management was made part of the school curriculum.

Targeted Audience:

Residents- youth and educators.

Measurable Goal(s):

The Towns teachers and youth are educated on stormwater management in their town and beyond. To help educate and inform the towns future leaders on environmental issues and water quality.

Over 700 students viewed The Merrimack: River at Risk. **Goal was achieved.**

Message Date:

2020-2021 school year.

DRAFT

MCM 2
Public Involvement and Participation
Permit Part 2.3.3

DRAFT

BMP: Public Review of Stormwater Management Program

Location of Plan and/or Web Address:

<https://www.hooksett.org/community-development/pages/storm-water-management-ms4-usepa-program>

Description:

The Stormwater Management Plan is publicly available at the Town Hall and on the Town's website.

Responsible Department/Parties:

Community Development Department

Measurable Goal(s):

Stormwater Management Plan is publicly available. Review the Stormwater Management Plan annually.

BMP: Public Participation in Stormwater Management Program Development

Description:

Due to the COVID-19 pandemic, the public comment session annually held at Old Homes Day was cancelled. As an alternative all flyers and the Merrimack River at Risk film were distributed to the Hooksett School District (SAU 15) and were distributed to the entire student body. Documents and records relating to the permit are retained and available for 5 years to the public at the Town Hall and the Town's website.

Responsible Department/Parties:

Community Development Department

Measurable Goal(s):

Input was received and records are maintained. **Goal was achieved.**

MCM 3
Illicit Discharge Detection and
Elimination (IDDE) Program
Permit Part 2.3.4

DRAFT

BMP: IDDE Legal Authority

See Illicit Discharge Detection and Elimination (IDDE) Plan

BMP: Sanitary Sewer Overflow (SSO) Inventory

See Illicit Discharge Detection and Elimination (IDDE) Plan

BMP: Map of Storm Sewer System

See Illicit Discharge Detection and Elimination (IDDE) Plan

BMP: IDDE Program

See Illicit Discharge Detection and Elimination (IDDE) Plan

BMP: Employee Training

See Illicit Discharge Detection and Elimination (IDDE) Plan

DRAFT

MCM 4
Construction Site Stormwater Runoff Control
Permit Part 2.3.5

DRAFT

BMP: Sediment and Erosion Control Ordinance

Completed (by May 1, 2008) ☒

Ordinances Link or Reference:

Part 1, Section 11.12 and Part 1, Section 14 of the Town of Hooksett Development Regulations
(https://www.hooksett.org/sites/g/files/vyhlf4541/f/uploads/town_of_hooksett_development_regulations_revised_2019.pdf)

Department Responsible for Enforcement:

Code Enforcement Department

BMP: Site Plan Review Procedures

Written procedures completed (by year 1) ☒

Document Name and/or Web Address:

Part 3 of the Town of Hooksett Development Regulations
(https://www.hooksett.org/sites/g/files/vyhlf4541/f/uploads/town_of_hooksett_development_regulations_revised_2019.pdf)

Department Responsible for Enforcement:

Code Enforcement Department

Description:

Measurable Goal(s):

Conduct site plan review of 100% of projects according to the procedures outlined above.

BMP: Site Inspections and Enforcement of Sediment and Erosion Control Measures Procedures

Completed (by year 1) ☒

Document Name and/or Web Address:

Part 1, Section 12 of the Town of Hooksett Development Regulations
(https://www.hooksett.org/sites/g/files/vyhlf4541/f/uploads/town_of_hooksett_development_regulations_revised_2019.pdf)

Department Responsible for Enforcement:

Code Enforcement Department

Description:

Measurable Goal(s):

Inspect construction sites as outlined in the above document and take enforcement actions as needed.

MCM 5
Post Construction Stormwater Management
in New Development and Redevelopment
Permit Part 2.3.6

DRAFT

BMP: Post-Construction Ordinance

Completed (by year 2) ☒

Town Ordinances Link or Reference:

https://www.hooksett.org/sites/g/files/vyhlf4541/f/uploads/town_of_hooksett_development_regulations_revised_2019.pdf

Department Responsible for Enforcement:

Code Enforcement Department

BMP: Street Design and Parking Lot Guidelines Report

Completed (by year 4) ☐

Document Name and/or Web Address:

TBD

Department Responsible for Enforcement:

TBD

Description:

Measurable Goal(s):

Recommendations are implemented by year 4 with progress reported annually.

BMP: Green Infrastructure Report

Completed (by year 4) ☐

Document Name and/or Web Address:

TBD

Department Responsible for Enforcement:

TBD

Description:

Measurable Goal(s):

Recommendations are implemented by year 4 with progress reported annually.

BMP: List of Municipal Retrofit Opportunities

Completed (by year 4) ☐

TBD

TBD

Document Name and/or Web Address:

Department Responsible for Enforcement:

Description:

Measurable Goal(s):

The list is completed by year 4 and updated as needed.

DRAFT

MCM 6
Good Housekeeping and Pollution
Prevention for Permittee Owned Operations
Permit Part 2.3.7

DRAFT

PERMITTEE OWNED FACILITIES

BMP: Parks and Open Spaces Operations and Maintenance Procedures

Written Document Completed ☒

Document Name and/or Web Address:

<https://www.hooksett.org/sites/g/files/vyhlif4541/f/uploads/parks-sop.pdf>

Responsible Department/Parties:

Department of Public Works

Description:

Establish procedures to address the proper use, storage, and disposal of pesticides, herbicides, and fertilizers (PHF) including minimizing the use of these products in accordance with Section 2.3.7.1.a of the MS4 permit.

Measurable Goal(s):

Implement the SOP on 100% of the parks and open spaces.

BMP: Buildings and Facilities Operations and Maintenance Procedures

Written Document Completed ☒

Document Name and/or Web

https://www.hooksett.org/sites/g/files/vyhlif4541/f/uploads/main_of_bldgs_facilities_sop.pdf

Department of Public Works

Address:

Responsible Department/Parties:

Description:

Evaluate the use, storage, and disposal of petroleum products and other potential stormwater pollutants. Provide employee training as necessary, ensure that Spill Prevention Plans are in place. Develop management procedures for dumpsters and other waste management equipment. Sweep lots and areas surrounding the facilities clean to reduce runoff of pollutants in accordance with Section 2.3.7.1 b. of the MS4 permit.

Measurable Goal(s):

Implement the SOP on 100% of buildings and facilities.

BMP: Vehicles and Equipment Operations and Maintenance Procedures

Written Document Completed ☒

Document Name and/or Web Address:

https://www.hooksett.org/sites/g/files/vyhlif4541/f/uploads/hooksett_operations_and_maintenance_of_vehicles_and_equipment_2020.pdf

Department of Public Works

Responsible Department/Parties:

Description: Establish procedures for the storage of permittee vehicles. Vehicles with fluid leaks shall be stored indoors of containment shall be provided. Evaluate fueling areas owned by the permittee or used by permittee vehicles. Establish procedures to ensure that vehicle wash waters are not discharged to municipal storm drains or surface waters.

Measurable Goal(s): Implement the SOP on 100% of vehicles and equipment.

INFRASTRUCTURE

BMP: Catch Basin Cleaning Program

Written Document Completed ☒

Document Name and/or Web

Process is outlined in this SWMP document.

Department of Public Works

Address:

Responsible Department/Parties:

Description: The Town of Hooksett performs routine inspections, cleaning, and maintenance of the approximately 2,832 catch basins that are located within the MS4 regulated area. The Town will implement the following catch basin inspection and cleaning procedures to reduce the discharge of pollutants from the MS4.

- Routine inspection and cleaning of catch basins. Catch basins should be cleaned such that they are no more than 50 percent full at any time. The Town will initially inspect all catch basins within the regulated area within two (2) years of the effective date of the permit to evaluate sediment or debris accumulation and establish optimal inspection and maintenance frequencies to meet the “50 percent” goal.
- If a catch basin sump is more than 50 percent full during two consecutive routine inspections or cleaning events, the finding will be documented, the contributing drainage area will be investigated for sources of excessive sediment loading, and to the extent practicable, contributing sources will be addressed. If no contributing sources are found, the inspection and cleaning frequency will be increased.
- Catch basins located near construction activities (roadway construction, residential, commercial, or industrial development or redevelopment) will be inspected and cleaned more frequently if inspection and maintenance activities indicate excessive sediment or debris loadings (i.e., catch basins more than 50 percent full). Priority will also be given to catch basins that discharge to impaired waters.
- The following information will be included in each annual report:
 - Any action taken in response to excessive sediment or debris loadings

- Total number of catch basins
- Number of catch basins inspected
- Number of catch basins cleaned
- Total volume or mass of material removed from catch basins.

Measurable Goal(s): All catch basins are cleaned in accordance to the document above such that no catch basin is more than 50% full at any given time.

BMP: Street Sweeping Program

Written Document Completed ☒

Document Name and/or Web Address:

https://www.hooksett.org/sites/g/files/vyhlf4541/f/uploads/street_sweeping_sop.pdf

Responsible Department/Parties:

Department of Public Works

Description:

The Town of Hooksett will implement the street and parking lot sweeping procedures listed in the Town of Hooksett Standard Operating Procedures for Sweeping Streets and Parking Lots to reduce the discharge of pollutants from the MS4 area.

Measurable Goal(s):

Annually sweep 100% of all streets and municipal parking lots in accordance with the schedule listed in the Sweeping Streets and Parking Lots SOP.

BMP: Winter Road Maintenance Program

Written Document Completed ☒

Document Name and/or Web Address:

Process is outlined in this SWMP document.
https://www.hooksett.org/sites/g/files/vyhlf4541/f/uploads/snow_removal_deicing_sop.pdf

Responsible Department/Parties:

Department of Public Works

Description:

The Town of Hooksett will implement the following winter maintenance procedures to reduce the discharge of pollutants from the MS4:

- Minimize the use and optimize the application of sodium chloride and other salt (while maintaining public safety) and consider opportunities for use of alternative materials.
- Optimize sand and/or chemical application rates through the use, where practicable, of automated application equipment (e.g., zero velocity spreaders), anti-icing and pre-wetting techniques, implementation of pavement management systems, and alternate chemicals. Maintain records of the application of sand, anti-icing and/or de-icing chemicals to document the reduction of chemicals to meet established goals.
- Prevent exposure of deicing product (salt, sand, or alternative products)

storage piles to precipitation by enclosing or covering the storage piles. Implement good housekeeping, diversions, containment or other measures to minimize exposure resulting from adding to or removing materials from the pile. Store piles in such a manner as not to impact surface water resources, groundwater resources, recharge areas, and wells

- Provide training for municipal employees on winter roadway maintenance procedures.

Measurable Goal(s): Evaluate at least one salt/chloride alternative for use in the municipality.

BMP: Stormwater Treatment Structures Inspection and Maintenance Procedures

Written Document Completed ☒

Document Name and/or Web

Process is outlined in this SWMP document.

Department of Public Works

Address:

Responsible Department/Parties:

Description: Structural stormwater BMPs will be inspected annually at a minimum and maintained as needed.

Measurable Goal(s): Inspect and Maintain 100% of treatment structures to ensure property function.

BMP: SWPPP

Written Document Completed ☒

Document Name and/or Web Address:

https://www.hooksett.org/sites/g/files/vyhlf4541/f/uploads/swppp_2020.pdf

Department of Public Works

Responsible Department/Parties:

Description: Develop and implement a SWPPP for all municipally owned or operated facilities in accordance with Section 2.3.7.2 of the MS4 permit.

Measurable Goal(s): Develop and implement SWPPP's for 100% of municipally owned facilities.

