



AGENDA

Town of Hooksett Town Council

Wednesday, October 27, 2021 at 5:30 PM

A meeting of the Town Council will be held Wednesday, October 27, 2021 in the Hooksett Municipal Building commencing at **5:30 PM**.

Page

1. **CALL TO ORDER**
2. **PROOF OF POSTING**
3. **ROLL CALL**
4. **NON-PUBLIC SESSION #1 NH RSA 91-A:3 II**
5. **PUBLIC SESSION WILL BEGIN IMMEDIATELY FOLLOWING THE NON-PUBLIC SESSION NOTED ABOVE**
6. **PLEDGE OF ALLEGIANCE**
7. **AGENDA OVERVIEW**
8. **PUBLIC HEARINGS**
9. **SPECIAL RECOGNITION**
 - 9.1. Hooksett Municipal Employee - New Hire
10. **PUBLIC INPUT - 15 MINUTES**
11. **SCHEDULED APPOINTMENTS**
 - 11.1. Dave Mercier, Underwood Engineering & Peter Bartash, Port One Companies - Tax Increment Finance District (TIF) –Funding Agreement between Town and Granite Woods Developer 3 - 9
[Staff Report - SR-21-167 - Pdf](#)
12. **CONSENT AGENDA**
 - 12.1. Surety Release of \$25,000 for the Cornerstone Park Site located #1298 Smyth Road, at the northwest corner of Smyth Road and Londonderry Turnpike. 11 - 16
[Staff Report - SR-21-163 - Pdf](#)
13. **TOWN ADMINISTRATOR'S REPORT**
14. **NOMINATIONS AND APPOINTMENTS**
 - 14.1. Nominations and Appointments (October 2021) 17 - 24
[Staff Report - SR-21-170 - Pdf](#)
15. **BRIEF RECESS**
16. **OLD BUSINESS**
 - 16.1. FY 2022-23 Budget and Warrant Articles 25 - 41
[Staff Report - SR-21-164 - Pdf](#)
[Pedestrian Counts for Trails](#)

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

16.2.	Non-Union Wage Study - Implementation Plan Staff Report - SR-21-165 - Pdf	43 - 51
16.3.	Health Insurance FY2021 Surplus of Funds - Distribution of funds Staff Report - SR-21-166 - Pdf	53 - 56
17.	NEW BUSINESS	
17.1.	Old Home Day Committee - 2022 Special Event for Hooksett Bicentennial Staff Report - SR-21-168 - Pdf	57 - 58
18.	APPROVAL OF MINUTES	
18.1.	Public: 10/13/2021 TC MINUTES 10132021	59 - 77
18.2.	Non-Public: 10/13/2021	
19.	SUB-COMMITTEE REPORTS	
20.	PUBLIC INPUT	
21.	NON-PUBLIC SESSION #2 NH RSA 91-A:3 II	
22.	ADJOURNMENT	
	PUBLIC INPUT	
	1. Two 15-minute Public Input sessions will be allowed during each Council Meeting. Time will be divided equally among those wishing to speak, however, no person will be allowed to speak for more than 5 minutes.	
	2. No person may address the council more than twice on any issue in any meeting. Comments must be addressed to the Chair and must not be personal or derogatory about any other person.	
	3. Any questions must be directly related to the topic being discussed and must be addressed to the Chair only, who after consultation with Council and Town Administrator, will determine if the question can be answered at that time. Questions cannot be directed to an individual Councilor and must not be personal in nature. Issues raised during Public Input, which cannot be resolved or answered at that time, or which require additional discussion or research, will be noted by the Town Administrator who will be responsible for researching and responding to the comment directly during normal work hours or by bringing to the Council for discussion at a subsequent meeting. The Chair reserves the right to end questioning if the questions depart from clarification to deliberation.	
	4. Council members may request a comment be added to New Business at a subsequent meeting.	
	5. No one may speak during Public Input except the person acknowledged by the Chair. Direct questions or comments from the audience are not permitted during Public Input.	

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

Town Council STAFF REPORT



To: Town Council
Title: Tax Increment Finance District (TIF) –Funding Agreement between Town and Granite Woods Developer
Meeting: Town Council - 27 Oct 2021
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The Tax Increment Finance (TIF) Committee, Town Staff and Consultant Underwood Engineering have been working to expand the sewer system in the Route 3A Tax Increment Finance (TIF) District. Concurrently, the developer of the Granite Woods property (Port One Companies) has expressed interest in having sewer and water installed to his property. The Granite Woods property is on Hackett Hill Road and is situated along the east side of the Route 93.

The water and sewer installation to the Granite Woods property is expected to cost approximately \$7,000,000. It includes the installation of the pump station on the Tri-Town arena property and the installation of sewer lines from the pump station, through the neighborhood south of the pump station, up Cross Road a short distance, and cross country across properties owned by the State of New Hampshire to the Granite Woods property and to Hackett Hill Road.

The improvements will also include the installation of water lines and other utility accoutrements necessary to complete the water utility work from the Granite Woods property down Hackett Hill road underneath Rte 93 and then cross country down to Rte 3A.

All of the sewer and water work will be designed by Underwood Engineering and the Hooksett Village Water Precinct and will be designed and constructed to acceptable standards. Costs of sewer and water that cross the Granite Woods property will be borne by the Developer.

Under the agreement, the Developer will finance and construct the sewer and water work. Once the additional taxes are realized, the Developer would be given tax credits to cover his bond payments. Taxes collected over and above the bond payments would be utilized to develop other projects in the TIF District.

The Granite Woods Developers expect to pay approximately \$1,500,000 per year in taxes based upon a future re-assessment to reflect the as-built value of the development. In exchange for Developer's funding and performing the work to complete the Improvements, the Granite Woods property would pay a tax rate in the amount of 40% of the new property tax per year as adjusted (annual consumer price index estimated at 2.39% per annum) for a period of 15 years. The remaining 60% of the new property tax would be paid directly by the Granite Woods property owner to its lenders and investors to offset financing costs attributable to the work. The 40%/60% split will hold true for the 15 year period regardless of what the actual tax rate is in any of the given years.

The Staff would like the Town Council to approve of the Town Administrator signing this agreement with the Developer subject to the approval of the Town Attorney.

Bruce Thomas, Town Engineer, David Mercier of Underwood Engineering and Peter Bartash (representing Port One Companies) will be available to answer any questions.

FINANCIAL IMPACT:

Future Taxation from the TIF District will be obligated to the Developer of the Granite Woods property.

RECOMMENDATION:

Allow the Town Administrator to sign the attached agreement (as modified by the Town Attorney) with Granite Woods Developer to fund sewer and water improvements including the construction of a pump station and sewer and water infrastructure from the Tri-Town arena to the Granite Woods Development as shown on the attached plans.

SUGGESTED MOTION:

Motion to allow the Town Administrator to sign the attached agreement (as modified by the Town Attorney) with Granite Woods Developer to fund sewer and water improvements including the construction of a pump station and sewer and water infrastructure from the Tri-Town arena to the Granite Woods Development as shown on the attached plans

TOWN ADMINISTRATOR'S RECOMMENDATION:

The TIF Committee, Sewer Commission, Village Water Precinct and staff have been working on a plan to fund the installation of water and sewer lines and pump station in phases 3 and 4 of the TIF plan. The proposal is for the Granite Wood developers to incur the debt of the project and the town use the proceeds derived from their development within the TIF district to repay them for the debt they will incurred for the water and sewer installation in accordance with Hooksett's plan. We have included a provision in the agreement that if they were to walk away from the project, Hooksett would not continue to pay the debt and would take over any and all work completed up to the date the developers cease their project.

ATTACHMENTS:

[Off-site Development MOU - Granite Woods Ver 10-14-21](#)
[TIF Plan with labels](#)

MEMORANDUM OF UNDERSTANDING
**Tax Increment Finance District (TIF) – Proposed Agreement between Town of
 Hooksett and Granite Woods Development JV LLC**

WHEREAS, the Town of Hooksett (herein called the “Town”) and the Granite Woods Development JV LLC (the “Developer”) wish to have sewer and water utilities installed from the Tri-Town Ice Arena (where there is an existing sewer crossing from the west side of the river to the east side near the Hooksett Sewer Treatment Plant) to the Developer’s property on property on Hackett Hill Road including parcels 13-57, 13-58, and 17-7. The Improvements are critical to the development of these properties and for furthering economic growth in the Exit 11 area that will enable the development of other commercial projects in the area. Taxes collected from other development projects and any taxes collected from the Granite Woods property would be utilized to develop other projects in the TIF District.

WHEREAS, the Granite Woods property is situated on the south side of Hackett Hill Road and along the east side of the Route 93 and includes parcels 13-57, 13-58, and 17-7.

WHEREAS, the Town has been working to expand the sewer system in the Route 3A Tax Increment Finance (TIF) District area that encompasses most of the properties along Route 3A between Exits 10 and 11.

WHEREAS, the water and sewer installation (the “Improvements”) to expand the water and sewer network in the area of Exit 11 and to the Granite Woods property are estimated to cost approximately \$7,000,000 not including carry costs associated with market rate origination fees, closing fees, rates of interest, or additional interest reserves required to secure the funds. On-site water and sewer installation work is estimated to cost approximately \$1,900,000.

WHEREAS, The Granite Woods property is currently paying annual property taxes in the amount of \$20,074.

WHEREAS, the Granite Woods property expects to pay approximately \$1,500,000 per year in taxes based upon a future re-assessment to reflect the as-built value of the development. In exchange for Developer’s funding and performing the work to complete the Improvements, the Granite Woods property would pay a tax rate in the amount of 40% of the new property tax per year as adjusted (annual consumer price index estimated at 2.39% per annum) for a period of 15 years. The remaining 60% of the new property tax would be paid directly by the Granite Woods property owner to its lenders and investors to offset financing costs attributable to the work. The 40%/60% split will hold true for the 15 year period regardless of what the actual tax rate is in any of the given years.

WHEREAS, The total benefit to the Town, including the value of the on- and off-site improvements plus the incremental revenue to the TIF District, is equal to approximately \$18,087,847.

WHEREAS, The total benefit to the Developer based on a 15-year term and per the aforementioned structure is \$303,869.

WHEREAS, the Town has funded, and will continue to fund, costs to Underwood Engineers, Inc. for the design and specification of the Improvements.

WHEREAS, “Improvements” include the installation of the pump station on the Tri-Town arena property and the installation of sewer and other utility accoutrements necessary to complete the sewer work from the pump station, through the neighborhood south of the pump station including (Westbank Road, Meadow Crest Road, and West River Road), up Cross Road a short distance, and cross country across properties owned by others to the Granite Woods property to Hackett Hill Road.

WHEREAS, “Improvements” also include the installation of water lines and other utility accoutrements necessary to complete the water utility work from the Granite Woods property down Hackett Hill road underneath Rte 93 and then cross country down to Rte 3A.

WHEREAS, All of the sewer and water work will be designed by Underwood Engineers, Inc. and will be constructed by the Developer to NHDES standards and the standards of the Hookset Sewer Commission and the Hooksett Village Water Precinct and the Town of Hooksett.

WHEREAS, The Town and Developer would agree to a formal Off-Site Development Agreement based upon this Memorandum of Understanding (MOU) whereby the Developer would privately fund the work (the “Funds”) required to expand the water and sewer network. The total required Funds are currently estimated to be \$7,000,000 and include all costs of construction within the Right of Ways and Easements including project bidding, project management, pipe, manhole, hydrant, gate valve installation, water and sewer services to the right of way lines or easement lines, all paving and pavement patching, erosion control, mobilization, construction inspection and traffic control and all other costs associated with such work (the “Construction”), but do not include the costs of water and sewer utilities across the Granite Woods property.