Annual Evaluation

Year 1 Annual Report

Document Name and/or Web Address:

https://www.hooksett.org/sites/g/files/vyhlif4541/f/uploads/2019_annual_report.pdf

Year 2 Annual Report

Document Name and/or Web Address:

https://www.hooksett.org/sites/g/files/vyhlif4541/f/uploads/2020_-_year_2.pdf

Year 3 Annual Report

Document Name and/or Web Address:

Will be posted on the EPA website. Link to website to be included once completed.

Year 4 Annual Report

Document Name and/or Web Address: TBD

Will be posted on the EPA website. Link to website to be included once completed.

Year 5 Annual Report

Document Name and/or Web Address: TBD

Will be posted on the EPA website. Link to website to be included once completed.

Year X Annual Report

Document Name and/or Web Address: TBD

Will be posted on the EPA website. Link to website to be included once completed.

TMDLs and Water Quality Limited Waters

DRAFT

Bacteria/Pathogens

Combination of Impaired Waters Requirements and TMDL Requirements as Applicable

Applicable Receiving Waterbody(ies) as listed in Appendix F of the MS4 permit and provided in the most recent approved list of impaired waterbodies.	TMDL/Impairment Name (if applicable)
Messer Brook NHRIV700060802-09	NH Statewide TMDL for Bacteria Impaired Waters
Merrimack River NHRIV700060802-14-02	NH Statewide TMDL for Bacteria Impaired Waters

Annual Requirements Beginning Year 1

Rank outfalls to these receiving waters as high priority for IDDE implementation in the initial outfall ranking (see IDDE Plan for ranking)

Annual message encouraging the proper management of pet waste, including noting any existing ordinances where appropriate as outlined in this SWMP

Chloride Impairment

Applicable Receiving Waterbody(ies)	TMDL/Impairment Name (if applicable)
Dorrs Pond Inlet Brook NHRIV700060802-13	
Ray's Brook NHRIV700060802-15	
Dorrs Pond- E Inlet NHRIV700060802-16	

Annual Requirements Beginning Year 1

Rank outfalls to these receiving waters as high priority for IDDE implementation in the initial outfall ranking (See IDDE Plan for ranking).

Requirements Due by Year 3

Develop a Salt Reduction Plan. Completed and posted on Hooksett MS4 page:
https://www.hooksett.org/sites/g/files/vyhlf4541/f/uploads/salt_reduction_plan.pdf

Requirements Due by Year 4

Continue implementation of the Salt Reduction Plan.

Requirements Due by Year 5

Fully implement the Salt Reduction Plan.

Town Council

STAFF REPORT



To: Town Council
Title: Halloween Policy 2021
Meeting: Town Council - 13 Oct 2021
Department: Administration
Staff Contact: André Garron, Town Administrator

BACKGROUND INFORMATION:

The Town of Hooksett, like many municipalities, traditionally provides guidance for Halloween Trick-or-Treating festivities to residents. Departments receive some of their highest volume of inquiries every year on the holiday, pertaining to subjects such as hours, dates, and standard practices. The Town in the past has merely posted a set of trick-or-treating hours on the same day as Halloween. Some departments also have periodically participated or directed community events. Deviation from the date of Trick-or-Treating sponsored by the Town is something that's sparked controversy in the past. Last year, due to the ongoing COVID-19 pandemic, after consultation among the Town Administrator, Department Heads, and other relevant employees, it was the consensus of staff to adopt the following policy:

1. Post Halloween Trick-or-Treating date/hours as normal (Sunday, October 31st 6PM to 8PM)
2. Include a strong recommendation that residents take precautions such as practicing safe social distancing, wearing masks, and periodic cleansing of hands and surfaces should they choose to engage in any holiday activities.
3. That residents not participating in trick-or-treating should turn off their home's external lights and/or post a clear, street-visible sign indicating that the residence is not participating.

The Town would post this information on official websites, and disseminate the message through notification services and social media organs. Staff would also refer to this information for inquiries as the standard policy for this year if approved by Town Council.

FINANCIAL IMPACT:

none

POLICY IMPLICATIONS:

Policy last year utilized the then current CDC guidelines as a base. CDC holiday tips are not available at the writing of this staff report

RECOMMENDATION:

Vote to adopt the proposed approach for Halloween.

SUGGESTED MOTION:

"I motion to adopt the proposed Halloween Holiday Policy for 2021."

TOWN COUNCIL DISCUSSION

**08/11/2021 Workshop
Council Chair Sullivan Item**

Town Council Rules of Procedures

Proposal to add the following sections:

20 – Rescinding of a prior vote

21 – Reconsideration of a prior vote

Town of Hooksett
Town Council Rules of Procedures
Adopted as of: 01/10/2001
Amended as of: ~~05/12/2021~~ 10/13/2021

Resolved by the Town Council of the Town of Hooksett, NH that the following be and hereby are adopted as the Rules of the Hooksett Town Council.

1. The Following Rules shall be adopted by a majority of the Hooksett Town Council and these rules shall become effective immediately upon their adoption.
 - a. Robert's Rules "Parliamentary Law at a Glance" by E.C. Utter should be used as a guide when proper procedure is in question except where modified herein.
 - b. Acceptable Procedure is determined by the acting Chair.
2. Procedures for electing officers are as follows:
 - a. Annually, at the first meeting of the new Town Council:
 1. The Town Clerk shall swear-in all new Councilors as a group.

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

The members thereof shall:

2. Choose, from among their members, a Chair, a Vice Chair and a Secretary. In addition to the powers conferred upon the Chair, the Vice Chair and the Secretary, they shall continue to have all the rights, privileges and immunities of a member of the Town Council.
3. Motion that the Town Council confirms by a roll call vote, that the Town of Hooksett will adopt RSA 31:104, 31:105 and 31:106 to provide immunity and indemnify all Town Councilors, other elected officials, employees, agents as well as appointed officials that serve on committees and boards within the Town of Hooksett; specifically covering immunity from civil liability for discretionary acts, according to RSA 31:104, indemnification for costs of defense of civil suits, according to RSA 31:105 and indemnification for civil rights claims, according to RSA 31:106.
4. Motion to have the Town Council Chair sign ancillary documents as agent to expend as a result of Town Council prior approval of the documents.
5. Motion to have the Town Council Chair complete the Council's section of the Annual Report.
6. Motion to have the Town Council Chair complete & sign Tax Deed Waivers.
7. Motion to adopt the Town Council Rules of Procedures.
8. Motion to adopt the Administrative Code (which includes the Investment and Fund Balance Policies).
9. Motion to adopt the Family Services Guidelines.
10. Motion to have the Tax Collector sign payment plans for deedable properties.
11. Motion to have the Town Administrator approve payment plans for deedable properties (Town Administrator cannot forgive interest or principal).
12. Motion to have a Councilor work with Administration to coordinate the annual Town Council Old Home Day booth and Employee Appreciation Picnic

Town Council Rules of Procedures

2

- b. The above election shall be by majority vote of the Town Council present at the first meeting.
 - c. Duties of Officers
 - 1. Chair:
 - a. The Chair with the Town Administrator shall post all meetings and set meeting agenda.
 - b. Lead all meetings in an orderly manner using these procedures, Hooksett's Town Charter, Riggins Rules and Parliamentary Law as guides for appropriate protocol.
 - 2. Vice Chair:
 - a. In the absence of the Chair, the Vice Chair shall conduct the Council Meeting until such time as the Chair is present.
 - 3. Council Secretary:
 - a. The Council Secretary shall be responsible for recording the attendance of Council members by roll call at the beginning of each meeting.
 - b. The Council Secretary shall be responsible for polling and recording all roll call votes.
 - c. If the Council Secretary is absent, the chair shall ask for a volunteer. If there is no volunteer, the Chair shall appoint a Council member to act as Council Secretary until such time as the Council Secretary is present.
 - d. The Town Council Secretary shall act as clerk of the Council and shall review and approve (with or without edits) the draft (unofficial) minutes of the meeting recorded by the Recording Clerk. If there is no Recording Clerk present at meeting, the Town Council Secretary will be asked to keep minutes. Minutes will appear in the Town Council agenda packet. Minutes shall be posted on the Town website.
 - e. The Town Council Secretary shall perform such other duties in the meeting as may be requested by the presiding officer of Council.
 - f. In case of the absence of the Chair and the Vice Chair the Council Secretary shall call the Council to order and act as Chair.
3. Council Meetings
- a. The Council shall meet in regular session on the 2nd and 4th Wednesday of every month, except as noted on Town Calendar, at 6:00pm. When time permits, a regular meeting may be adjointed to a workshop session.
 - b. The place of meetings shall be the Council Chambers unless otherwise designated.
 - c. A quorum of the Council for the transaction of any business shall be two-thirds (2/3) of the members currently in office. The Council shall not recognize a Councilor's electronic method(s) of participation, attendance, or quorum.
 - d. The Council reserves the right to end meetings at 9:30. The Council shall motion to extend public session meetings past 9:30pm as follows "motion to extend public session until meeting is adjourned". Uncovered business will be included in the next meeting agenda. Meeting may be closed by a 2/3 roll call vote.
 - e. The Council may meet for an informal workshop session or special meetings by Council vote on an as needed basis, in accordance of Section 3.5 C of the Town Charter. The place of meeting shall be the Council Chambers.
 - f. When, after consultation with the Vice Chair and the Town Administrator, the Chair determines that the Council has insufficient business to warrant a meeting, the Chair may cancel said meeting after informing all councilors and receiving individual approval from 2/3 of the council members and shall not be inconsistent with the meeting provisions of

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the Town Charter. Agenda items scheduled for a meeting that is canceled shall be carried over to the next regular meeting.

- g. Council members shall be seated in Council Chambers as determined by consensus of the Council. The Chair and Vice-Chair shall be seated at the head of the Council table in Chambers. The Secretary shall be seated next to the Town Council Recording Clerk.
- h. Council members, staff and members of the general public participating in meetings shall address all questions or remarks through the Chair confine their remarks to the merit of pending questions; and shall not engage in personalities.
- i. Any member may leave the Council Chambers while in regular session after notice to the Chair of pressing business providing there is no loss of quorum as determined by the Chair.

4. Town Employees

- a. The Town Administrator will attend all regular meetings or request representation from a Town Department to attend in their place.
- b. The Town Administrator shall be responsible for providing the Council with necessary background information on all items of business before the Council.
- c. The Town Administrator may have the head of any department or division or other employee of the Town in attendance at any meeting when items within their responsibility or knowledge is being discussed. All questions shall be directed to the Town Administrator who may, when necessary, defer to a department head or employee. Staff should be made aware of all items on the agenda to be ready to discuss items in respect to their department or area of responsibility.

5. Voting

- a. Councilors may read suggested motions from staff reports to assure key elements of motions do not get missed.
- b. If a vote is immediate after a motion, the motion does not need to be repeated unless requested by a Councilor or staff.
- c. If there is a discussion after a motion, the motion should be repeated prior to the vote of the Council to assure all Councilors and the public are aware what is being voted on.
- d. Every member present, including the Chair, when a question is put shall vote either aye (yes) or nay (no) or abstain and give reason for abstaining, in accordance with the Town Charter.
- e. Council Members wishing to abstain from voting shall so indicate and give reason for doing so.
- f. All votes shall be voice votes unless determined to be a **roll call** vote.
- g. **Roll call** votes should be used anytime there is a motion based on 1) a public hearing item, 2) any monetary item over \$10,000 and 3) at the request of any Councilor for any matter.
- h. **Roll call** votes shall be in a random order with the Chair voting last.

6. Debate

- a. Council members must raise their hand to be recognized by the Chair.
- b. Rules of Debate on all motions shall be as follows:
 - 1. The council member, who introduces a motion, may speak to that motion. Thereafter, every council member may speak to the motion two times only. The sponsoring Council member may also address the motion two times, thereby allowing the sponsor the right to address his or her their motion a total of three times.
 - 2. If by 2/3 vote it is determined additional discussion is needed each council member may only speak an additional 2 times on a motion.

3. Decorum in debate: In order to assist in the carrying out of debate in an orderly and productive manner, Council members shall:
 - a. Address all questions and remarks through the Chair. Do not address audience or council members.
 - b. When commenting on another Councilor's statement or question, identify the speaker, statement and when the statement was made.
 - c. Confine remarks to the merits of the pending question.
 - d. Not engage in personalities or question the motives of other Councilors.
- c. Any member who wishes to force an end to debate must first obtain the floor by being duly recognized to speak by the chair and must then move the Previous Question. Such a motion must be seconded, and then adopted by a simple majority vote. It is not in order to interrupt a speaker with cries of "Question" or "Call the question.", and even if no one is speaking, it is still necessary to seek recognition.

7. Order of Business

The Town Council shall follow the below agenda order whenever possible for ease of transcription, audience participation and possible time restraints. The Council Chair, during the Agenda Overview, will inform the audience of any change in the agenda order for a particular meeting.

- a. Agenda Order of Council Meetings
 - I. Call to Order
 - II. Proof of Posting
 - III. Roll Call
 - IV. Pledge of Allegiance
 - V. Agenda Overview
 - VI. Public Hearings
 - VII. Special Recognitions
 - VIII. Public Input
 - IX. Scheduled Appointments
 - X. Consent Agenda
 - XI. Town Administrator's Report
 - XII. Nominations/Appointments
 - XIII. Brief Recess
 - XIV. Old Business
 - XV. New Business
 - XVI. Approval of Minutes
 - XVII. Subcommittee Reports
 - XVIII. Public Input
 - XIX. Non-Public Session NH RSA 91-A:3 II
 - XX. Adjournment
- b. 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.
- c. Nominations for all Board and Committee applicants may be made during the nominations/appointments portions of the Council meeting. Boards and Committees shall receive their respective applications and make recommendations for nominations. Appointment vote for a nominee will be scheduled at the next Council meeting. Nominations and appointments for new July terms shall be at the June Town Council meetings.
- d. Scheduled Appointments
1. A scheduled appointment shall have one person as a speaker when possible and follow the rules for addressing the Council.
 2. A scheduled appointment shall not exceed 15 minutes to address the Council unless the Council votes to extend.
 3. Applicants for Board and Committee positions shall be invited to attend a Council meeting as a scheduled appointment to state their interest. This meeting shall be either prior to or on the same night of their nomination.
 4. Boards and Committees shall meet at minimum once a year as a scheduled appointment to provide an overview of their activities and member attendance reports.
 5. Board & Committee and non-Town employee items for presentation and/or items requiring action of the Council will be placed under Scheduled Appointment.
 6. Town employee items for presentation and/or items requiring action of the Council will be placed under New Business/Old Business.
- e. Old Business
1. Business carried over from a previous meeting.
- f. New Business
1. New Business should be submitted to the Town Administrator or Council Chair.
 2. New Business submitted by end of business two Thursdays before a regular meeting may be considered for the next meeting by request. The Chair may schedule the topic on the Agenda under New Business as the schedule allows. Any new business brought forward at a council meeting shall not be acted upon at that meeting except by a motion to waive this rule by vote of 2/3rd of the members present.
 3. New Business submitted after end of business two Thursdays preceding a regular scheduled meeting will be considered for the next meeting agenda unless time sensitivity is determined by Town Administrator or Chair.

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8. Non-Public Session

- a. The Council Chair shall motion for the appropriate non-public session section of NH RSA 91-A:3 II (a – l) when entering the non-public session based on the subject matter as previously discussed with the Town Administrator. This motion must be seconded by a Councilor and have a roll call vote with the majority in the affirmative. This by no means restricts any Town Councilor from motioning to go into non-public session with the appropriate citation.
- b. The Council shall motion to exit in non-public. In public session a motion is made to seal the minutes of the non-public session as appropriate.
- c. Non-public sessions do not require motions to extend the meeting past 9:30pm.
- d. A councilor not present at the time non-public session minutes are taken shall receive these sealed minutes along with the rest of the Council.
- e. Non-public minutes, per RSA 91-A:3, shall include the names of members, persons appearing before the public bodies, and a brief description of the subject matter discussed and final decisions. Minutes are not verbatim.
- f. Non-public minutes and/or material in possession of Town Councilors at a Council meeting shall be handed into Administration at the end of the meeting for shredding of confidential information.
- g. All sealed non-public meeting minutes (discussions and materials included) are confidential until such time these minutes are unsealed.
- h. Unsealing of the non-public session minutes for the current fiscal year (June 1st to May 31st) shall occur annually at the Council's last meeting in May when, in the opinion of a majority of members, the circumstances that sealed the minutes no longer apply in accordance with RSA 91:3 III.

9. Filing Agenda items

- a. Every item of business to come before the Council for action must be filed with the Town Administrator or Council Chair no later than end of business two Thursdays prior to the regular Council Meeting.
- b. The Agenda shall be posted by the close of business on the Wednesday prior to the regular Council Meeting.
- c. It shall be the duty of the Town Administrator to mail by first class postage said agenda and any available supporting documents to each Councilor (if not already picked-up) by Thursday of the week prior to the regular Council Meeting unless a Councilor requests, in writing, to receive it in electronic format only.

10. Addressing the Council

- a. Persons other than members of the Council shall not be permitted to address the Council except during the designated agenda Public Input or by invitation of the Chair with consensus by Council.
- b. A time limit for addressing the Council may be established by the Chair.
- c. The speaker shall not enter into a debate with any person, the Chair or Council members.

11. Amendment To Rules

- a. Council rules may be suspended by a 2/3-majority vote of all Council members. The purpose for suspension must be clearly stated before the vote is taken and 2/3 of all Council members must declare the matter one of such priority that it would be detrimental to hold over until the next regular Council Meeting.
- b. The rules may be amended or new rules adopted by a 2/3 vote of all members of the Council. Any such proposed alteration or amendment by any Councilor shall be submitted in writing at a regular Council Meeting under the order of new business.

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11. Community Outreach

- a. The Council Chair has the authority to act on the Council's behalf to present and/or sign letters of achievement for community outreach to include but not limited to Town of Hooksett departments, businesses, residents, and volunteer or membership groups. This authority is for times when the community outreach happens off-schedule to Town Council meetings.

12. Procedure for Adoption of Ordinances pursuant to Section 3.6 of the Charter.

a. Prior to a Council member introducing an ordinance, the Council shall discuss the contents which may include editorial revisions and textual modifications. An ordinance needing revisions based on this discussion will be brought back to the Council in a final format at their next scheduled meeting. The final version of an ordinance shall be introduced by one Councilor for a public hearing at the Council's next scheduled meeting. No second to a motion and/or vote is required to move an ordinance to a public hearing. The Council shall not take final action on any proposed ordinance until at least seven (7) days after said public hearing(s).

b. After the public hearing the Council shall put the proposed ordinance in final form, which may include editorial revisions and textual modifications resulting from the proceedings of that hearing. An additional public hearing shall be held if the ordinance is substantively altered by the Town Council after public hearing. Subsequent public hearings shall be held at least 14 days after the prior public hearing and with the notice provided in Section 3.5 (A) of the Charter. The Council shall not take final action on any proposed ordinance until at least seven (7) days after said public hearing(s).

13. Procedure for Town Administrator Annual Evaluation

- a. Council's first meeting in May – Council will receive Town Administrator's self-evaluation to include status on his/her goals with comments for period ending June 30th of the same fiscal year along with a blank evaluation form.
- b. Council's second meeting in May- Councilors are to have completed and submitted their town administrators evaluation form via e-mail to the council chair prior to, or are to hand deliver it at the beginning of the meeting. Councilors will then discuss in non-public, the evaluations and will finalize them into one report by a simple majority vote. Only town councilors will be in attendance during this non-public session to discuss and finalize the evaluation of the Town Administrator. The Town Administrator will receive the evaluation from the council at this meeting
- c. Council's first meeting in June - Council will discuss the evaluation report with the Town Administrator
- d. Council's annual July/August Workshop meeting – New council to establish goals for new fiscal year.

14. Standing Moment of Silence

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- a. The Council Chair may call a moment of silence for the deceased with ascent of the Town Council at the beginning of the meeting
-
15. Special Recognition
 - a. Special Recognition may include but is not limited to:
 - Hooksett Youth Achiever of the Month
 - Boston Post Cane Recipient
 - Retiring employees
 - Longevity employees (at Council's last regularly scheduled meeting each September)
 16. Town Administrator's Report
 - a. New hires will be invited and encouraged to attend the Council meeting following his/her hire date when the Town Administrator will announce his/her Department, name and start date."
 17. Approval of Minutes
 - a. Public minutes, per RSA 91-A:3, shall include the names of members, persons appearing before the public bodies, and a brief description of the subject matter discussed and final decisions. Minutes are not verbatim.
 - b. Public minutes shall be posted (open to public inspection) not more than 5 business days after the meeting. These minutes, per RSA 91-A:3, shall be treated as permanent records of any public body.
 - c. Councilors, public or staff identifying corrections to Town Council minutes shall submit their corrections to the Town Council Secretary on or before the start of the meeting scheduled for review. Corrections do not include changing or adding wording not stated at the meeting.
 - d. The Council Chair, at the "Approval of Minutes" agenda section, will request the following motion "Councilor #1 motion to approve the public minutes of Date. *Seconded by Councilor #2.*"
 - e. The Council Chair shall inquire with the Town Council Secretary for any corrections to the minutes; Secretary will read the corrections into the record, if applicable.
 - f. If there are corrections to the minutes, amend 17d motion above "Councilor #1 I amend my motion to add "*as corrected*". *Seconded by Councilor #2.*"
 - g. A vote of 17d or 17f above is taken (roll call not required).
 - h. If changes are to be made to minutes (17b above), changes are detailed in the minutes of the subsequent meeting. As the minutes are being prepared for permanent storage in paper format, the Town Clerk will add a notation to the permanent record of the first meeting that corrections were made, and give an exact reference to the page where the changes appear in the minutes of the subsequent meeting.
 18. Public Hearings
 - a. The Town of Hooksett follows the NH State statutes (RSAs) and Town Charter in determining when a public hearing is required for agenda items before the Town Council.

Below are the items that require public hearings (these have a public notice in the Union Leader):

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- **New or amended Town Ordinances** - notice is per Chapter 231:132-a of the NH Revised Statutes annotated, and section 3.6 of the Hooksett Town Charter
- **New or amended Town Charter** – notice is per NH RSA 49-B:5
- **Accept Donation/Grant/Reimbursement of Funds over \$10,000** – notice per RSA 31:95-b, III (a) (ex. 1) NHDOT Bridge Aid funds reimbursement for the Benton Road Culvert project, 2) FEMA funds for the reimbursement of February 8th, 9th, & 10th 2013 severe snowstorm expenses, 3) New Hampshire Highway Safety Agency grant to allow for 18 DWI/DUI overtime patrols)
- **Accept Donation of Property over \$5,000** – notice per RSA 31:95 e, II (ex. Catholic Medical Center in Manchester NH to the Hooksett Fire-Rescue Department and the Town of Hooksett in the amount of \$14,500.00 (Physio-Control LUCAS 2 device)
- **New or amended Hazard Mitigation Plan**
- **Town Roadway Improvements** – (ex. project alternatives for the roadway improvements design(s) at the Hooksett Hackett Hill Road and Rte. 3A intersection)
- **Discontinuance of Class VI Town Roadway**
- **Conservation Easements** – notice is per NH RSA 36-A & NH RSA 477:45-47

Note: Land use items require 10 day prior public notice in Union Leader and all other items require 7 days.