WHEREAS, The Developer, as Guarantor of the Funds, would construct the Improvements through a Contractor meeting the Town’s pre-qualification criteria according to the drawings and specifications (the “Contract Documents”) prepared by Underwood Engineers, Inc.. Underwood Engineers, Inc. would perform construction observation services throughout the water and sewer utility installation process to evaluate whether the “Improvements” are installed in conformance with the Contract Documents. Discrepancies in the work will be corrected by the Contractor in a timely fashion. Underwood Engineers, Inc.’s construction observation services would be paid for by the Town. Each progress payment made to the Contractor by the Developer for the completed “Improvements” would need to be signed off on by the Town prior to release of payment to the Contractor.

WHEREAS, Once complete, the Improvements would be granted to the Town along with easement(s) across the Granite Woods property in perpetuity along with all fee revenue generated by daily usage of the Improvements.

WHEREAS, The Town would be responsible for obtaining permission from NH DOT to construct water and sewer utilities through their parcels on Cross Road and any other easements or permits required to permit construction of the Improvements per the Contract Documents.

WHEREAS, The Town will not be held liable in any way for the payback of the financing to construct the “Improvements”, and in the event that the Developer defaults on its payment to its lenders and investors, or does not complete construction of the “Improvements”, the Town will become the sole owner of the “Improvements” in whatever state they may be in at that time, with no liens or encumbrances.

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

- 1) Granite Woods Development JV LLC agrees to:
 - a) Provide the funding necessary to construct all sewer and water utility improvements as described above.
 - b) Provide for the construction (includes project management and traffic control) of the sewer and water utility improvements as described above.
- 2) The Town agrees to:
 - a) Obtain all required easements and permits as described above.
 - b) Provide final design documents for the “Improvements” described above.
 - c) Provide construction observation services for the “Improvements” as described above.
- 3) The Parties hereby acknowledge that this MOU represents the terms and conditions that Parties agree to be the basis of an Off-Site Development Agreement between Granite Woods Development JV LLC and the Town of Hooksett. The Parties do not rely upon any statement or representation made by any person, firm, or entity other than those set forth in this MOU.
- 4) Each person signing this MOU hereby represents and warrants that he or she has the full authority and is duly authorized and empowered to execute this MOU on behalf of the party for which he or she signs, and further acknowledges that they have had the opportunity to review this MOU with an attorney of their choosing prior to signing this MOU.

IN WITNESS WHEREOF, the Town of Hooksett and the Granite Woods Development JV LLC have executed this MOU this _____ day of _____, 2021.

Attest:

TOWN OF HOOKSETT

By: _____

Andre L. Garron
Town Administrator

Attest:

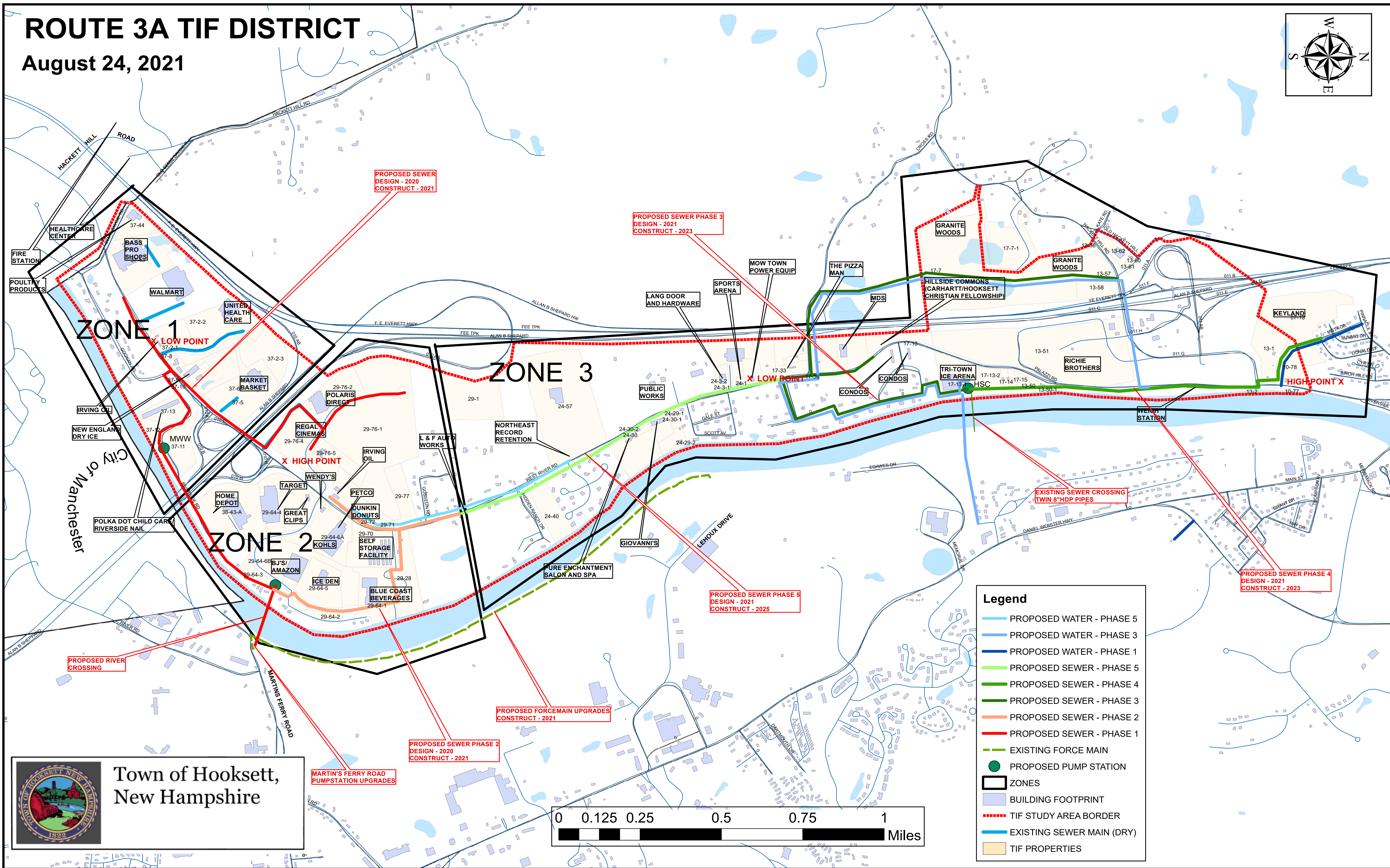
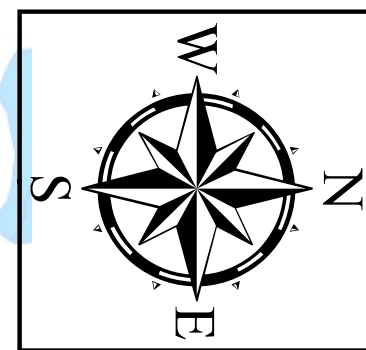
GRANITE WOODS DEVELOPMENT JV
LLC

By: _____

Peter W. Bartash
Manager

ROUTE 3A TIF DISTRICT

August 24, 2021



Town Council
STAFF REPORT



To: Town Council
Title: Surety Release of \$25,000 for the Cornerstone Park Site located #1298 Smyth Road, at the northwest corner of Smyth Road and Londonderry Turnpike.
Meeting: Town Council - 27 Oct 2021
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The developer of the Cornerstone Park site located at the northwest corner of Smyth Road and Londonderry Turnpike is requesting that the Town of Hooksett release the site bond currently being held \$25,000.

The site (including landscaping) has been constructed per the plans and Town specifications.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Release the bond for the Cornerstone Park site of \$25,000. The site improvement bond for the site was supplied by the International Fidelity Insurance Co # CTIFSU0757012

SUGGESTED MOTION:

Motion for the Town to release the bond (International Fidelity Insurance Co # CTIFSU0757012) for the Cornerstone Park located at the northwest corner of Smyth Road and Londonderry Turnpike of \$25,000 returning the funds to the International Fidelity Insurance Company.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Surety Release - Site BondStaff Report Back up 10-27-21](#)

Town of Hooksett Performance Sureties Located at the Finance Dept				10/5/2021	
Project Name	Reason	Amount	Origination Date	Expiration Date	Released Date
Cornerstone Park Smyth, Londonderry LLC International Fidelity Insurance Co # CTIFSU0757012	Site Bond Council Reduced \$216,504.63 to \$25,000.21/10/21	341,504.63 25,000.00	03/14/19 02/10/21		



Cornerstone #1



Cornerstone #2



Cornerstone #3



Cornerstone #4

SAFE

811 CALL TOLL FREE

PLANT DAMAGE PREVENTION SYSTEM

PLANT LIST

SYMBOL	QTY	BOTANICAL NAME	COMMON NAME	SIZE	MATURE HEIGHT
TREES					
Qp	22	QUERCUS PALUSTRIS	PIN OAK	2" CAL., 6' TALL	30-40'
Pc	21	PRUNUS CERASIFERA 'NEWPORT'	NEWPORT FLOWERING PLUM	2" CAL., 6' TALL	15-20'
Pp	13	PICEA pungens 'FAT ALBERT'	FAT ALBERT BLUE SPRUCE	6" B&B	20-30'
Pa	13	PICEA pungens 'FAT ALBERT'	EASTERN WHITE PINE	6" B&B	60'-4'
Pa	13	PICEA pungens 'FAT ALBERT'	EASTERN WHITE PINE	6" B&B	60'-4'
SHRUBS					
Az	50	MIXED AZALEA	106 AZALEA	#5 POT	3-4'

THE HATCHED AREA SHALL BE PLANTED WITH NEW ENGLAND WILDFLOWER MIX AS SUPPLIED BY NEW ENGLAND WETLAND PLANTS, INC. (OR APPROVED EQUAL) WITH NO WOODY VEGETATION AND SHALL BE MOVED TWICE PER YEAR

LANDSCAPE CALCULATIONS

REQUIRED FRONT LANDSCAPE AREA:
 ONE SHADE TREE FOR EACH 50 FEET OF LOT FRONTAGE
 1,106.39' OF FRONTAGE / 50' = 22.1 = 22 SHADE TREES REQUIRED
 TREES PROVIDED = 28

REQUIRED FRONT LANDSCAPE AREA:
 ONE SHADE TREE FOR EACH 50 FEET OF LOT FRONTAGE
 1,106.39' OF FRONTAGE / 50' = 22.1 = 22 SHADE TREES REQUIRED
 TREES PROVIDED = 28

Cornerstone #5



Cornerstone #6



Cornerstone #7



Cornerstone #8

Town Council **STAFF REPORT**



To: Town Council
Title: Nominations and Appointments (October 2021)
Meeting: Town Council - 27 Oct 2021
Department: Administration
Staff Contact: Nick Germain, Project Coordinator

BACKGROUND INFORMATION:

At their last meeting, Town Council nominated Jordan Davis to the following openings:

- Economic Development Advisory Committee (Mr. Davis appears to qualify as a resident member)
- Town Hall Preservation Committee
- Heritage Commission

FINANCIAL IMPACT:

N/A

POLICY IMPLICATIONS:

EDAC has a current alternate, but this individual has not indicated whether they're interested in the open full position as of the writing of this report.