Public Hearings not required, however Town may conduct out of courtesy (these do NOT have a public notice in the Union Leader):

- **Establishing Town Roadway Speed Limits**
- **Renaming Town Roadways** - (ex. Water Works Drive, Hooksett, NH for the closed off portion/loop of Industrial Park Dr. that will be closed off due to the GE Expansion)
- **Potential Departmental Reorganizations**

19. Tabling an agenda item

- a. Any Councilor may make the motion to table.
- b. Tabling is needed when more information on the subject matter is needed for the Council to make a decision.
- c. Tabling of an agenda item should indicate the date certain of the next time the item is to appear on the Council's agenda and what information the Council is seeking at that meeting.
- d. Tabling an agenda item takes precedence over any main motion not yet stated by the Chair.
- e. When the item tabled is to be discussed again, Council first needs to make a motion to remove from the table.

20. Rescinding of a prior vote

- a. If a motion is needed by the Council to change a dollar amount for the same vendor, that is an amendment to a prior vote not a rescinding of a prior vote.
- b. If a motion is needed by the Council to change a vendor from a prior vote, rescinding of that prior vote is needed.
- c. Any Councilor may make the motion to rescind. Whenever possible, have the section of the Town Council minutes stating the original motion.
- d. Any action, no matter how old, may be rescinded, except where action has been taken that cannot be undone.
- e. Revoking is the same as rescinding.

21. Reconsideration of a prior vote

- a. The reconsideration of a vote can only be made at the same meeting or next calendar day of the original vote
- b. A Councilor on the prevailing side of the original vote can only make the motion to reconsider

Town Council STAFF REPORT



To: Town Council
Title: Town Administrator Contract Addendum - 07/01/2021 Wage Adjustment
Meeting: Town Council - 13 Oct 2021
Department: Administration
Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

The Town Council completed its annual evaluation of the Town Administrator. At their non-public session of July 28, 2021, the Council motioned:

R. Lapierre moved to grant the Town Administrator a 3.5% raise retroactive to July 1, 2021. T. Tsantoulis seconded.

Roll Call #2

Duhaime – not present

Durand – not present

Jones – yes

Lapierre – yes

Walczyk – yes

Boutin – yes

Karolian – abstain (timeline not adhered to)

Tsantoulis – yes

Sullivan – no

Vote in favor 5 – 1 (opposed Sullivan) – 1 (abstain Karolian)

The Council unsealed the above motion at their meeting of September 22, 2021. At this time an addendum is needed to the Town Administrator's contract to reflect the wage adjustment.

FINANCIAL IMPACT:

3.5% wage increase

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Approve Town Administrator contract addendum for wage adjustment as presented for effective date July 1, 2021.

SUGGESTED MOTION:

Motion to approve Town Administrator contract addendum for wage adjustment as presented for effective date July 1, 2021.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Technical correction on the date the Town Administrator's wage increase was intended to start.

ATTACHMENTS:

[garron contract addendum 07012021](#)

**EMPLOYMENT AGREEMENT
ADDENDUM #2 TO ORIGINAL CONTRACT TERMS OF MAY 8, 2019
FOR TERM MAY 30, 2019 TO MAY 30, 2022
BETWEEN THE TOWN OF HOOKSETT, NEW HAMPSHIRE
AND
ANDRÉ L. GARRON**

This Addendum, made and entered into on July 28, 2021 and intended to become effective July 1, 2021 in consideration of the items contained in the original contract, the parties agree to amendments of the following section(s):

Section 5 – Salary – amended to read:

The Town agrees to pay the Administrator for his services rendered pursuant to an annual salary of One-Hundred twenty-four Thousand nine-hundred seventy-six Dollars and twenty-five Cents (\$124,976.25) payable in installments at the same time as other employees of the Town. This is a 3.5% increase in base salary from \$120,750.00 to \$124,976.25. There may be an increase of up to five percent (5 %), after each annual performance evaluation in June, commencing June 2020, as determined by the Council to be effective July 1st.

IN WITNESS THEREOF, The Town of Hooksett has caused this Addendum to be signed and executed both in duplicate, for the day and year first above written.

Town Administrator

Town Council Chair:

Andre L. Garron

James A. Sullivan

Dated: _____

Dated: _____

Witness

Dated: _____

**Town of Hooksett
Town Council Budget Review Meeting Minutes
Wednesday, September 15, 2021**

The Hooksett Town Council met on Wednesday, September 15, 2021, at 6:06 in the Hooksett Municipal Building.

CALL TO ORDER

PROOF OF POSTING

ROLL CALL

Councilor James Sullivan, Councilor Roger Duhaime, Councilor David Boutin (left at 6:44pm), Councilor Timothy Tsantoulis, Councilor Clark Karolian, and Councilor Alex Walczyk

MISSING- Councilor Clifford Jones, Councilor John Durand, Councilor Randall Lapierre

PLEDGE OF ALLEGIANCE

PUBLIC INPUT- None

BUDGET REVIEWS FISCAL YEAR 2022-2023

Library (Tab 16) Heather Rainer, Mary Farwell along with the other members of the Trustees were present.

M. Farwell- We thank you for appointing Sandra Mack to the Board of Trustees. We had our first Trustees meeting with her last night and we can already tell what a great board member she is going to be. She brings a different perspective and insights that are very valuable. Heather made the observation that although we lost a "mac" from the board when Mac Broderick moved out of town, we have also gained a "Mack" as well. I'd like to share the highlights of our 2022-2023 budget request with you and then answer any questions you might have. For the last 3 years, we have not asked for a budget increase, in fact, some years we had a budget decrease. However, that is not the case this year. The increase in this requested budget is overwhelmingly tied to wages and resulting benefits. This year is all about equity for our employees. We have shared with you our past struggles to hire and retain employees. In the past 4 years we have had 11 employees leave. This is very costly not only in recruiting replacements but also to our remaining staff because of the high level of training needed for even our "entry level" positions. We would like to commend you for undertaking a pay equity study for the town as you know we came to you in May and discussed that we would conduct our own pay equity study with MRI. The results of this study were illuminating and alarming. Illuminating because we could now see why we were training and then losing employees to other libraries who were able to pay more. Alarming because of how far out of whack our pay scales were. Of our 17 employees, 4 full time and 9 part time were under the minimum recommended by MRI. In some cases, just about \$3.00 per hour under the recommended minimum. When we received the study, we had five open positions and no suitable applications to fill them. Something had to be done and done now. As a result, the trustees decided to bring those positions up to the recommended minimum as of July 1, 2021, and to include this in our 2022-2023 budget. We also had 4 employees who while at or above the minimum, were not being adequately compensated for their years of service compared to their peers in other libraries. We have made no provisions for them in this budget, but this issue really needs to be addressed as well. We are working with the town to determine their course of action in this regard. Our other large increase is in the health insurance line. The 2 full time employees who are no longer with us had taken the health insurance stipend for \$5,000 each. We have filled one position with an employee who had taken a 2-person plan with an annual cost of \$19,638. The other position is still unfilled, so we have had to budget for a family plan with an annual cost of \$26,668. So that line shows an increase of \$36,306 to cover those 2 employees. The increases in wages and benefits accounts for 86% of the increase in this budget. As you know, the library trustees and Director are a frugal bunch, and it is painful to come in

54 and ask for this kind of an increase. However, our responsibility to our staff requires that we treat them
 55 fairly and we have not been doing so. We ask for our support for this budget.
 56

57 D. Boutin- According to the info at the bottom of the sheet you are increasing your budget by \$70,331 at
 58 7.6%. This is way over the current rate which I think is 2 or 2.5%. This presents a problem. In the wage
 59 line you are showing an \$21,000 increase can you explain that.
 60

61 M. Farwell- That is due to the pay inequity, to bring them to the minimum that MRI recommended.
 62 Another way to look at the 7%, if you look at a 2% annually, we got a little more of an increase this year
 63 as we have not asked for in the past 3 years. \$36,000 is due to health insurance and we have no
 64 control over that.
 65

66 D. Boutin- I think 7% is way too much and you need to sharpen your pencil and get it down to 3%. I am
 67 not going to vote for this the way it is right now it is to much. The health insurance line represents a
 68 \$33,000 increase why is that.
 69

70 M. Farwell- As I said in my introduction, we lost a position that took the \$5,000 stipend and the new hire
 71 took a 2-person plan and then other unfilled position we must budget for a family plan and that is
 72 \$26,668.
 73

74 D. Boutin- Building maintenance went up \$3,000, info tech went up \$1,200, the automation went up
 75 \$1,000, host material went up \$6,000 that is a 7.6% increase.
 76

77 M. Farwell- The automation system line is something that we are locked into. We are in the consortium.
 78

79 H. Rainer- That is our automation that is all the things that we do with our library and other libraries.
 80 That allows us to do all the things that we do, lending books, borrowing books, library cards, event
 81 registrations, meeting room registration.
 82

83 C. Karolian- I need clarification, the money that you are requesting is under the library trustee's
 84 recommendation at \$995,918.
 85

86 M. Farwell- Yes
 87

88 ***C. Karolian motioned that we increase the amount by \$4,082 to \$1 million; seconded by A.***
 89 ***Walczyk.***
 90

91 C. Karolian- I've done some self-reflecting that the town council does not operate departments, the
 92 departments answer to the town administrator and when it comes to the town councils' functions, we
 93 look at the dollar figures and not exactly each line requesting that you change one line or another that is
 94 entirely up the department heads and their bosses the town administrator. So having said that if wages
 95 need to go up then that extra \$4,000 should be allocated for wages, if it needs to go somewhere else
 96 that's up to you to decide.
 97

98 C. Karolian call the question no 2nd
 99

100 A. Walczyk- I have frequented the library and all the services. The budgets have not increased, and
 101 Hooksett needs to look at wages. Based on what I have looked at the adjustments are based on the
 102 services that they are providing.
 103

104 R. Duhaime- I remember when we got that library, and our budget has just grown and grown on that.
 105 There are more quality-of-life projects that are more important. We had already done wage increases in
 106 the past. I think the wage increases are way to high and you need to look elsewhere.
 107
 108 T. Tsantoulis- I think the services are great but I feel that the 7% increase is too high. It comes down to
 109 optics. The question that I get a lot is will there be a tax increase this year? Agreeing to a 7.6%
 110 increase will be hard to. Are you managing without filling that position?
 111
 112 M. Farwell- we were lucky to have 2 hires take the stipend, but we have no other way to budget, but to
 113 budget for the full plan.
 114
 115 C. Tewksbury- So for all vacant positions for insurance plans we use a 2-person plan.
 116
 117 T. Tsantoulis- It doesn't change the overall % to the budget.
 118
 119 M. Farwell- \$36,000 of the \$70,000 is health insurance. And we don't have a choice.
 120
 121 J. Sullivan- The previous employee that got the \$5,000 stipend took a 2-person plan, correct?
 122
 123 M. Farwell- Yes \$19,000.
 124
 125 J. Sullivan- The town is also doing a wage scale; we need to attract people to provide the services. You
 126 can't hire people at the rate that you hoped. Now I am looking at services that you will hopefully not
 127 need. I am looking at the year in review, we are providing services to the town. The increased services
 128 do show that we are providing services and shows that the citizens are using it I see a 289 increase In
 129 card holders,
 130
 131 H. Rainer- We have about 7,000 card holders.
 132
 133 J. Sullivan- If you come down to it, it is insurance and wage increases based on what I said that is
 134 \$55,000. What is the status on the 4 vacant positions?
 135
 136 M. Farwell- We are advertising.
 137
 138 D. Boutin- This should not be a debate of if we like the library or not. The taxpayers cannot afford it.
 139 The increase in \$21,000 wages, I have not yet gotten clarification on that.
 140
 141 M. Farwell- The \$21,00 is to address the pay inequality addressed by MRI, we had 10 positions that
 142 were below the minimum recommended starting salaries for their positions. So, we decided that we
 143 needed to do something, we looked at those 10 positions and brought them up to the minimum. We
 144 also have pay inequity with employees that have been employed with us and now we are hiring people
 145 in various departments at a higher wage level that those that have been here a very long time. We did
 146 not address those employees this year, just those not making the minimum.
 147
 148 D. Boutin- I have not seen this study.
 149
 150 M. Farwell- Andre has it and can provide that study to you.
 151
 152 D. Boutin- As T. Tsantoulis applied which I agree with, if you were able to hold off on filling that 1
 153 position this year it would help on that health insurance.