RECOMMENDATION:

Appoint Mr. Davis to the THPC and Heritage Commission.

SUGGESTED MOTION:

"I motion to appoint Jordan Davis to the Town Hall Preservation Committee to a term expiring 6/30/2024"

"I motion to appoint Jordan Davis to the Heritage Commission to a term expiring 6/30/2024"
EDAC role TBD.

ATTACHMENTS:

[J D Application](#)



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: _____

Name: _____ Phone: _____

Address: _____

Email Address: _____

Signature: _____

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

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

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

BOARDS, COMMISSIONS & COMMITTEES

Role Preference

Alternate, Regular, or None?

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

How long have you been a resident of Hooksett?

Why are you seeking this position?

Do you have any specific goals or objectives?

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

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

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

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

Town of Hooksett

35 Main Street
Hooksett, NH 03106

FRAUD POLICY

Recognition & Awareness Form

Acknowledgement:

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

Signature:  _____

Print Name: _____

Date Signed: _____

Department Head Signature: _____

Town of Hooksett

35 Main Street
Hooksett, NH 03106

FRAUD POLICY

Section 1. Introduction

1.1 Financial accountability is a top priority for the Town of Hooksett. The Town's fraud policy formalizes the expectations of personal honesty and integrity required of Town officials and employees. The Town of Hooksett is committed to protecting its revenue, property, information and other assets from any attempt, either by members of the public, contractors, sub-contractors, agents, intermediaries or its own officials and employees, to gain by deceit, financial or other benefits at the expense of the Hooksett taxpayers.

Section 2. Purpose

2.1 The purpose of this document is to communicate municipal policy regarding the deterrence and investigation of suspected misconduct and dishonesty by officials or employees, and to provide specific instructions regarding appropriate action in case of suspected violations.

Section 3. Definition

3.1 There are three major categories of fraud, Asset Misappropriation, Corruption and Fraudulent Statements.

1) Asset Misappropriations – Theft or misuse of an asset.

- Cash
 - Fraudulent Disbursements – Perpetrator causes the Town to disburse funds through some trick or device (e.g. submitting false invoices, timesheets, expense reimbursement schemes, check tampering, etc.), or prevents the timeliness of the disbursement of funds.
 - Embezzlement – Perpetrator appropriates monies fraudulently to one's own use, as money or property entrusted in one's care.
 - Skimming – Cash is stolen from the Town before it is recorded on the Town's books and records.
 - Cash Larceny – Cash is stolen from an organization after it has been recorded on the Town's books and records.

- Inventory and all other assets.
 - Misuse – Misuse, misappropriation, misapplication, destruction, removal, or concealment of the Town's inventory or assets for personal use (e.g. Town vehicles, computers, supplies, etc.)
 - Larceny – Inventory or other assets are stolen from the Town.

2) **Corruption** – Wrongfully use influence in a business transaction in order to procure some benefits for themselves or another person, contrary to duty to employer or the rights of another.

- Conflicts of Interest – An undisclosed economic or personal interest in a transaction that adversely affects the Town.
- Bribery – The offering, giving, receiving or soliciting of anything of value to influence an official act or a business decision.
- Illegal Gratuities – A party who benefits from an official act or a business decision gives a gift to a person who made the decision. An illegal gratuity does not require proof of intent to influence.
- Economic Extortion – An official or employee demands that a vendor/contractor/etc. pay to influence an official act or a business decision.

3) **Fraudulent Statement** – Falsification of a Town record. Other similar irregularities is defined as any activity involving questionable behavior or business dealings by member of the public, contractors, vendors, agents or Town officials and employees, that put Town revenue, property, information and other assets at the risk of waste or abuse.

Section 4. Zero Tolerance

4.1 The Town of Hooksett has adopted a zero tolerance policy regarding fraud. No official or employee of the Town shall remove any Town of Hooksett assets from the property without proper authorization from the Town Administrator, misuse any Town assets for ones personal gain, or willfully misappropriate any Town of Hooksett asset. Any evidence supporting fraud, theft or embezzlement of Town of Hooksett assets and equipment may be subject to the following personnel actions including but not limited to: suspension, termination, and restitution.

Section 5. Reporting of Fraud or Corruption

5.1 Officials and employees shall read and understand this policy. Department Heads shall be responsible to communicate this policy to their staff.

5.2 Any Town of Hooksett official or employee who suspects or is aware of fraud being committed against the Town by anyone shall immediately report such activity to the Town Administrator. (If the Town Administrator is the alleged perpetrator the report shall be directed to the Hooksett Police Chief. If this occurs, the Chief will take the place of the Administrator in the process described below.)

Upon receiving such a report, the Town Administrator will immediately take the allegation to the Town's Legal Counsel and the Hooksett Police Prosecutor. The Administrator, Counsel and Prosecutor will decide the most prudent way to proceed. This may include, for example, parallel investigations for personnel or criminal issues or a decision that the investigation should be completely turned over to the Hooksett Police Department or the NH State Police.

Once a plan of action has been developed, the Town Council will be apprised of the situation in a non-public session.

5.3 All investigations will be conducted in confidence insofar as reasonably possible. The names or names of those communicating information about a fraudulent act or the name or names of those suspected of a fraudulent act will only be revealed when required by law in conjunctions with the investigation or legal action.

Section 6. False Allegations

6.1 False allegations of suspected fraud with the intent to disrupt or cause harm to another may be subject to disciplinary action up to and including termination of employment.

6.2 NH Whistleblowers' Protection Act (RSA 275-E) was established to protect the rights of officials or employee who report violation of law, or refuse to execute illegal directives, participate in investigations or hearings. For a full explanation of these rights the remedies, officials and employees should review this policy which should be displayed in a prominent location in their place of work.

Section 7. Prevention

7.1 Each department will maintain an internal control environment to protect the department and the Town from loss or other damages as a result of a fraudulent act.

Section 8. Corrective Actions and Discipline

8.1 Appropriate and timely action will be taken against those proven to have committed fraudulent act. These remedial actions may include, but are not limited to:

1. Disciplinary action (up to and including immediate termination of employment).
2. Restitution for all losses, including investigation and legal expenses, to the fullest extent of the law.
3. Institution of civil action to recover losses.
4. Where the Town of Hooksett elects to take corrective or disciplinary action, it will proceed under the procedures in place under the Personnel Plan or under any collective bargaining agreement for the respective employment classification.
5. The Town of Hooksett may take corrective or disciplinary action without awaiting the resolution of criminal or civil proceedings arising from fraudulent conduct.

Adopted by vote of the Council on this date, 5.23.12

James A Sullivan
McComa
Y.H.H.
Richard A. Boswell
Mr. James
Levin
James J. Levesque
John E. Lyth

Town Council

STAFF REPORT



To: Town Council
Title: FY 2022-23 Budget and Warrant Articles
Meeting: Town Council - 27 Oct 2021
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

1) Updated budget to address health insurance increase.

As reported on October 13th Council meeting, renewal rates, effective January 1, 2022, for employees' health insurance will be increasing by 7.2% and Dental rates will be decreasing by 1.5%. This will impact the FY 2022-23 budget by a total of \$207,164 (\$207,473 Health - \$309 Dental). The current recommended operating budget approved by Council on September 22, 2021 is \$18,890,881 and will need to be increased by \$207,164 to cover these changes. The new recommended budget will be \$19,098,045, which is 3.05% higher than default and 2.35% higher than the current years' budget.

2) Review potential warrant articles.

Attached please find a list of possible warrant articles for Fire, Police, GIS, Revaluation, Hooksett History Book and Conservation.

As we did on the October 13th meeting, we will 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. I have estimated the tax rates using the 2020 tax rate information, which is subject to change.

SUGGESTED MOTION:

1) Motion to increase the FY 2022-23 Town Councils' recommended budget by \$207,164.00 to cover the change in premiums for the employees' health and dental insurances. Total recommended budget will be \$19,098,045.00

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[10-27 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: July, 2021

Date of Town Meeting: March 2022

Name of Department Submitting Request: Fire-Rescue

1. Please provide the wording of the proposed article.

Capital Reserve Funding - Fire

To see if the town will vote to raise and appropriate the sum of **\$250,000.00** to be added to the Fire Apparatus Capital Reserve Fund previously established. Estimated tax rate impact is \$____.

2. Voters' Guide Explanation: Fire Apparatus Reserve: There is \$139,116 available in the account as of August 31, 2021. Engine 4 was ordered in the summer of 2021 and expected to arrive spring of 2022 at a cost of \$665,456. The purpose of this article is to provide funding for the replacement of fire apparatus, such as engines, tankers, ladders, and forestry. These vehicles range between \$600,000 for pumpers and nearly \$1,300,000 for a ladder truck. Due to the high vehicle cost, the Department is requesting the current capital reserve funding level of \$250,000.00 be maintained to allow the Town to incrementally save for these large expenditures. Estimated year of purchase is as needed and guided by the vehicle replacement schedule. Apparatus breakdown is as follows:

Piece	Purchase Date	Age (yrs)	Miles	Replacement Cost	Industry Average Replacement
Engine 1	2019	2	15,568	\$700,000	15 years
Engine 5	2006	15	98,347	\$700,000	15 years
Ladder 2	2019 (2007)	13	79,296	\$1,300,000	20 years
Tanker 1	2013	7	11,857	\$450,000	20 years
Forestry 3	2017	5	18,380	\$75,000	20 years
Forestry 2	2002	18	32,106	\$75,000	20 years
Forestry 4	2006	14	16,551	\$80,000	20 years

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? Lack of funding in this reserve can have a serious impact on the ability of the department to maintain adequate and appropriate response apparatus for certain fire conditions and locations. This, in turn, can have a safety impact for personnel when responding to a fire situation with inappropriate apparatus and can also result in less effective fire suppression for the community we serve.

4. Is any further information necessary for the deliberation?

March 2021: Ballot passed 487 to 251 or 66% approval.

March 2020: Ballot passed 1335 to 554 or 71% approval.



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Date of Request: July 2021

Date of Town Meeting: March 2022

Name of Department Submitting Request: Fire-Rescue

1. Please provide the wording of the proposed article.

Capital Reserve Funding - Fire

To see if the town will vote to raise and appropriate the sum of **\$62,500.00** to be added to the previously established Capital Reserve Funds and to apportion the sum among several funds as listed below:

Air Packs & Bottles	\$ 27,500.00
Fire Rescue Tools & Equipment	<u>35,000.00</u>
Total	\$ 62,500.00

Estimated tax rate impact is \$____.

2. Voters' Guide Explanation: Air Packs & Bottles Replacement Reserve: Total project cost is estimated \$420,000. There is \$61,597 as of August 31, 2021 in the account. Estimated year of purchase is 2035. The project was established to replace all the Self-Contained Breathing Apparatus (SCBA) when they reach 15 years of service. The existing air packs were purchased in 2020. SCBA are critical equipment for firefighters. A single purchase date allows for only one model choice which enhances familiarity by all members, equipment exchange department wide anywhere, anytime, station or scene, reduced parts inventory, linear inspection and service needs, all which improve our safety.

Fire Rescue Tools & Equipment Reserve: This reserve is ongoing and designed to replace rescue tools and other necessary equipment, such as Jaws of Life, jacking and lifting struts, air bags, high angle and low angle rope rescues and ice rescue equipment. There is \$62,748 in the account as of August 31, 2021. This account will be used to purchase new equipment. \$35,000 ensures adequate funding for a 10 year replacement program.