TC MINUTES

09-15-2021

3

154 M. Farwell- Depending on the plan that they pick the cost is \$26, 668 for a family plan.

155

156 D. Boutin- What is the wage level for the person who is not on board yet?

157

158 M. Farwell- \$47,000 \$49,00 somewhere in that range.

159

160 D. Boutin- What would your budget be if you did not fill this position.

161

162 M. Farwell- The 47 plus the 26.

163

164 D. Boutin – That would pretty much cover your total increase. When we talk to residents, they care
165 about the bottom line and that's it. You are asking for a 7.6% increase that is 3x the rate of inflation. If
166 we give it to you then we need to give it to all department.

167

168 H. Rainer- I just want to repeat what Mary had said and we have not had an increase in 3 years.

169

170 D. Boutin- Chairman I have the floor. You cannot cut me off and go to Mr. Garron.

171

172 J. Sullivan- He is responding to the question that you asked.

173

174 D. Boutin – What is the point of being here? I am going home.

175

176 J. Sullivan- Ok meeting is adjourned a quorum is lost.

177

178 D. Boutin- I am not going to be treated this way and be cut off in the middle of my opportunity to speak,
179 you cut me off so that Mr. Garron can speak.

180

181 J. Sullivan – I have not treated you with any disrespect at all. You asked me a question and I want the
182 individuals to answer them as we go along.

183

184 J. Sullivan- I may need to schedule an early meeting next week to cover the rest.

185

186

187

188

189

ADJOURNMENT

190 ***C. Karolian motioned to adjourn the public session of 07/25/2021 at 6:46pm due to loss of a***
191 ***quorum. Seconded by R. Duhaime.***

192 **Voted unanimously in favor (5-0)**

193

194

195

196 Respectfully submitted,

197

198 *Alicia Jipson*

199

200 Alicia Jipson

201

202

Please see subsequent meeting minutes for any amendments to these minutes

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, September 22, 2021**

1
2 The Hooksett Town Council met on Wednesday, September 22, 2021, at 5:00 in the Hooksett
3 Municipal Building.
4
5 **CALL TO ORDER**
6 Chair Sullivan called the meeting of 22 Sep 2021 to order at (5:00) pm.
7
8 **PROOF OF POSTING**
9 Administrative Services Coordinator Donna Fitzpatrick provided proof of posting.
10
11 **ROLL CALL**
12 **In Attendance:** Councilor James Sullivan, Councilor Clifford Jones (left at 6:35 pm) Councilor John
13 Durand (arrived at 5:13), Councilor Randall Lapierre, Councilor David Boutin (arrived at 5:42),
14 Councilor Timothy Tsantoulis, Councilor Clark Karolian, and Councilor Alex Walczyk
15
16 **Absent:** Councilor Roger Duhaime
17
18 **Chair Sullivan called the pledge of allegiance.**
19
20 **AGENDA OVERVIEW**
21
22 **PUBLIC HEARINGS- None**
23
24 **SPECIAL RECOGNITION**
25 Hooksett Municipal Longevity Employees (07/01/2020-06/30/2021) 5 yrs., 10 yrs., 15 yrs. 20 yrs.+
26 T. Tsantoulis presented a letter of thanks to those that were present for awards.
27
28
29 **5 YEAR ANNIVERSARY**
30 Seth Miller, Fire-Rescue
31 Kristy Tobine, Fire-Rescue
32 Angela Bergeron, Police
33 Evelyn King, Police
34 Erin Minihan, Police
35 Travis Mannon, Police
36 Brian Roche, Police
37 Shawn Dumont, Public Works-Highway
38 Matthew Gordon, Public Works-Highway
39 William Perry, Public Works-Recycling & Transfer
40
41 **10 YEAR ANNIVERSARY**
42 Deborah Ithier, Library
43 Billie Hebert, Tax
44
45 **15 YEAR ANNIVERSARY**
46 Janet Bouchard, Police
47
48 **20+ YEARS ANNIVERSARY**
49 Tobey Gamache, Fire-Rescue 20 years
50 LeeAnn Chase, Library 920 years
51 Jake Robie, Police 20 years
52 Bryce Knox, Fire-Rescue 21 years

53 Steven Colburn, Fire-Rescue 21 years
 54 Kathleen Hebert, Library 21 years
 55 Thomas Bartula, Public Works-Highway 21 years
 56 Scott Tremaine, Wastewater 22 years
 57 Francine Swafford, Police 31 years
 58 Linda O'Keefe, Wastewater 33 years
 59 Brian Towle, Wastewater 34 years
 60 Jay Wilson, Police 35 years
 61 Gary Blanchette, Police 36 years

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PUBLIC INPUT - None

BUDGET REVIEWS FISCAL YEAR 2022-2023

Library (Tab 16)

J. Sullivan – The library budget has been requested to hold off until next week. We did have an item that has already been moved and seconded which was an \$4,000 increase to bring it up to 1 million. We can deal with that now or wait and accommodate the wishes of the librarians.

T. Tsantoulis- If there was support for Councilor Karolian's originally motion can we entertain that now?

J. Sullivan – Yes, I would suggest if it were in support of that and it passes then we should proceed, if not then we move onto another level of numbers. So, we can proceed because it has been offered.

R. Lapierre- Was that motion tabled or on debated when we lost quorum?

J. Sullivan – Nothing was tabled, we lost quorum.

R. Lapierre- So is that motion still up for discussion?

J. Sullivan- It is still up for discussion we can consider it now. If we want.

C. Karolian- I think we were looking at the Library Director and Library Trustees recommendation \$995,918 and I upped it by \$4,082 to make it an even 1 million seconded by A. Walczyk.

R. Lapierre- Was that a bottom-line increase or was it targeted to one of the line items in the budget?

C. Karolian- it was a bottom line and if they needed to put it into wages or insurance then they can do that.

J. Sullivan – It was not earmarked to a specific line.

Roll Call Vote #2

R. Duhaime NP

J Durand NP

C. Jones Aye

R. Lapierre Aye

A. Walczyk Aye

D. Boutin NP

C. Karolian Aye

T. Tsantoulis Aye

J. Sullivan Aye

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Vote in favor 6-0

J. Durand joined the meeting at 5:13.

Public Works (Tab 9)

T. Tsantoulis motioned to approve the Town Administrators proposed budget as presented for Public Works in the amount of \$4,677,164 for 2022-2023, seconded by R. Lapiere.

A. Garron- Based on my overview of our last meeting. The overall budget has increased by 1.59% over last year's budget, so less than 2%. In this budget under the paving amount that has been reduced by \$600, 000 and out on the warrant article for consideration. We do an analysis of all our roadways in town and that resulted in the need to increase our budget by \$600,000. Last year due to concerns with covid and the impact that would have on the budget that number was reduced. This year we are proposing this as a warrant article of \$600,000 for the next 5 years. Overall, the budget has a negative 3.98% impact.

J. Sullivan- There is \$300,000 in the operating budget for resurfacing the other amount which is different from the department request which is \$800,000 your intention is to have the council support to have that as a warrant article.

C. Karolian- Did you say if the warrant article was to be put in and passed it would give \$600,000 for the next 5 years.

C. Tewksbury- If you remember 5 years ago, we asked the voters to put \$300,000 for 5 years in a row, plus the \$300,000 in the operating budget for a total of \$600,000 each year. This time around we are asking to put \$300,000 in the operating budget and \$600,000 in the warrant article for a total of \$900,000 each year for the next 5 years. If it passes, then the voters will only need to vote on it 1x over the next 5 years. Which is what the beta study recommended to keep it level.

C. Karolian- I am hesitant on the warrant article and going 5 years out. I don't know what the super majority number is if it a percentage. It is tough for me to say that it is going to be \$300,000 budget in the annual budget and then \$600,000 in a warrant article for a total of \$900,000 for the next 5-years for resurfacing.

J. Sullivan- How we approach that we can discuss at that time and numbers can be tweaked.

C. Karolian- Those numbers are they reflected in the budget for resurfacing?

A. Garron- It is not just for resurfacing; it is for roadway reconstruction. It depends on what is warranted on the specific roads. It depends on what is warranted for that section of road.

C. Karolian- DPW can break it down to what is needed. So, at this time we are only approving \$300,000.

A. Garron- If the budget passes and the warrant article fails, we have \$300,000 to tend to our roadways.

T. Tsantoulis- I believe I understand what we are doing. I want to remind those listening and, in the audience, when we hired the consultants a few years ago we approved this plan that we voted on. One of the recommendations was that we move forward with the repaving, and we are playing catch up. We are not always going to be spending this much each year. We are playing catch up. Roadway quality is

164 something that people expect. We must remember that this is something that is near and dear to their
165 hearts.

166
167 R. Lapierre- I also did notice that OT had a reduction I wonder if that is actuals or projections. How do
168 you plan on achieving the reduction in overtime that you are proposing in the budget?

169
170 E. Labonte- It was based on a 5-year averages.

171
172 C. Karolian- When we hired the company to do their road survey that was pre covid. That was prior to
173 the issues that we have with covid in reference to revenues, people out of work tax increases etc.. The
174 TA you are recommending over half a million dollars reduction in the department request, and what are
175 you basing that on?

176
177 A. Garron- Yes. Largely it was the \$600k that we took out to put on the warrant article. With the
178 remaining items I want to see innovations that need to take place, but I don't want to leave them without
179 the resources to not be able to run the department. I believe that we have a budget presented before
180 you that meets all those criteria.

181
182 C. Karolian- I am looking at that line item for the resurfacing. I see that the default is \$326,000 and the
183 request is \$300,000 and the request was \$800,000.

184
185 A. Garron- If you remember that default number, if we would have left the actual number the way it was
186 and not have reduced it, would have affected the default budget this year, and last year we reduced it
187 down to \$600,000 given the concerns we may not have the revenue to meet our financial goals.

188
189 C. Karolian- so if the warrant article were to fail, then your TA request would be \$300,000 for that line
190 item and that would be it for that year.

191
192 A. Garron- Yes correct.

193
194 E. Labonte- The budget is flat from what we asked from last year. In the end we are in a negative by
195 almost 4% from what we asked for last year.

196
197 **Roll Call Vote #3**

198 ***D. Boutin NP***

199 ***C. Jones Aye***

200 ***A. Walczyk Aye***

201 ***J. Durand Aye***

202 ***R. Duhaime NP***

203 ***T. Tsantoulis Aye***

204 ***R. Lapierre Aye***

205 ***C. Karolian Nay***

206 ***J. Sullivan Aye***

207

208 ***Vote in favor 6-1***

209

210
211
212 **Fire-Rescue (Tab 7)**

213

214 ***R. Lapierre motioned to approve the Town Administrators proposed budget as presented for***
215 ***Fire Rescue in the amount of \$4,782,856 for 2022-2023, seconded by T. Tsantoulis.***

216

217 A. Garron- As an overall point the budget that I present to you has an overall increase of 2.62% over
218 last year. Looking at the overall accommodation and need and initiatives I believe that this will give the
219 department the chief the means to move the department forward.

220

221 T. Tsantoulis- What is the OT request?

222

223 J. Sullivan- The overtime budget presented is \$300,000.

224

225 T. Tsantoulis- What are we doing to get that to anywhere but where it is?

226

227 S. Colburn- The \$351,000 represents a 4% increase over what was adjusted by the budget committee
228 and approved by the voters. We added 4% to represent the contract changes. Ultimately TA Garron
229 made the \$51,000 cut to that. This already represents a significant cut in overtime. This will affect
230 services, and response time, how long people will wait for ambulances and fire trucks. We can work
231 with the \$51,000 cut but it is already a cut from what is requested from last year.

232

233 T. Tsantoulis- Moving forward Chief from this point on what do you have in place to address the OT
234 issue.

235

236 S. Colburn - In my interview the only option that you can do to reduce the OT, is hire more employees,
237 get grants, or increase OT.

238

239 A. Garron- We did work on this, and we did have some good discussion on this this. The number of
240 \$337,532 was not a number that I recommended to the council it was more like \$299,000. We just
241 came off negotiations with the labor union and part of the negotiation was a provision that allowed lower
242 staff to act up to fulfill people that are out and cover that with a lower level. We wanted to give that a
243 change to work. We never got a chance for this to see if it can work because the budget committee
244 increased the budget, by \$40,000 and we are only into the 2nd year of the contract.

245

246 J. Durand- How much was paid out in OT last year?

247

248 S. Colburn- It did due to covid, a significant amount was reimbursed. It's hard to base it off that. We
249 almost received a million dollars in grant funds.

250

251 J. Durand- is the number good or do you go over or under the budget? So do you think the 300 is
252 workable.

253

254 S. Colburn- I got my budget number based off the budget committee. We never go over our budget, we
255 keep it under. At the end of the day, we have to stay within our budget.

256

257 C. Karolian- I tried to articulate at our last meeting my thoughts about the role of the council as far as
258 the different departments and I firmly believe I don't think it is up to us to dictate you to make cuts, that
259 is up to you and Andre. We are here to look at the bottom line and what you are requesting. Ultimately
260 the decision is on the Town Administrator to approve or disapprove operational wise of where you
261 spend the money. When we talked about the ambulance and the 3 Fire Fighters, you are saying it is
262 self-funded and not included in your budget.

263

264 S. Colburn- So of the 20-line FF 17 are not in this budget 3 are paid out of the ambulance line.

265

266 A. Garron- Again included in the TA proposed budget of the 2.62% is the recommendation of the
267 addition of a part time secretary for the department and that would be the one personnel change that
268 would go along with this proposed budget.

269

270 J. Sullivan- I assume there is a calculation on NHRS. There is a difference between the calculations
271 submitted by the Chief and the Town Administrator. The administrators is down a little bit.

272
273 C. Tewksbury - It is a direct relation to the wages and the overtime for the administrator and the
274 department's request.

275
276 Councilor Boutin joined at 5:42 pm.

277
278 ***C. Karolian motioned that we amend the motion and accept the default budget of \$4,767,041 for***
279 ***a total reduction of \$15,815 as opposed to the TA recommended budget for Fire and Rescue;***
280 ***seconded by T. Tsantoulis.***

281
282 R. Lapierre- I would like to point out that the voters always have the option to choose the default budget
283 over the recommended budget.

284
285 **Roll Call Vote #4**

286 ***A. Walczyk Aye***

287 ***R. Lapierre Nay***

288 ***C. Jones Nay***

289 ***R. Duhaime NP***

290 ***J. Durand Aye***

291 ***C. Karolian Aye***

292 ***T. Tsantoulis Aye***

293 ***D. Boutin Abstained not present for discussion***

294 ***J. Sullivan Nay***

295
296 ***Vote passed 4-3-1 abstention***

297
298 ***R. Lapierre motioned that we approve as amended to accept the default budget of \$4,767,041 for***
299 ***a total as opposed to the TA recommended budget for Fire and Rescue; seconded by T.***
300 ***Tsantoulis.***

301
302 **Roll Call Vote #5**

303 ***T. Tsantoulis Aye***

304 ***C. Jones Nay***

305 ***R. Duhaime NP***

306 ***A. Walczyk Nay***

307 ***R. Lapierre Aye***

308 ***C. Karolian Aye***

309 ***J. Durand Aye***

310 ***D. Boutin Abstained not present for discussion***

311 ***J. Sullivan Aye***

312
313 ***Vote passed 5-2-1 abstention***

314
315
316
317 **Administration (Tab 2)**

318
319 ***R. Lapierre motioned to approve the Town Administrators proposed budget as presented for***
320 ***Administration Budget in the amount of \$1,409,767 for 2022-2023, seconded by D. Boutin.***

321
322 R. Lapierre- I do see that it is a 9.6 % increase over the 21-22 budget, and I'll ask the administrator to
323 talk to that number.

324

325 A. Garron- It does start off as a 9.6% budget. Please keep in mind that a majority is yes, the
 326 administration but also the community. In the full-time employment line, I am requesting a full-time
 327 administrative assistant. I requested it last year and withdrew it last year due to covid. The difference of
 328 what was requested last year to this year was making the part time admin to a full-time position. I have
 329 since come to know that the part time position is still needed to support other staff. That is the gist of
 330 what that increase in the fulltime line item. R. Duhaime did ask what the salary would be, and it would
 331 be at \$56,600 based off the wage study that we have completed. I recommend that we reduce the
 332 technology line to \$83,100. To be reduced by about \$18,000. The reason behind that we, spoke to our
 333 IT dept, realizing that since block 5 has been relatively flat. This number incorporates cyber security.
 334 We also have an opportunity to stabilize that number for 3 years. In addition to the IT support, one of
 335 the increases we are looking at a budget software packet. Also, we have an increase that we took on
 336 because of covid, such as zoom.

337

338 N. Germain- The computer tech line is decreased this year. That number will go up and down from year
 339 to year based on what equipment is phased in and phased out.

340

341 C. Karolian- It listed the department request at \$1,413,767, who requested that?

342

343 A. Garron- Finance first starts it and then I have an opportunity to take a second look at it.

344

345 J. Sullivan- should the part time line show a reduction?

346

347 A. Garron- last year I proposed a part time position, so now I am asking for in addition to the part time
 348 assistant I am seeking a full time assistant.

349

350 ***R. Lapierre motioned to amend my motion to reflect the decrease that the TA just offered so that***
 351 ***the new number will be \$1,391,467 Seconded by D. Boutin.***

352

353 A. Garron- In the miscellaneous line there has been a change under the Heritage Commission. They
 354 want to build up money to redo the 1968 History book. The project ranges from \$50k to the \$100k. We
 355 agreed that this was best served as a warrant article item.

356

357 **Roll Call Vote #6**

358

359 ***J. Durand Aye***

360

361 ***R. Lapierre Aye***

362

363 ***C. Karolian Aye***

364

365 ***D. Boutin Aye***

366

367 ***C. Jones Aye***

368

369 ***T. Tsantoulis Aye***

370

371 ***A. Walczyk Aye***

372

373 ***R. Duhaime NP***

374

375 ***J. Sullivan Aye***

376

377 ***Vote in favor 8-0***

378

379 ***C. Karolian motioned to amend the dollar amount to \$1,300,000 instead of the \$1,391,467***
 380 ***seconded by J. Durand.***

381

382 D. Boutin- call the question seconded by C. Karolian

383

384 **Roll Call Vote #7**

385

386 ***C. Jones Nay***

387

388 ***C. Karolian Aye***

389

390 ***R. Lapierre Nay***

379 ***R. Duhaime NP***
 380 ***A. Walczyk Nay***
 381 ***J. Durand Aye***
 382 ***T. Tsantoulis Aye***
 383 ***D. Boutin Nay***
 384 ***J. Sullivan Nay***

385
 386 ***Vote failed 3-5***

387
 388 D. Boutin moved the question to approve the original proposed budget of \$1,391,467 as approved for
 389 the Administrative Budget for 2022-2023 budget year.

390
 391 ***Roll Call Vote #8***
 392 ***R. Lapierre Aye***
 393 ***R. Duhaime NP***
 394 ***T. Tsantoulis Aye***
 395 ***A. Walczyk Aye***
 396 ***J. Durand Nay***
 397 ***C. Jones Aye***
 398 ***D. Boutin Aye***
 399 ***C. Karolian Nay***
 400 ***J. Sullivan Aye***

401
 402 ***Vote in favor 6-2***

403
 404
 405
 406 **Community Development (Tab 4)**

407
 408 ***D. Boutin motioned to approve the Town Administrators proposed budget as presented for the***
 409 ***Community Development Budget in the amount of \$516,804 for 2022-2023, seconded by T.***
 410 ***Tsantoulis.***

411
 412 D. Boutin- Very reasonable budget. They do a lot for the town.

413
 414 T. Tsantoulis- No comment.

415
 416 ***Roll Call Vote #9***
 417 ***J. Durand Aye***
 418 ***D. Boutin Aye***
 419 ***C. Jones Aye***
 420 ***R. Duhaime NP***
 421 ***C. Karolian Aye***
 422 ***A. Walczyk Aye***
 423 ***T. Tsantoulis Aye***
 424 ***R. Lapierre Aye***
 425 ***J. Sullivan Aye***

426
 427 ***Vote in favor 8-0***

428
 429
 430
 431 **Finance (Tab 6)**

432
 433 ***D. Boutin motioned to approve the Town Administrators proposed budget as presented for the***
 434 ***Finance Budget in the amount of \$262,605 for 2022-2023, seconded by R. Lapierre.***

435
 436 D. Boutin- Finance is very important and has limited responsibilities and I feel the budget is in order.
 437
 438 R. Lapierre- So I know this is a smaller department, the budget was kept flat from the previous budget,
 439 how is this possible?
 440
 441 C. Karolian- You are requesting \$300 less than the department is requesting.
 442
 443 A. Garron- If you look the banking service was reduced based on what was spent.
 444
 445 **Roll Call Vote #10**
 446 **C. Karolian Aye**
 447 **T. Tsantoulis Aye**
 448 **R. Lapierre Aye**
 449 **C. Jones Aye**
 450 **D. Boutin Aye**
 451 **J. Durand Aye**
 452 **A. Walczyk Aye**
 453 **R. Duhaime NP**
 454 **J. Sullivan Aye**
 455
 456 **Vote in Favor 8-0**
 457
 458
 459
 460 **Debt & Leases (Tab 13)**
 461
 462 ***D. Boutin motioned to approve the Town Administrators proposed budget as presented for the***
 463 ***Debt & Leases Budget in the amount of \$117,555 and \$300,000 for a total of \$417,555 2022-2023,***
 464 ***seconded by T. Tsantoulis.***
 465
 466 D. Boutin- This is straight forward I encourage all to move forward.
 467
 468 C. Tewksbury- we cannot forget the \$1 for the TAN. So, if you want it to be \$417,556, that will include
 469 all.
 470
 471 ***D. Boutin motioned to modify the above motion to include \$1 for the TAN for a total amount of***
 472 ***\$417,556 for the Debt & Leases Budget for 2022-2023, seconded by C. Karolian.***
 473
 474 **Roll Call #11**
 475 **T. Tsantoulis Aye**
 476 **R. Lapierre Aye**
 477 **J. Durand Aye**
 478 **C. Jones Aye**
 479 **C. Karolian Nay**
 480 **A. Walczyk Aye**
 481 **R. Duhaime NP**
 482 **D. Boutin Aye**
 483 **J. Sullivan Aye**
 484
 485 **Vote in favor 7-1**
 486
 487 J. Sullivan- On the election budget the superintendent said the additional \$5,000 was not needed this
 488 year for the sound. Would it be appropriate to reduce that by \$5,000?