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? Air Packs & Bottles (SCBA) – SCBA are considered critical equipment for firefighters. A single purchase date for replacement allows for only one model choice which enhances familiarity by all members, equipment exchange department-wide anywhere, anytime, station or scene, allows for reduced parts inventory, linear inspections and service needs, all which improve employee safety.

Fire Rescue Tools & Equipment - As these items become unreliable the rescue operations and efficiency of the Fire-Rescue Department may become compromised. This can impact the safety of our members and those we serve in the community.

4. Is any further information necessary for the deliberation?

March 2021 Ballot: Passed 528 to 197 or 73% approval.

March 2020 Ballot: Passed 1,385 to 514 or 73% approval.

March 2019 Ballot: Passed 731 to 263 or 74% approval.

March 2018 Ballot: Passed Article 10 581 to 227 or 72% approval and Article 16 for Fire Equipment passed 595 to 219 or 73% approval.

March 2017 Ballot: Passed 342 to 172 or 66% approval.

May 2016 Ballot: Passed 249 to 103 or 70% approval.



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Date of Request: 7/16/2021

Date of Town Meeting: March 2022

Name of Department Submitting Request: Police

1. Please provide the wording of the proposed article.

Purchase K-9 Vehicle

To see if the town will vote to raise and appropriate the sum of **\$71,000.00** to be used to purchase and outfit a vehicle for the Hooksett Police Department K9 Unit. Estimated tax rate impact is \$____),

2. What is the intent and purpose of article? The Hooksett Police K9 Unit was re-established in July, 2018. All startup expenses and continued costs have been completely funded by private donations and grants. Zero tax payer funds have been used for the K9 unit. When the unit was established it was decided to outfit and convert an existing Police Cruiser for K9 needs. The cost of the conversion was approximately \$8,000.00. The current cruiser is a 2017 Ford Explorer with over 102,000 miles. The vehicle is nearing its end of life and does not have adequate room to transport the required specialized K9 equipment. The new vehicle will be larger and be further suited for K9 transport and care.

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? Since this vehicle is nearing its end of life it will need to be replaced regardless. If this warrant article is not approved then another existing police vehicle will need to be converted to meet K9 needs but it will not completely meet the needs and necessary specifications, including specialized heating, cooling, monitoring, etc. Certain modifications are not capable during a conversion, opposed to a new build. This would also set back our Departments vehicle replacement program, as it was already set back during budget year 2021-2022 when the Department was only allotted one new vehicle opposed to the normal two. This warrant article would allow another, newer vehicle to stay in service in the normal rotation.



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Date of Request: 7/16/2021

Date of Town Meeting: March 2022

Name of Department Submitting Request: Police

1. Please provide the wording of the proposed article.

Capital Reserve Funding - Police

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

2. Voters' Guide Explanation: Emergency Radio Communication: There is \$206,790 available as of August 31, 2021. Previously this fund was set up to be used in the year 2024 for a complete replacement of the existing radio communication system. Due to ever changing technology it is now recommended by the manufacturers that the radio system components are replaced and/or upgraded on a continuous basis. End of life for all components is 10 years. This is intended to fund the maintenance of the entire radio infrastructure. Building this fund at \$50,000 a year will help to ensure the town does not have bear the burden of a major expense all at once.

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? The Department's goal is to build this fund so the high cost of replacing radio communication equipment is spread out over time and not have a direct tax impact during one or more years. This fund is also built to ensure emergency equipment can be replaced due to natural disasters that may not be covered completely by insurance. None of this would be possible IF this article is not passed and/or approved. Our goal of keeping our communications equipment current and working at peak performance, while having a minimal yearly tax impact, would not be possible without this article passing.

4. Is any further information necessary for the deliberation?

A portion of the fund was used in 2020 to purchase new portable radios.

March 2021 Ballot: Passed 495 to 228 or 68% approval.

March 2020 Ballot: Passed 1,283 to 601 or 68% approval.

March 2019 Ballot: Passed 680 to 299 or 69% approval.



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Date of Request: 7/16/2021

Date of Town Meeting: March 2022

Name of Department Submitting Request: Community Development

1. Please provide the wording of the proposed article.

Capital Reserve Funding – GIS Digital Parcel Recompile

To see if the town will vote to raise and appropriate the sum of **\$100,000.00** to be added to the Town Wide Digital Mapping Systems Capital Reserve Fund previously established. Estimated tax rate impact is \$____.

2. Voters' Guide Explanation: The purpose of the project is to perform a flyover of the Town to correct inaccuracies in the Town's GIS system by conducting a digital recompile of property lines. The flyover of the Town with full planematrix (topo maps, aerial photography, property lines, building envelopes, rights-of-way, etc.) is estimated to cost \$350,000-\$400,000; however, if the flyover is conducted in tandem with an adjacent community (Concord and Manchester conduct these flyovers once every 4-5 years) the cost can be greatly reduced. This reserve currently has \$28,816 as of August 31, 2021.

Currently, property lines on the Town's GIS database do not align precisely with physical property lines on the ground. In some cases, the property lines are several feet/meters off base. This makes mapping challenging. Features such as rights-of-way, easements, drainage infrastructure, roadways, physical structures, natural elements, sewer and water lines, etc... are displayed on different properties than they are physically located on the ground. This is a necessary investment due to the importance of accurate/precise mapping of the Town for purposes of future development opportunities and other major infrastructure projects. The Town relies largely on accurate mapping data to advise developers and guide infrastructure projects. Inaccuracies have potential to cause ownership disputes, unexpected and costly obstacles to underground infrastructure planning, and difficulty in obtaining exact location of public rights-of-way.

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? Each division of the Community Development Department – Planning, Engineering, and Building – relies heavily on the use of maps in the basic performance of their respective functions. The Department utilizes maps, aerial photography, topographic plans, property surveys, and other planematrixes to develop infrastructure and site development plans with a high level of precision. Current zoning, utility infrastructure, wetlands, topography, and building footprint maps are outdated and need to be revised. The Department has goals to update all current planning maps through 2025. The digital information provided by the proposed flyover would not only correct errors in our existing maps, but would also provide additional data necessary to comprehensively update all official Town maps. Updated GIS and mapping data will allow the Department to better aid developers, Town residents, utility providers, NHDOT, and other State

agencies in all aspects of planning, building, and engineering. Without the flyover, the Town will continue to work with the existing outdated mapping data, and a comprehensive in-house update of official Town maps will not be possible aside from the official tax map which is provided to the Town by a third party.

4. Is any further information necessary for the deliberation? If the Town is able to coordinate the proposed flyover with an adjacent community, the total cost will be reduced. These details are forthcoming.



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Date of Request: 9/20/2021

Date of Town Meeting: March 2022

Name of Department Submitting Request: Hooksett Heritage Commission

1. Please provide the wording of the proposed article.

Update Hooksett's History Book

To see if the town will vote to raise and appropriate the sum of **\$75,000.00** to research, write, edit, design, and publish an updated local history book. This special warrant article will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the updated local history book is completed or by June 30, 2027, whichever is sooner. Estimated tax rate impact is \$_____.

2. What is the intent and purpose of article? Update our local history book to document changes of the last 50+ years.

Pieces of Hooksett's rich history are contained in its one stand-alone narrative history book¹ written by former Town Clerk Charles R. Hardy and covering the period from incorporation (1822) to 1968. It is a wonderful resource, the "go to" for anyone doing research. It provides details on the founders and the formation of the town, industries, schools, local government, employment opportunities, transportation, and who its residents were and what they did for work and for fun among other topics.

But we all know the explosive growth Hooksett has undergone since 1968. There have been so many changes in development, commercialization, and government structure among other things. Think back! What happened in the 70s, 80s, 90s and in the past 20 years? Remember the sesquicentennial? The arrival of Route 93 expansion? Stablex? The introduction of the Town Charter? Well known Hooksett crimes? School reorganization? And so much more. The Hooksett Heritage Commission thinks it is time to update this book to memorialize the myriad changes that have occurred in Hooksett since the 1960s. All of these changes must be documented for future generations.

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? Not as much immediate impact but what will future historians use as their primary source when researching the history of the town and its people? How will they know of our accomplishments and yes, our failures? Where we came from is important to where we are going. We have now 50+ years with scattered sources of information. Having one more definitive written history will be of great importance to our town.

This is a "forever" investment, not something that will wear out or become obsolete. It will become a critical part of our historical infrastructure.

¹*The History of Merrimack and Belknap Counties*, written in 1885, contains a section on Hooksett written by Samuel Head 2nd. There is also basically a "picture book" compiled by Alice Noyes in 1997. While the photos are entertaining, there is not much comprehensive history.



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Date of Request: August 24, 2021

Date of Town Meeting: March 2022

Name of Department Submitting Request: Assessing

1. Please provide the wording of the proposed article.

Capital Reserve Funding – Revaluation

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

2. Voters' Guide Explanation:

Revaluation Reserve: There is \$134,123 in account as of August 31, 2021. This project is to set aside funds for the next revaluation anticipated in 2023. The 2009 revaluation cost was \$161,231, the cost for 2013 was \$137,300, and in 2018 the cost town spent \$114,000.

Every five years the Town is required to reappraise all property values for assessment equity property tax purposes per NH State Constitution Article 6.

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? Not passing would result in a spike in the operating budget in the year of the Revaluation, which would mean a higher tax rate. Worst case scenario, not funding the mandatory project would result in the DRA stepping in and contracting a company to complete the update and sending us the bill, which would be much more expensive for the town.

4. Is any further information necessary for the deliberation?

March 2021 Ballot: Passed 418 to 304 or 58% approval.

March 2020 Ballot: Passed 1,085 to 774 or 58% approval.

March 2019 Ballot: Passed 494 to 472 or 51% approval.



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Date of Request: 06/15/2021

Date of Town Meeting: March 8, 2022

Name of Department Submitting Request: Conservation Commission

1. Please provide the wording of the proposed article.

Capital Reserve Funding – Conservation

To see if the town will vote to raise and appropriate the sum of **\$10,000.00** to be added to the Conservation Land Improvements Capital Reserve Fund previously established. Estimate tax rate impact is \$____.

2. What is the intent and purpose of article? There is \$56,211 in the account as of August 31, 2021. \$10,500.00 is obligated to the Student Conservation Association who will be completing trail work at the Pinnacle and the Hooksett Riverwalk Trail in July 2021 and \$20,949.51 is obligated to Phase III of the Hooksett Riverwalk Trail to be complete by November 2021. Estimated year of purchase is as needed. The fund is to plan for and support improvements and developments that may be needed for all the conservation lands and easements currently held by the Town. Over the past few years, the Conservation Commission has continued its pursuit of acquiring land to conserve for residents to enjoy, consistent with the mandate of the Master Plan. Over the last 3 years alone, the Conservation Commission has acquired over 1,294 acres of land to be used for passive recreational purposes. The conservation easements, pertaining to such property, require the Town to maintain the property and make repairs or improvements, as necessary. Additionally, the stewardship of the Town's conservation properties requires the maintenance of existing trails and development of new trails. In order to meet this legal obligation, it is necessary for us to create a capital reserve fund to ensure not only that the Town will be prepared for any planned or unexpected maintenance issues, but to continue developing trails so the public may enjoy the conserved lands.

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? Without the funding, the Conservation Commission will have difficulty meeting its legal obligations to maintain current conserved property, including existing trails, as well as continuing to develop new access and trails.