489
 490 A. Garron- I would say you could reduce that provided we are going to be meeting in the gym from now
 491 on.
 492
 493 R. Lapierre- was this something that you previously voted on?
 494
 495 J. Sullivan – Yes.
 496
 497 ***J. Sullivan motioned to rescind the previous vote for of the bottom-line budget for the Town***
 498 ***Clerk and Election budget seconded by D. Boutin***
 499
 500 ***All in favor 8-0***
 501
 502 ***J. Sullivan motioned to reduce the Town Clerk and Election Budget by \$5,000 to \$40,246;***
 503 ***seconded by D. Boutin.***
 504
 505 **Roll Call Vote #12**
 506 ***D. Boutin Aye***
 507 ***A. Walczyk Aye***
 508 ***J. Durand Aye***
 509 ***C. Karolian Aye***
 510 ***R. Lapierre Aye***
 511 ***T. Tsantoulis Aye***
 512 ***R. Duhaime NP***
 513 ***C. Jones Aye***
 514 ***J. Sullivan Aye***
 515
 516 ***Vote in favor 8-0***
 517
 518
 519 **DELIBERATION - BUDGET FISCAL YEAR 2022-2023**
 520
 521 C. Karolian- In the debt section it lists Fire Truck for principal and TIFF other info what is this money
 522 for?
 523
 524 C. Tewksbury - The principal payment for the 2018 safety center improvement and fire truck that is
 525 \$100,000 that was approved in 2018, that was one bond for 2 projects. The interest fir that 2018 for that
 526 payment is the \$31, 620, so we must divide it between what's principal and interest, and the 2nd piece is
 527 the 2019 TIFF sewer and other infrastructure the principal portion is \$200,000 and the interest portion is
 528 \$85,935 and both have offsetting revenue from the TIFF district.
 529
 530 C. Tewksbury - The last budget that you hadn't discussed was the budget committee budget. Under tab
 531 12. They did not prepare this budget; they had a quorum issue. If you button this up by approving this,
 532 then we will have a bottom-line budget to move onto the budget committee
 533
 534 ***D. Boutin moved to approve the Budget Committee Budget seconded by T. Tsantoulis.***
 535
 536 C. Karolian- Why the difference in the department request.
 537
 538 A. Garron- Again it was based on what was spent and they have spent less so we reduced it by that.
 539
 540 **Roll Call Vote #13**
 541 ***C. Karolian Aye***
 542 ***D. Boutin Aye***

543 *T. Tsantoulis Aye*
 544 *R. Lapierre Aye*
 545 *A. Walczyk Aye*
 546 *R. Duhaime NP*
 547 *J. Durand Aye*
 548 *C. Jones Aye*
 549 *J. Sullivan Aye*

550
 551 **Vote in favor 8-0**

552
 553 ***D. Boutin motioned to accept the Bottom-line budget \$18,890,881 seconded by T. Tsantoulis.***

554
 555 J. Sullivan- What is the %.

556
 557 C. Tewksbury - 1.24% increase over last year's budget.

558
 559 C. Karolian - This doesn't have to be done tonight. I need to see a comparison. I am a visual person
 560 and I need to see each year's budget for comparison.

561
 562 D. Boutin move the question seconded by A. Walczyk.

563
 564 **Roll Call Vote #14**

565 *R. Duhaime NP*
 566 *J Durand Nay*
 567 *C. Jones Aye*
 568 *R. Lapierre Aye*
 569 *A. Walczyk Aye*
 570 *D. Boutin Aye*
 571 *C. Karolian Nay*
 572 *T. Tsantoulis Aye*
 573 *J. Sullivan Aye*

574
 575 **Vote in favor 6-2**

576
 577 D. Boutin- I'd like to take a moment to recognize all and their efforts the budget is very responsibly put
 578 together.

579
 580 **SCHEDULED APPOINTMENTS**

581 **None**

582
 583 **CONSENT AGENDA**

584
 585 ***T. Tsantoulis motioned to move the consent agenda of 13.1 and 13.2; seconded D. Boutin.***

586
 587 **All in favor 8-0**

588
 589 C. Karolian- Under the homeland security I was curious why it was not submitted in last year's budget
 590 vs this year's budget.

591
 592 C. Tewksbury- The only thing I can say is that we received that payment this month. Why they didn't
 593 come back to you back in May, I would just assume they ran out of time. We did receive it after the
 594 fiscal year ended so it will go back towards the general fund.

595

596 J. Sullivan – Can we hold off on voting till the chief comes back. Let's table it right now.
597

598 **All those in favor of tabling say Aye, all members were in favor 8-0.**
599
600

601 **TOWN ADMINISTRATOR'S REPORT**
602

603 A. Garron- We increased by 2 new cases since our last meeting. We are creeping up very slowly with
604 vaccinations I think you may have seen the reports that NH is moving in a slower pace.
605

606 Parade- Was rescheduled to Sept 8th. It went very well. We presented the team with the keys to the
607 town congratulations to them and thank you to all the volunteers.
608

609 J. Sullivan- Thank you to Crown Trophy for their donation for a portion of the key's costs.
610

611 Projects- Feasibility study- When we went over the uses of the ARPA funds there was a need to supply
612 water to 19 homes on Farmer Road. Present at that meeting was Chris Culberson. What has been
613 handed out to you is a breakdown proposal for that feasibility study to be conducted. Total cost of
614 \$18,000 which Central has committed \$6,000 towards this. This project could lead to a broader project.
615 I suggest we move forward with the feasibility study. It is my understanding that there may be other
616 trunks of funds to tap into.
617

618 J. Sullivan- If we approve the study then the funds can come out of ARPA funds?
619

620 C. Karolian- The red line why are they including xxx they already have a water service through them.
621 Why is this enlarged beyond more than Farmer and Auburn Road.
622

623 C. Karolian- It is
624

625 R. Lapierre- we all have access to the gis system. Pennichuck does have the franchise on the roads
626 that C. Karolian mentioned. They feed from Manchester water works.
627

628 A. Garron- yes and where that dividing line is somewhere on Joan Drive. It was recommended that the
629 council look at Farmer and then look at Auburn Road, and then we decided to expand the circle.
630

631 C. Karolian- I understand that when it comes to the survey, there were 19 home who would or would
632 not want to hook up, I think they all should be surveyed and the 183 homes.
633

634 A. Garron- The first project was told to us that it will cost \$400,000 to get 19 homes set up. The other
635 there is no project in front of them to decide on. It would be more of a general survey.
636

637 C. Karolian- I think we should stick to the original plan.
638

639 A. Garron- We are going to be having a meeting
640

641 C. Karolian- My worry is if that if we don't address Farmer Road and Auburn now this will become this
642 an ongoing project and never get done.
643

644 T. Tsantoulis- We are running away with this. We were given what I feel was a strong guess by the
645 water dept as a hard guess of \$400k. We heard a statement from the owner who spent \$20k. That was
646 his best guess. No engineer has come in and done any real estimate.
647

648 D. Boutin- Why is this red outline are. Who included all these other subdivisions?
649

650 A. Garron- Originally when the public came out and discussed the project. This seems to have been on
651 the Central water precincts mind years ago for consideration as well. When this came to, we decided to
652 expand the survey.

653

654 D. Boutin- With regards to Farmer Road, do we know how many have agreed to sign up.

655

656 A. Garron- No

657

658 D. Boutin- Assuming all 19 wells are contaminated, can they be required to tie into our line?

659

660 A. Garron- Not to my understanding there is no ordinance.

661

662 A. Garron- Yes, the feasibility is \$18,000 and Central has committed \$6,000 so it will cost \$12,000 on
663 the feasibility outlined in red.

664

665 D. Boutin- I don't think the others have any issues we need to focus on Farmer Road. That's what we
666 should focus on now.

667

668 J. Durand- In the study does it include asking all if they want to hook up.

669

670 A. Garron- The result could come back to say that it is not warranted to put a line in there. And I think
671 that is what it will provide. We don't have a project to be able to survey

672

673 R. Lapierre- it was a month ago on August 11th. The concept was to have a feasibility study of the entire
674 area to see what would be needed to give water to that area.

675

676 C. Karolian- I think we can close this up. There were 183 homes that were tested by the state of NH. In
677 this contract it says water quality sampling has not been included in this study and this money would
678 come from recovery funds.

679

680 **C. Karolian moved to take 13.1 off the table, all in favor 8-0.**

681

682 C. Karolian- Why was this not taken care of then?

683

684 S. Colburn- The shooter grant was done in Bedford and awarded to them. We sent our info to them. I
685 don't know why it took them so long. The state cut s off for spending in June anyways and we knew that
686 this was not going to be paid for this fiscal year.

687

688

689 **OLD BUSINESS**

690

691 **D. Boutin motioned to close the Public Hearing part a; and motioned to accept and adopt the**
692 **proposed Parks and Recreation Ordinance #2021-1 as presented effective 9/22/202; seconded**
693 **by T. Tsantoulis**

694

695 **All in favor 8-0**

696

697
698 **C. Karolian motion to remove from the table the Intoxicating Beverages Ordinance 00-9**
699 **Amendment – Tabled from 9/8/2021 Meeting; seconded by T. Tsantoulis.**

700

701 **All in favor 8-0**

702

703 ***D. Boutin motioned to close the Public Hearing part a; and motioned to adopt the amended***
 704 ***beverages Ordinance 00-9 as amended effective 9/22/2021; seconded by T. Tsantoulis.***
 705

706 A. Walczyk- Do we want to change the date in the first sentence to the current date?
 707

708 E. Labonte- No that was the date it was originated. You are just amending it.
 709

710 A. Walczyk- At the Parks and Rec meeting we would like to see if we can add Lambert Park Pavilion in
 711 the language.
 712

713 E. Labonte- No not at this time or we would have to start the process all over again. The pavilion is in
 714 Lambert Park and Lambert Park is covered in this ordinance. The other reason why this was tabled was
 715 because Mr. Karolian asked if this was all town owned property, and we went back and looked at all the
 716 deeds and yes this is all town owned property.
 717

718 **Roll Call Vote #15**

719 ***D. Boutin Aye***

720 ***C. Jones NP***

721 ***A. Walczyk Aye***

722 ***J. Durand Aye***

723 ***R. Duhaime NP***

724 ***T. Tsantoulis Aye***

725 ***R. Lapierre Aye***

726 ***C. Karolian Aye***

727 ***J. Sullivan Aye***
 728

729 ***Vote in favor 7-0***

730

731 Councilor Jones left the meeting at 6:35 pm.
 732

733 **Naming the Pedestrian Bridge**
 734

735 N. Germaine- The clear winner is Lilac Crossing, which got a majority of the votes.
 736

737 ***C. Karolian motioned to designate the pedestrian bridge spanning the Merrimack River centered***
 738 ***on approximately Latitude 43° 5'44.36" N and Longitude 71°27'47.79" W with the name Lilac***
 739 ***Crossing; seconded by D. Boutin.***
 740

741 ***Vote in favor 7-0***
 742

743

744 **Town Administrator Further Discussion with Town Council on Use of Local Fiscal Recovery**
 745 **Funds (ARPA) the Town Accepted on 7/7/2021 in the amount of \$1,522,397.00 (Tabled at the**
 746 **Council's 8/11/2021 special meeting)**
 747

748 ***C. Karolian motioned to remove from the table seconded by D. Boutin.***
 749

750

751 ***Vote in favor 7-0***
 752

753 ***C. Karolian motioned that we authorize the Town Administrator to spend \$12,000 of the ARPA***
 754 ***funds for the Feasibility Study and have central water precinct to oversee the feasibility study;***
 755 ***seconded by A. Walczyk.***
 756

757 A. Garron- In addition that we add central water precinct to oversee the feasibility study.

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T. Tsantoulis- In doing the survey could the engineering firm compartmentalize these areas. So, we have a rough idea of Farmer Road and then expand out to the other areas as we move over a period.