4. Is any further information necessary for the deliberation?

March 2021 Ballot passed 523 to 208 or 71% approval.
 March 2020 Ballot passed 1050 to 830 or 56% approval.
 March 2019 Ballot failed 473 to 511 or 52% disapproved.
 March 2018 Ballot passed 464 to 315 or 60% approval.
 March 2017 Ballot passed 392 to 122 or 76% approval.



T-022 Riverwalk Trail (Hooksett)

Period Analyzed: August 27-September 8, 2021



Count Summary:

- Total Traffic for the Period Analyzed: 1,443
- Daily Average: 111
- Total Hourly Average: 4.6
- Hourly average between 6am and 6pm: 8.1

Busiest Weekend Days: Monday, Sept. 6 (202)*

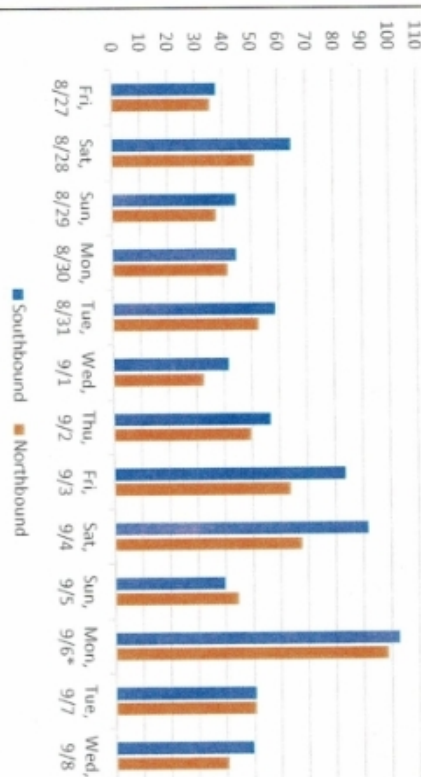
Saturday, Sept. 4 (160)

Busiest Weekday: Friday, Sept. 3 (148)

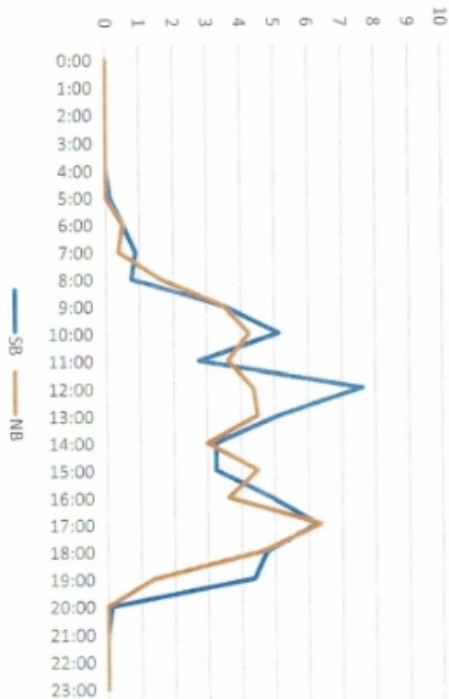
Minimum Day: Friday, Aug. 27 (74)

*Labor Day

Daily Totals

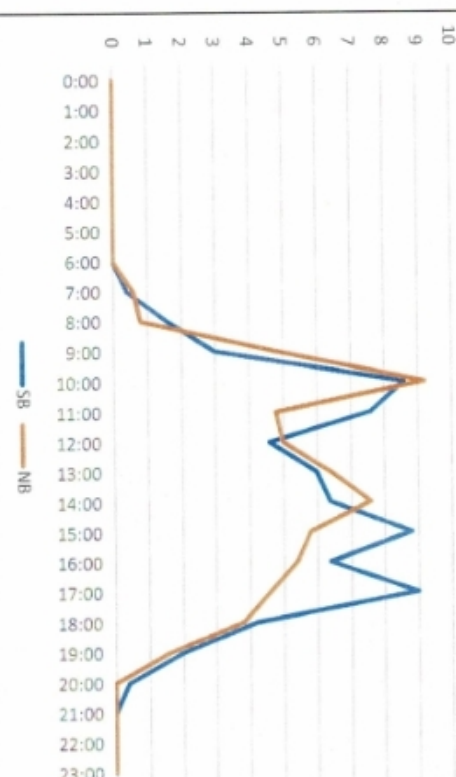


Average Hourly Weekday Profile



Average number of pedestrians per hour on weekdays only

Average Hourly Weekend Profile*



Average number of pedestrians per hour on weekend days only



T-039 Pinnacle Trail (Hooksett)

Period Analyzed: August 27-September 8, 2021



Count Summary:

- Total Traffic for the Period Analyzed: 557
- Daily Average: 43
- Total Hourly Average: 1.8
- Hourly average between 6am and 6pm: 3.0

Busiest Weekend Days: Monday, Sept. 6 (90)*

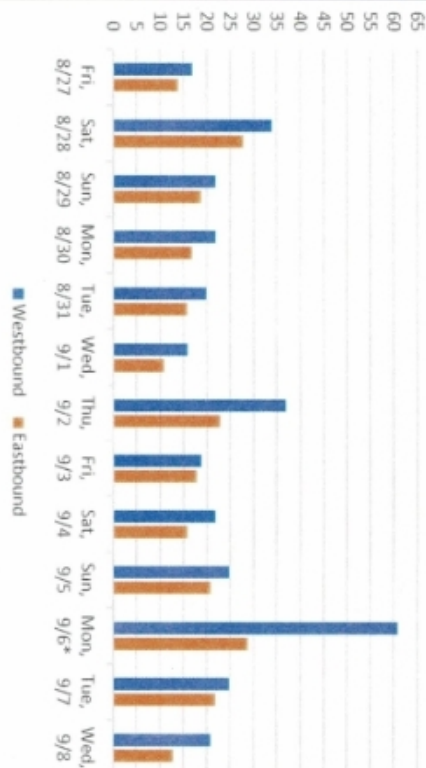
Saturday, Aug. 28 (62)

Busiest Weekday: Thursday, Sept. 2 (60)

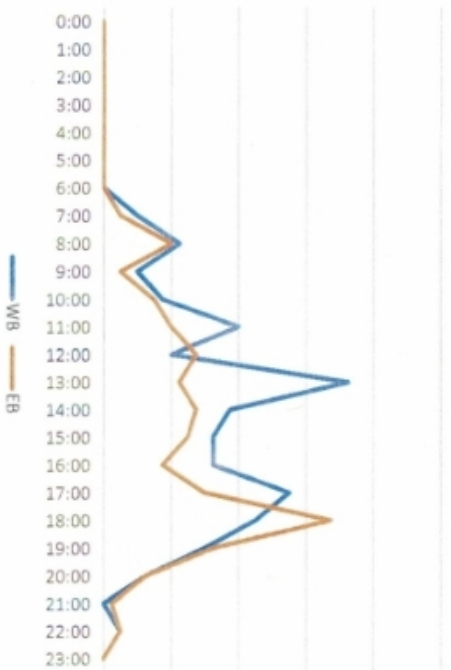
Minimum Day: Wednesday, Sept. 1 (27)

*Labor Day

Daily Totals

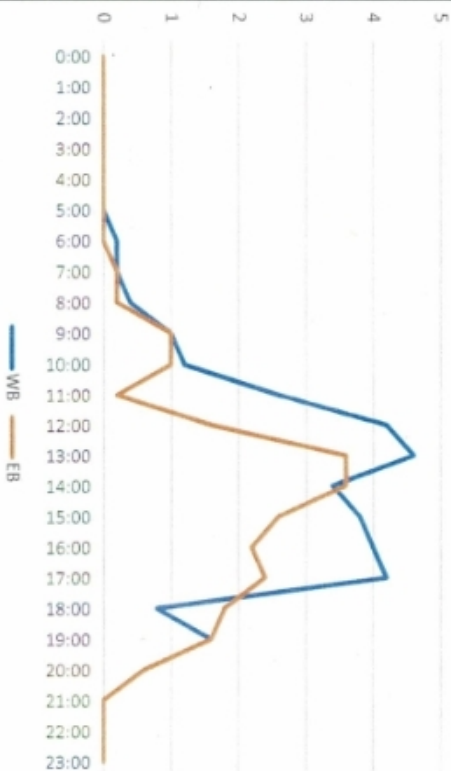


Average Hourly Weekday Profile

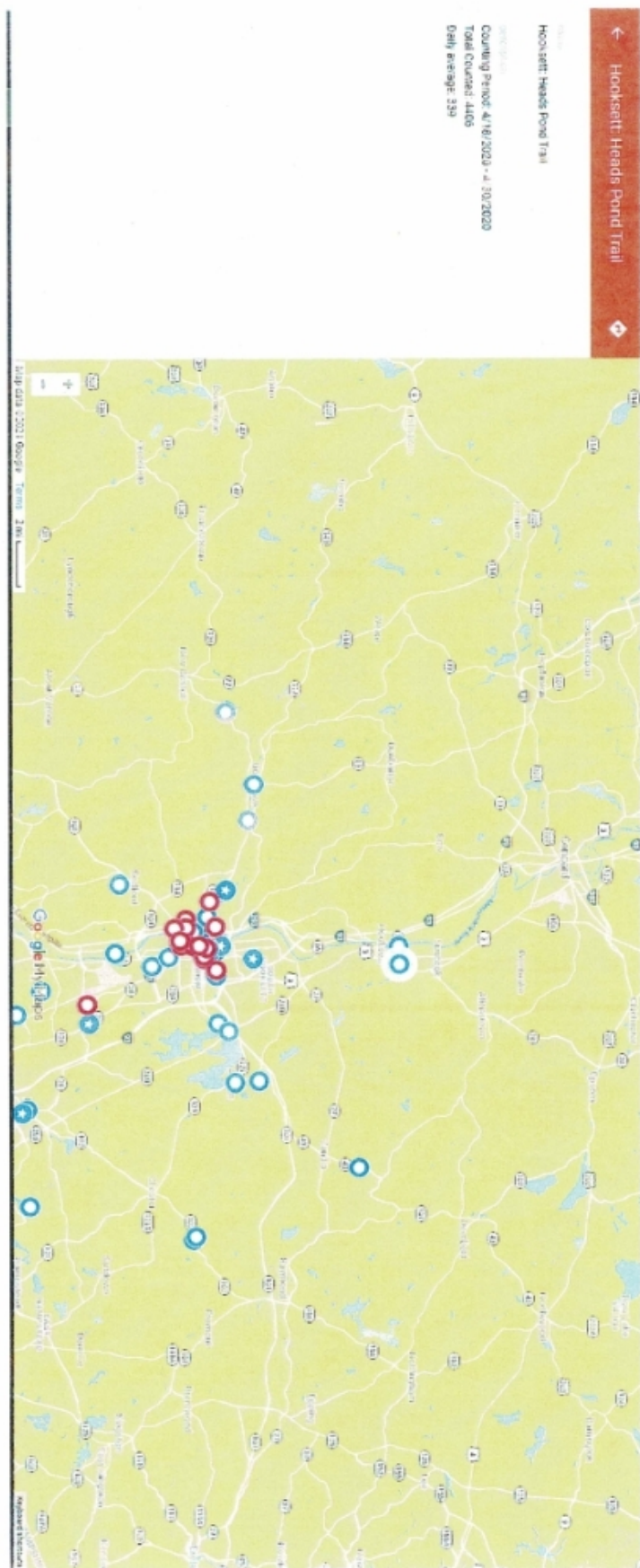


Average number of pedestrians per hour on weekdays only

Average Hourly Weekend Profile*



Average number of pedestrians per hour on weekend days only



Town Council
STAFF REPORT



To: Town Council
Title: Non-Union Wage Study - Implementation Plan
Meeting: Town Council - 27 Oct 2021
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

Attached is the implementation plan for the non-union wage study.