C. Karolian- To have them focus on Farmer Road and Auburn Road first.

D. Boutin- Can we also request a timetable of when projects would be done.

Roll Call Vote #16

A. Walczyk Aye

R. Lapierre Aye

C. Jones NP

R. Duhaime NP

J. Durand Aye

C. Karolian Aye

T. Tsantoulis Aye

D. Boutin Aye

J. Sullivan Aye

Vote in favor 7-0

Hooksett Updated Classification Pay Plan to include MRI Wage Study Recommendations

D. Boutin moved to approve the updated classification pay plan to include the MRI wage study; seconded by T. Tsantoulis.

A. Garron- If I understand you correctly you are looking to approve?

J. Sullivan- that is his motion yes.

A. Garron- what I would recommend is what we were going to present to you regarding the wage chart was to gain a consensus. On October 22nd we want to come to you with a proposal to implement the study. That recommendation that is in that current wage chart because that wage chart would increase certain positions up to a minimum and would be more conducive to be done with a total proposal. We wanted to at least introduce it to the council tonight.

D. Fitzpatrick- If you approve the consensus then those individuals will get the minimum. So, your next comment to us will be how much is that going to cost, and we don't have that figure until we get the consensus to get that information. If you approve it tonight, we don't have the dollar amounts of how much your approval is going to cost.

C. Karolian- I want to move to table this because we don't know how much this is going to cost us.

J. Sullivan- we are not doing that tonight. This motion is not saying that x is going to get this amount tonight.

D. Fitzpatrick- You are accepting a list of positions based on MRI study, however you are not accepting or approving the actual dollar amount because we have not cost them out. By us saying these are the positions then we can go back price these out and then come back to you.

D. Boutin call the question no second.

R. Lapierre- The motion is to approve the wage scale is what you moved or the list? And who seconded that?

D. Boutin- No it was just the list.

817
818 A. Garron- if we were to cover this later, we would cover the chart and the implementation plan. If we
819 covered the chart today, we are at least alerting you to the point that one the number of levels is going
820 from 26 to 20. Some positions may change based on the recommendations. If the consensus is made
821 then we will move forward and look at the new changes, and cost this out and see if that is acceptable.
822

823 R. Lapierre- There is a lot of consolidation here.
824

825 D. Fitzpatrick- We have 5 or 6 that we would need to bring up to the minimum.
826

827 C. Karolian- I want to point out of the 20 we have 6 vacant with dollar figures how do we know what
828 those positions are.
829

830 ***C. Karolian motioned to table the motion until the next meeting. Seconded by D. Boutin.***
831

832 J. Durand- I would like to know is the no positions assigned and what those cost would be.
833

834 A. Walczyk- Can you do anything with this now?
835

836 A. Garron- We will come back with the information that you are asking.
837

838 **Roll Call Vote #17**

839 ***T. Tsantoulis Aye***

840 ***C. Jones NP***

841 ***R. Duhaime NP***

842 ***A. Walczyk Nay***

843 ***R. Lapierre Nay***

844 ***C. Karolian Aye***

845 ***J. Durand Aye***

846 ***D. Boutin Nay***

847 ***J. Sullivan Aye***
848

849 ***Vote in favor 4-3***

850

851 **NEW BUSINESS**

852

853 ***T. Tsantoulis motioned to approve the purchase a new 2020 Ford Explorer PIU Hybrid,***
854 ***emergency equipment, wrapping and lettering and patrol pc docking station for a combined***
855 ***total of \$52,422.90; seconded by D. Boutin.***
856

857

858 C. Karolian- If we approve the cost of the vehicle whose budget is this?
859

860 J. Bouchard- This is approved in the budget that was approved last year.
861

862 T. Tsantoulis- I'd like to say congrats to the chief for her 15-year service.
863

864 J. Bouchard- I completed my 16th year and am now on my 17th year.
865

866 A. Garron- One of my prior recommendations was to replace 1 car that was taken off last year with
867 ARPA funds to get us back on schedule.
868

869 **Roll Call Vote #18**

870 ***J. Durand Aye***

871 ***R. Lapierre Aye***

872 ***C. Karolian Aye***

873 ***D. Boutin Aye***

874 ***C. Jones NP***

875 **T. Tsantoulis Aye**
 876 **A. Walczyk Aye**
 877 **R. Duhaime NP**
 878 **J. Sullivan Aye**

879
 880 **Vote in favor 7-0**

881
 882
 883

884
 885 **2021 MS-535 Financial Report of the Budget**

886

887 **A. Walczyk motioned to authorize the Town Council to sign the 2021 MS-535 Financial Report of**
 888 **the Budget for period ending June 31, 2021, as presented; seconded by D. Boutin.**

889

890 **All in favor 7-0**

891

892 C. Karolian- On page 43 it lists sale of Muni property, which property is being sold.

893

894 C. Tewksbury - It is not land necessary, but equipment and vehicles that we sell.

895

896 C. Karolian- On page 44. It shows xx for unclaimed property taxes

897

898 C. Tewksbury – That would be property taxes. All our property that is lienable has been liened. With the
 899 exception for the ones that you do not lien. That \$811 of uncollectable of the portions of our liens that
 900 we don't think that we will collect.

901

902 C. Karolian- For a future way of doing business for the town accepting a road, we make sure a road has
 903 had taxes paid up.

904

905 C. Tewksbury- Those old roads that was how it was done in the past, and we don't do that anymore.

906

907 C. Karolian- Page 33 from enterprise funds from sewer, I thought they had their own budget, that was
 908 not a part of the tax.

909

910 C. Tewksbury - Yes but the Department of revenue wants to see it wash in and wash out.

911

912
 913
 914 **A. Walczyk motioned to transfer \$316,287.08 from the School Impact Fee Special Revenue Fund**
 915 **to the Hooksett School District; seconded by C. Karolian.**

916

917 **All in favor 7-0**

918
 919

920

921
 922 **APPROVAL OF MINUTES**

923

924 **T. Tsantoulis motioned to approve the public minutes of the September 1, 2021, as amended;**
 925 **seconded by A. Walczyk.**

926

927 Chief Bouchard is referenced as Jennifer, and it should be Janet.

928 Line 11: Roll call

929 Delete Clifford Jones as being in attendance.

930 Line 119: Strike "ran", replace with "run".

- 931 Line 154: Strike “Unanimously”
- 932 Line 173: Strike “\$12,019”, replace with “\$1,219”
- 933 Line 186: Strike “unanimously”
- 934 Line 188: Move to Line 175
- 935 Line 220: Strike “unanimously”
- 936 Line 231: add question mark to end of sentence
- 937 Line 328: Strike “number one” replace with “leading town”
- 938 Line 331: after word and add “historically”
- 939 Line 333: Add “So far as bus transportation, can you give an example of where go, what destinations?”
- 940 Line 426: Strike “3” and replace with “4”
- 941
- 942 ***T. Tsantoulis motioned to approve the public minutes of the September 8, 2021, as amended; seconded by D. Boutin.***
- 943
- 944
- 945
- 946 ***All in Favor 7-0***
- 947 Line 83: Strike “till” replace with “until”
- 948 Line 188: Move to Line 175
- 949 Line 347: Strike “7” replace with “8”
- 950 Line 368: Strike “7” replace with “8”
- 951 Line 449: Strike “unanimously”
- 952 Line 461: Strike “of” replace with “or”
- 953 Line 526: Strike “7” replace with “8”
- 954 ***J. Sullivan motioned to approve the non- public minutes of the August 28, 2021, session #1***
- 955 ***5:45pm-5:59pm as amended; seconded by R. Lapierre.***
- 956
- 957 ***All in favor (7-0)***
- 958 ***J. Sullivan motioned they unseal-that section of the minutes from the 07/28/2021 Non-Public***
- 959 ***session #1 5:45pm-5:59pm for the Town Administration Contract. Seconded by D. Boutin.***
- 960 ***All in Favor (7-0)***
- 961 ***07/28/2021 non-public unsealed motion:***
- 962 ***R. Lapierre moved to grant the Town Administrator a 3.5% raise retroactive to July 1, 2021. T.***
- 963 ***Tsantoulis seconded.***

964 **Roll Call Vote #2**
 965 ***R. Duhaime NP***
 966 ***J Durand NP***
 967 ***C. Jones Aye***
 968 ***R. Lapierre Aye***
 969 ***A. Walczyk Aye***
 970 ***D. Boutin Aye***
 971 ***C. Karolian abstain (timeline not adhered to)***
 972 ***T. Tsantoulis Aye***
 973 ***J. Sullivan Nay***

974 ***Vote in favor 5 – 1 (opposed Sullivan) – 1 (abstain Karolian)***

975 **SUB-COMMITTEE REPORTS**

976
 977 J. Sullivan- Bicentennial are moving along, there will be need for additional volunteers at general
 978 events.
 979
 980 A. Walczyk- Parks & Rec- We need members. Pavilion nearly complete and trees have been planted at
 981 Donati Park. Conservation Commission we have a grand opening of phase 3 river walk trail, and the
 982 friends of the library are holding a give back to the community volunteer fair on Tuesday December 7th
 983 from 6-8 at the Hooksett Library.
 984
 985 R. Lapierre- Union negotiations are going as expected.
 986
 987 C. Karolian- Is the pavilion being inspected by the town engineer? Is our town inspecting that as it goes
 988 along?
 989
 990 A. Garron- My understanding that yes, it is. Electrical was being held up due to a slab. I believe Bruce
 991 Thomas was inspecting the footings on foundations as well as the building inspector.

992 ***J. Sullivan motioned to enter non-public session of 09/22/21 at 8:12pm per NH RSA 91-A:3 II***
 993 ***(a). Seconded by C. Karolian.***

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

996 **Roll Call Vote #19**
 997 ***C. Jones NP***
 998 ***C. Karolian Aye***
 999 ***R. Lapierre Aye***
 1000 ***R. Duhaime NP***
 1001 ***A. Walczyk Aye***
 1002 ***J. Durand Aye***
 1003 ***T. Tsantoulis Aye***
 1004 ***D. Boutin Aye***
 1005 ***J. Sullivan Aye***

1006 ***Vote in favor 7-0***

1007 **Discussion #1 (a) – Police Chief Contract**

1008 ***D. Boutin motioned to approve a Police Chief Contract for Janet Bouchard as presented for a 3-***
 1009 ***year term commencing August 29, 2021, to August 29, 2024. Seconded by A. Walczyk.***

1010 **Roll Call Vote #20**
 1011 ***R. Lapierre Aye***

1012 ***R. Duhaime Np***
1013 ***T. Tsantoulis Aye***
1014 ***A. Walczyk Aye***
1015 ***J. Durand Nay***
1016 ***C. Jones NP***
1017 ***D. Boutin Aye***
1018 ***C. Karolian Aye***
1019 ***J. Sullivan Aye***

1020 ***Vote in favor 6-1 (Durand Opposed)***

1021 ***J. Sullivan motioned to exit non-public session of 09/22/21 at 8:19pm. Seconded by D. Boutin.***

1022 ***Vote in favor 7-0.***

1023 **Note: Non-Public session above was not sealed.**

1024 **Public session 8:19pm**

1025 J. Sullivan- A contract for Police Chief Janet Bouchard has been approved tonight for a 3-year term
1026 from August 29, 2021, to August 29, 2024 (contract will be posted on www.hooksett.org).

1027 A. Garron: Chief Bouchard will be achieving her master's degree in criminal justice this December
1028 2021.

1029 **ADJOURNMENT**

1030 ***R. Lapierre motioned to adjourn public session at 8:20pm. Seconded by D. Boutin.***

1031 ***Vote in favor 7-0.***

1032

1033 Respectfully submitted,
1034 *Alicia Jipson*
1035 Alicia Jipson
1036 Recording Clerk

1037

1038

1039 Please see subsequent meeting minutes for any amendments to these minutes

1040

1041

1042