SUGGESTED MOTION:

See PPT. presentation

TOWN ADMINISTRATOR'S RECOMMENDATION:

See PPT Presentation

ATTACHMENTS:

[Non-Union Wage Study](#)

NON-UNION WAGE STUDY IMPLEMENTATION PLAN

Town of Hooksett, NH

October 27, 2021

Overview

- June 23rd Carol Granfield presented an overview of the Municipal Resources Inc. (MRI) Non-Union Wage and Classification Study.

Recommendation:

- Adopt proposed Classification Pay Plan with 20 grades and 40% range between Minimum and Maximum

Findings:

- There were 11 employees that fell below the minimum pay range.
 - Placement of other employees in pay range to address internal equity and compression issues.
 - There are two employees that MRI recommends reclassifying from Administrative Assistants to Executive Assistants based on job duties, responsibilities and internal rating of the positions.
- October 13th Council adopted the new *Classification Pay Plan*, effective November 1, 2021, which will bring all non-union employees to at least the minimum pay range. Following the adoption, the Town Administrator will reclassify the two Administrative Assistants to Executive Assistants as recommended by MRI.

Internal Equity Methodology

To address the internal equity issue, Option 1 on Page 13 of the MRI Study states: “Employees with 20 years or more with the Town are placed at the top end of the range in their new grade; 10 years or more with the Town, placed at the mid-end of the range and 5 years with the Town placed at the low end of the range.”

Process: We looked at providing a percentage to the minimum range for each year the employee has been in the current position. Since the range between the Minimum and Maximum is 40%, to get to the Maximum Range after 20 years, the employee would need a 2% increase each year (2% x 20years = 40%)

Example: Jane Doe has been the Project Coordinator with the Town for 10 years.

The Project Coordinator is a Grade 10.

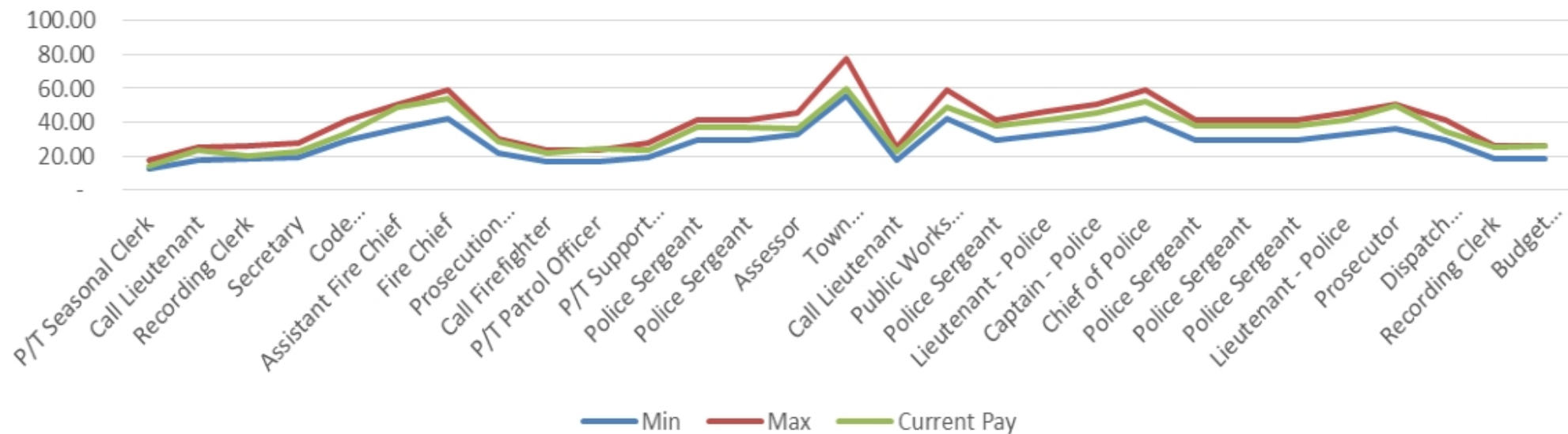
	Minimum	Mid-Range	Maximum
Grade 10	\$ 56,160	\$ 67,392	\$ 78,624

If Jane received \$11,232 or 2% of the minimum salary for 10 years, Jane would be making \$67,392 (\$56,160 + \$11,232), which is exactly the mid-range.

Internal Equity Results

- We used this method to analyze all 45 current non-union employees and found the following:
 - 😊 29 employees are currently making more than the minimum+2% for each year in the position.
 - 😞 16 employees are making less than the minimum+2% for each year in the position.

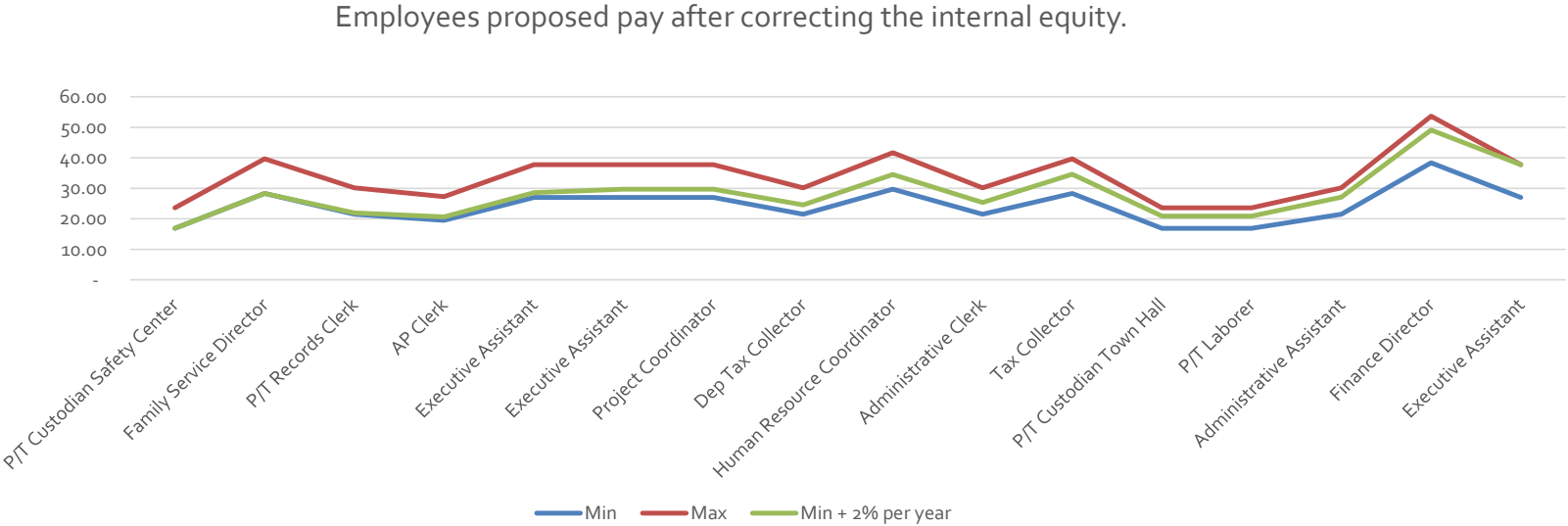
Employees currently making more than the Minimum +2% for each year in their Current Position



The position are sorted based on number of years in their current position.
Far left are newer employees, far right are long-term employees

Internal Equity Correction

- Estimated cost to correct 16 employees' internal equity for a full fiscal year is estimated to be \$93,000, including wages and benefits. Average increase is 8%, with a high of 18% and a low of 1%.



Long-term strategies

- Increase both the Minimum and Maximum Range each year for Cost of Living Adjustment (COLA).
- Use a standardized method for calculating the COLA each year. Recommend using the average five years Northeast Urban CIP (unadjusted)

Northeast Urban CIP - U	
2016	1.1
2017	1.8
2018	2.2
2019	1.6
2020	1.3
5 Year Average	1.6

- Recommend to Council each year a COLA increase **plus** a discretion increase for non-union employees. The discretion increase will allow the Town Administrator the opportunities to correct problems that may arise, such as hiring shortages or compression issues. It can also be used for merit increases.
- Establish a longevity payment process based on milestones similar to those used by unions.

Conclusion

Recommendation: Council supported warrant article for non-union employees, not including Library, totaling \$148,000. (\$93,000 for 16 employee to address internal equity and \$55,000 for COLA increases for all employees at a rate of 1.6%).

Updated information with regards to Library costs will be provided to Council ASAP.

Motion: To have the Town Administrator draft the warrant article for non-union employees, including Library employees, for a 1.6% COLA and funds to support a 2% internal equity adjustment.

Town Council

STAFF REPORT



To: Town Council
Title: Health Insurance FY2021 Surplus of Funds - Distribution of funds
Meeting: Town Council - 27 Oct 2021
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

Council voted on October 13th to accept the FY2021 surplus of funds from HealthTrust in the amount of \$193,073.89 per RSA 31:95-b, III (a).

Finance analyze 114 employees' contribution to Health and Dental premiums for the year to determine the employees prorated share. Of the 114 employees, 42 will received a prorated share of the medical surplus ranging from 0.04% to 5.85% of their contributions and 112 employees will received a dental surplus ranging from 0.2% to 2.20%. Combined refunds range from \$10.38 to \$605.13 and the average refund of \$121.40.

HOOKSETT TOWN	Employee	Town	Total
Medical	8,504.93	139,375.04	147,879.97
Dental	5,334.67	3,774.95	9,109.62
Totals	\$ 13,839.60	\$ 143,149.99	\$ 156,989.59

There are 37 NHRS retirees that paid for medical and dental insurance, they will be receiving refunds ranging from 1.73% to 11.79% of their premiums paid for the year. Refund range from \$94.70 to \$2,883.84 with the average refund of \$649.17.

RECOMMENDATION:

Total refund amount is \$193,073.89. I'm recommending we return \$24,019.18 to the retirees, \$12,065.12 to Wastewater and \$13,839.60 to Town employees and \$143,149.99 as revenue to offset the increase in health insurance for the FY 2022-23 budget.

SUGGESTED MOTION:

Motion to distribute the FY2021 surplus of funds in the amount of \$193,073.89 as follows: \$24,019.18 to retirees, \$12,065.12 to Wastewater, \$13,839.60 to Town employees, and \$143,149.99 as revenue to offset the increase in health insurance for FY 2022-23.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

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



October 8, 2021

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

Dear Mr. Garron:

On October 5, 2021, the HealthTrust Board of Directors formally approved the organization's Fiscal Year 2021 audited financial statements and declared a return of surplus to Member Groups in the amount of \$38,194,255.

This surplus will be distributed to Member Groups that participated in HealthTrust's self-insured coverage lines (medical, dental and/or short-term disability) during the 2021 Fiscal Year (July 1, 2020– June 30, 2021) in proportion to their respective contributions for such coverages. Information by coverage line regarding your Member Group's share of the Return of Surplus is enclosed. Please note, your Member Group's share of the return will be sent by check on November 17, 2021 unless you request a contribution holiday, in writing, to healthtrust-ed@healthtrustnh.org by October 28, 2021, in which case your Member Group's Return of Surplus will be applied to your December 2021 invoice, issued in late November 2021.

Your Return of Surplus is one of the benefits of Membership in HealthTrust. Each year we retain only the amount needed to pay for claims, administration and reserves. Any amounts above that are returned to Member Groups as surplus. This year's return of surplus is due in large part to the impact of COVID-19. As a result of the pandemic and the related stay-at-home orders, many covered individuals cancelled or deferred non-emergency medical and dental care which led to a significant and unanticipated reduction in HealthTrust's claims activity, resulting in this return of surplus to our Member Groups.

Reports are now available on the Secure Member Portal (SMP) detailing the enrollment numbers and contributions that determined your Member Group's share of the Return of Surplus. These reports can be accessed on the SMP by your Member Group's designated Benefits Administrator.

Please know that HealthTrust is here for you, our Members, during these challenging times. The Board and staff remain committed to providing you with exceptional support, responsive member service, innovative health and wellness programs, and a full range of plans to meet your Member Group's and employees' needs for high quality, cost-effective health, dental and disability coverages and programs.

Sincerely,

Cathy Ann Stacey, Chair
 HealthTrust Board of Directors

Wendy Lee Parker, Executive Director
 HealthTrust

Enclosure

Town of Hooksett

FY2021 HealthTrust Return of Surplus

Your Member Group's share of the total FY2021 Return of Surplus declared by the HealthTrust Board of Directors on October 5, 2021:

Coverage	Expected Amount
Medical	\$181,825.61
Dental	\$11,248.28
Total	\$193,073.89

Detailed breakdown by Medical Billing Group:

Medical Billing Group Name	Expected Amount
HOOKSETT NHRS	\$23,006.09
HOOKSETT SEWER	\$10,939.55
HOOKSETT TOWN	\$147,879.97
Medical Billing Group Total	\$181,825.61

Detailed breakdown by Dental Billing Group:

Dental Billing Group Name	Expected Amount
HOOKSETT NHRS	\$1,013.09
HOOKSETT SEWER	\$1,125.57
HOOKSETT TOWN	\$9,109.62
Dental Billing Group Total	\$11,248.28

Please note, your Member Group's share of the Return of Surplus will be sent by check on November 17, 2021, unless you request a contribution holiday, in writing, to healthtrust-ed@healthtrustnh.org by October 28, 2021, in which case your Member Group's Return of Surplus will be applied to your December 2021 invoice, issued in late November 2021.

Town Council **STAFF REPORT**



To: Town Council
Title: Old Home Day Committee - 2022 Special Event for Hooksett Bicentennial
Meeting: Town Council - 27 Oct 2021
Department: Administration
Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

I am writing to inform you, the Hooksett Town Council that we, Hooksett Old Home Day Committee is planning a special event for Hooksett Bicentennial.

Our planned schedule if the Town Council approves:

Friday September 16, 2022
1830-2200

An evening gathering to watch an outdoor movie. Movie run time 1900 to 2130
If approved we will reach out to a company for the equipment necessary.

Saturday September 17, 2022
0700-1800

The actual Old Home Day event will run as usually. Beginning 1000 then ending at 1600. Set up Beginning at 0700. Clean up complete by 1800.

Sunday September 17, 2022
0900 to 1630

We'd like to bring back the antique car show. With some vendors
Set up 0900-1100
Event 1100-1500
Clean up 1500-1630

We'd like to submit a letter to the neighbors surrounding Hooksett Town Hall notifying them of this plan.

We'd like to attend a Town Council meeting but the time does not work for us.

Please advise if additional information is needed?

FINANCIAL IMPACT:

TBD

POLICY IMPLICATIONS:

TBD

RECOMMENDATION:

Review 3-day 2022 event request and potential impacts to area residents (i.e. traffic, noise, lighting, etc.) and expected Town staffing needs for availability & budget.

SUGGESTED MOTION:

Motion to approve 2022 Old Home Day special event for Hooksett bicentennial as presented.

TOWN ADMINISTRATOR'S RECOMMENDATION:

The concept of spreading the Old Home Day event over three days instead of two was discussed two years ago by the Old Home Committee.. Nothing was decided, but concerns about additional Police, Fire and DPW assistance was a concern and the financial impact of the additional day as well.

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, October 13, 2021**

The Hooksett Town Council met on Wednesday, October 13, 2021, at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 13 Oct 2021 to order at (6:00) pm.

PROOF OF POSTING

Administrative Services Coordinator Donna Fitzpatrick provided proof of posting.

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor John Durand (left at 9:09), Councilor Randall Lapierre, Councilor Roger Duhaime, Councilor David Boutin, Councilor Timothy Tsantoulis, Councilor Clark Karolian, and Councilor Alex Walczyk

Absent: Councilor Clifford Jones

PLEDGE OF ALLEGIANCE

AGENDA OVERVIEW

PUBLIC HEARINGS

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)

J. Sullivan opened the Public Hearing at 6:02 pm reading the following statement: 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.

D. Fitzpatrick- We are here tonight as we do every year for our annual Health Insurance renewal rates, and as we do sometimes accept the return of surplus of funds from our broker for our health and medical and dental from HealthTrust. We have Stephanie Perrin; she is our benefits advisor from HealthTrust. We had expected surplus of funds. The actual return of surplus funds will be \$193,073.89. that's for fiscal year 2021.

S. Perrin- explained that every year we must close out our fiscal year and if we have an amount of funds that exceeds the amount that we need to keep in our capital adequacy funds, that is when it is returned to our members. This year what we saw we had about double going back to our member groups than last year. We have a decrease as a whole in medical and dental claims, and gains on our investments. 38.2 million going back to our member groups.

D. Fitzpatrick- on page 8 of your packet it describes what the council did last year as far as acceptance and distribution of those funds. We are prepared this evening to accept these funds once the public hearing closes. The distribution part of the funds should you choose to do this \$193,073.89 and we will be going over the rate renewal, comes out to about \$207,000. One of the things you can do did not do last year is say that we want that whole amount applied to the rate increase. The rate increase did go down from last year from 8.3% to 7.2%, but it is still an increase, and we still have to absorb it somehow. Or you could do like last year for the distribution part, which is for our 25 retirees, who are offered the same type of plans that we offer, but the Town does not provide any contribution as we do

54 for active employees, retirees pay 100% of the premium. What we did last year we return their
55 contribution that they paid. We also gave the % back to any active employees should they have
56 provided any % of a contribution.

57

58 J. Sullivan – the Hearing is just to accept the funds and how we allocate or disburse those funds will be
59 under later discussion under 9.2.

60

61 D. Fitzpatrick- and we can do that portion this evening as well or we can push that off till October 27th.
62 We just received these final actual numbers so as far as the town portion of the contribution, finance is
63 still working on the numbers so we don't have a final number for you should you choose to distribute
64 like you did last year.

65

66 C. Karolian- You said that finance won't have the final number until when?

67

68 D. Fitzpatrick- We will have it by the October 27th meeting should you choose to distribute as you did
69 last year, or you can choose to take the full 193, 073.89 tonight and just say that you want it all applied
70 for the increase and not distribute to those that may have paid contributions and you may not need a
71 break down and you could do that tonight and distribute that way.

72

73 C. Karolian- I would think that we would want to wait until the 27th meeting so we know what numbers
74 what are without guessing or having the number change at a late date since finance is still working on
75 that.

76

77 J. Sullivan- based on that we can just accept the \$193,073.89 at the PH and then schedule the
78 distribution on the 27th if that is the will.

79

80 T. Tsantoulis- I agree with accepting the funds this evening because that is a determined amount, I
81 don't have a problem with taking that amount and applying it to the increase that we are going to be
82 looking at, if we do that, that can be taken care of tonight.

83

84 J. Sullivan- Lets close the hearing and accept the funds and then when we get to 9.2 we will see if
85 someone wants to make a motion to do that.

86

87 R. Duhaime- are these funds coming from savings?

88

89 S. Perrin- this is the amount of the return of surplus that we have for the whole HealthTrust population.
90 If we received more funds that were needed, or any investments anything that went above that capital
91 adequacy reserve amount that is what goes back to the groups, everyone is receiving it.

92

93 D. Fitzpatrick- the actual total is 38.2 million and the \$193,073.89 is our piece.

94

95 C. Karolian- if the Town Council choose, we could take that money and use it to pay the future rates for
96 the town of Hooksett and the taxpayer's contribution to offset the total amount that the town of Hooksett
97 would be paying.

98

99 D. Ross 56 Sherwood Drive- how is this money going to be utilized? We have already paid out the
100 money for the insurance and this is a rebate, and this money would go into next year's budget I would
101 presume, so now is that going to create any budget questions, can we plan on this money being here
102 next year. I think it is something to think about. How are you going to allocate this money?

103

104 C. Tewksbury- I would highly recommend that you return the portion that is related to wastewater back
105 to wastewater, which is about \$12,000, and return back to the retirees what is due back to them, which
106 is about \$24,000, and then what's left is about \$56,00 of that is a prorated share is what the employees
107 paid and what the town paid. Just looking at it roughly I see that we would have \$135,000 that came

108 from the town, and I recommend that you apply it to next fiscal year which is 2022-2023 in the form of
109 revenue to offset the increase which is about 7%, and that is what we did last year.

110
111 R. Lapierre- you said \$24,000 is the portion to the retirees, what % does that represent of the
112 premiums.

113
114 C. Tewksbury- if they paid \$10,000 for a plan how much of the 24 will they actually get, well it depends
115 on the plan, how many retirees, etc. The town did not contribute to their plan, so we won't keep any of
116 that portion.

117
118 D. Boutin- Christine, you are recommending that we accept the 193, and at the October 27th meeting
119 are you going to provide a memo on how that should be distributed. Do you have an idea that you can
120 share?

121
122 C. Tewksbury- waste water should receive \$12,065.12, retirees \$24,019.18 and the last portion based
123 on last year \$135,000 will come back to the town and the remaining portion will go back to the
124 employee.

125
126 D. Boutin- that \$135,000 that will be going to the town will be used to offset the 2022- 2023 healthcare
127 costs. After that what will our cost be?

128
129 C. Tewksbury- we roughly pay 2 million dollars for health insurance.

130
131 C. Karolian- the money that you are rebating to the town, that is the portion that the town paid into
132 HealthTrust not the employees or retirees?

133
134 S. Perrin- HealthTrust does not look at the % that a retiree or employee is paying, we only look at the
135 total contribution that the is being charged to the group and give it back that way. Then you look at the
136 % and give it back that way.

137
138 C. Karolian- so the entire overage that HealthTrust has is made by towns and participating members
139 within that town so if there is a rebate not only does it go to the town but to contributing members as
140 well.

141
142 S. Perrin- we do not dictate what you do with the surplus. Each member group does it differently.

143
144 C. Karolian- is there way for the town to break down the %.

145
146 D. Fitzpatrick- yes, we do have a report on how to split up those % based on contributions.

147
148 C. Tewksbury- we look at what did the town contribute, what did the employee contribute. If they did not
149 contribute any, they do not get any return.

150
151 ***J. Sullivan motioned to close the Public Hearing at 6:33 pm; seconded by C. Karolian.***

152
153 ***R. Lapierre motioned to waive Town Council Rules of Procedure and accept the HealthTrust***
154 ***FY2021 surplus of funds the same night as the public hearing seconded by T. Tsantoulis.***

155
156 **Roll Call Vote #2**

157 ***R. Duhaime Aye***

158 ***J Durand Aye***

159 ***C. Jones NP***

160 ***R. Lapierre Aye***

161 **A. Walczyk Aye**
 162 **D. Boutin Aye**
 163 **C. Karolian Aye**
 164 **T. Tsantoulis Aye**
 165 **J. Sullivan Aye**

166
 167 **Vote in favor 8-0**

168
 169 **D. Boutin motioned to accept the FY2021 surplus of funds from HealthTrust in the amount of**
 170 **\$193,073.89 for the Town of Hooksett per RSA 31:95-b, III (a), seconded by A. Walczyk.**

171
 172 **Roll Call Vote #3**

173 **D. Boutin Aye**
 174 **C. Jones NP**
 175 **A. Walczyk Aye**
 176 **J. Durand Aye**
 177 **R. Duhaime Aye**
 178 **T. Tsantoulis Aye**
 179 **R. Lapierre Aye**
 180 **C. Karolian Aye**
 181 **J. Sullivan Aye**

182
 183 **Vote in favor 8-0**

184
 185 J. Sullivan- we will hold off on the decision of distribution until October 27th meeting.

186
 187 **Stephanie Perrin, HealthTrust Benefits Advisor - Town of Hooksett, NH CY2022 Health Insurance**
 188 **Renewal Rates.**

189
 190 D. Fitzpatrick- The same 3 plan options that we have for medical and dental, the medical went down, it
 191 still went up for the calendar year but down from last year. Last year was an 8.3% increase, this year
 192 will a 7.2% increase. The expected dental went down even further to a negative 1.5%. the total
 193 increase overall is \$207,164. That would be for FY 2022-2023 increase for the budget. On page 18 of
 194 your packet is the motion that the council made last year, we are recommending that you keep the
 195 same plans.

196
 197 **D. Boutin motioned to continue the current health and dental plan options and contributions for**
 198 **CY2022 active non-union employees and retirees under 65 years and 65 years of age and older**
 199 **as presented; seconded by T. Tsantoulis.**

200
 201 **Roll Call Vote #4**

202 **A. Walczyk Nay**
 203 **R. Lapierre Aye**
 204 **C. Jones NP**
 205 **R. Duhaime Aye**
 206 **J. Durand Aye**
 207 **C. Karolian Aye**
 208 **T. Tsantoulis Aye**
 209 **D. Boutin Aye**
 210 **J. Sullivan Aye**

211
 212 **Vote in favor 7-1**

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SPECIAL RECOGNITION

Hooksett Municipal Employees

A. Garron– We currently do not have any new hires. I am sad to announce but happy for him, our Project Coordinator Nick Germain will be leaving us to go on to become the Town Administrator for the Town of Wilton.

D. Boutin- I have to say it has been a pleasure working with Mr. Germain.

D. Boutin motioned that the Council Chair work with the Town Administrator drafting a letter thanking Nick on his work and congratulating him on his new position, seconded by T. Tsantoulis.

All in favor.

A. Garron – Nick oversaw the setup in the gym and then the switch back during covid. He made the transition for me easier; it will be a tremendous loss.

C. Karolian- I always received help timely, sad to see him go, and happy to see him move on up.

PUBLIC INPUT - 15 MINUTES

D. Ross 56 Sherwood Drive- I would hope that all discussion that the town makes happens in public and not behind scenes. The public has the right to know. There are some things that the TA can do and things that the Board can do. You probably heard about the ZBA meeting last night and the changes and things being labeled as a variance. The master plan did not just appear it has been a long time in the making. If we want to have a zoning change it starts with hearings. We need to do changes the right way. It starts with the Planning Board then to the ZBA. If this apartment building gets approved without going to the ballot there will be a lot of mad people.

J. Sullivan- This council does not have the authority as the charter is written today those decisions lay solely on the ZBA. Our comments on that should not be considered it is a ZBA issue.

Mr. Ross- You have a subcommittee presuming zoning authority.

J. Sullivan- The subcommittee is gathering the information. We do have a committee working on that and have not received any updates on that.

Mr. Ross- Zoning begins at planning that is their jobs, not yours. You already have the authority to put it on the warrant. I would hope that you would keep you fingers out of where they don't belong.

C. Karolian- Point of clarification what property are we talking about, has the PB or ZB made changes to those buildings.

Mr. Ross- The Cigna building and the one across the street.

R. Lapierre - If this is something we should be discussing we should ask the TA to put it on the agenda as new business for future discussion.

D. Boutin- This is an active application before the ZBA, and we shouldn't be talking about it.

270 R. Duhaime- At the end I will discuss during the subcommittee reports.
271

272 **SCHEDULED APPOINTMENTS**
273

274 **Carol Granfield, Municipal Resources Inc. (MRI) - Hooksett Updated Classification Pay Plan to**
275 **include MRI Wage Study Recommendations (tabled at 09/22/2021 Council Meeting)**
276

277 ***R. Lapierre motioned to remove the above item for discussion from the table; seconded by D.***
278 ***Boutin.***
279

280 ***All in favor***
281

282 A. Garron- If the Board recalls at our last meeting, we broached the discussion of the new pay scale
283 that was prepared by MRI as a result of the wage study that was conducted over the spring early
284 summer. One of the questions that came up was why we have some slots that do not have any
285 employees or positions identified. It was then tabled for discussion, and we arranged for Carol to come
286 in and explain why we have open slots in the scale.
287

288 C. Granfield- The new pay scale is a 20-step grade pay scale; the old scale has 26 grades. The reason
289 why pay scales do have no positions or vacant grade levels is in the development of a pay scale there
290 has to be varying % between each grade levels. This pay scale was developed looking both at the
291 market as well as the ranking of the positions for internal equity. The no positions are a place for some
292 positions down the road, you might have a new position that after being evaluated may fall within that
293 vacant position. Your old pay scale actually had more grade levels that had no positions. Some of the
294 positions were modified and went to unionized positions and that itself made the scale go down to 20
295 levels. It is the way pay scales are developed having the varying degree in between.
296

297 C. Karolian- so what you are saying is that in the future we are proposing 6 empty positions that are
298 filtered into the 20. And you are saying that for future positions that come up you want to plug them in.
299

300 C. Granfield- you can do that. That was just one indication of what you can do with the plan. It is all in
301 how it is developed. It is based on the market and the rating. I just indicated in some positions if the
302 position does not fit based on internal and external parts, you can plug it into another open spot.
303

304 C. Karolian- Position 19 no position assigned. Is under the TA, so why not put an Assistant TA under
305 the TA into the grade 19.
306

307 C. Granfield- it could if it was evaluated and warranted to be that way based on looking internal equity.
308 The TA was valued at a grade 20 and that's why there is a vacant grade level below it because there
309 were no others measured at that level.
310

311 A. Garron- To further Carol's response, along with the study came a packet of a rating scale, that we
312 are going to use from this point on to evaluate where the position that we are considering will fall within.
313

314 C. Karolian- What I did notice on the old grades of 6, the max went to \$139,364 and the new proposed
315 wages are all bumped up and do not mirror the old and goes up to \$162,178 automatically.
316

317 C. Granfield- There was a chart that had the market summary data. The minimum rate of the positions
318 was exceptionally low. What the town has done in evaluating it, you have expanded it with adding the
319 COLAS, but you never adjusted the bottom, that is why we got rid of the bottom. The lower level was
320 extremely lower, because you adjusted at the high end and not the lower.
321

322 D. Boutin- These numbers that you came up with how they compare to other communities in size.
323

324 C. Granfield- one of the charts you have is the market report and shows all the communities that were
325 surveyed and where you fit in there. With recruitment issues the average is a good place to be. Some
326 have gone to the higher side. When we developed, we felt the average was the best way to measure
327 the community.

328
329 D. Boutin- With this pay grade reclass that you suggested, how does that place us in the labor market?

330
331 C. Granfield- I think it puts you in a favorable market and still have room to grow. Puts you in a good
332 location as far as room to grow.

333
334 C. Karolian- The other towns by comparison were the based-on population?

335
336 C. Granfield- Do we look at size, recruitment, area, population, where they get the labor markets from,
337 community. It was

338
339 C. Karolian- so it wasn't based on the tax rate or the number of employees or the operating budget. It
340 was solely based on the market.

341
342 R. Duhaime- Is there any kind of studies where I can see what other towns are having for positions are
343 harder to replace. Where is the hardest to retain and replace?

344
345 C. Granfield- The public safety, lower level, and many at medium level have decided not to return to
346 work, but majority in public safety.

347
348 ***T. Tsantoulis motioned to approve the non-union 20-grade classification Pay Plan as presented***
349 ***effective November 1, 2021; seconded by D. Boutin.***

350
351 **Roll Call Vote #5**

352 ***T. Tsantoulis Aye***

353 ***C. Jones NP***

354 ***R. Duhaime Nay***

355 ***A. Walczyk Aye***

356 ***R. Lapierre Aye***

357 ***C. Karolian Nay***

358 ***J. Durand Nay***

359 ***D. Boutin Aye***

360 ***J. Sullivan Aye***

361
362 ***All in favor 5-3***

363
364 A. Garron – Upon approval of this new pay scale it does bring 7 employees up to the minimum. That
365 amount is 13,861.94 which we have in this year's budget. There are also 3 positions that also will
366 change their status from hourly to an exempt and will go from administrative assistant to an executive
367 assistance in accordance with his pay plan and that will also be a change with this pay scale. Our next
368 step regarding this

369
370 R. Lapierre- what I heard was that a current administrative assistant will be promoted to executive
371 assistance?

372
373 A. Garron- 2 will be promoted, and their titles are warranted on due to their duties and the wage scale.

374
375 R. Lapierre- and that is a decision that you as a town administrator are making?

376

377 A. Garron- correct based on the wage study.

378

379 R. Lapierre- Are their adjustments accounted for in the budgets that we approved?

380

381 A. Garron- yes, the proposed budgets that you just approved.

382

383 A. Garron- On October 22, 2021, will be the 2nd part of the implementation of the pay equity part of the
384 strategy. This today was to bring everyone up to the minimum, then we will address the pay equity.

385

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Barry Cogan, Kiwanis Club of Hooksett - Winter Carnival 2022

Barry Cogan- Good evening, I'm Barry Cogan and I'm requesting permission from you this evening to hold a one-day winter carnival event for the Hooksett Community at the Hooksett Town Offices gym and the adjacent parking lot and field on Saturday, January 29, 2022, from 10:00 am to 4:00 pm. I ran the Hooksett Winter Carnival in 2019 and 2020 and those events went smoothly and were well attended. We're planning outdoor activities such as snowshoeing, sledding, outdoor games for kids, corn-hole games for all, a winter mountain bike demonstration, professional ice sculptures, and a kids car seat safety check in conjunction with the Hooksett Police Department. Indoors, we'll have food and other vendors in the gym, along with a DJ, kids from Unbound Dance Academy performing dance demonstrations, and kids from Tokyo Joe's giving karate demonstrations on the stage. This will be a volunteer effort of the Hooksett Kiwanis and the Hooksett Chamber of Commerce, and we plan to invite the Boy Scouts, Girl Scouts, and Lions Club to participate, if we receive the go-ahead for this event.

D. Boutin motioned to grant permission to the Hooksett Kiwanis club to hold a 1-day Winter Carnival event for the Hooksett Community at the Hooksett Town Offices gym and the adjacent parking lot and field on Saturday January 29, 2022, from 10am to 4pm; seconded by R. Duhaime.

All in favor

CONSENT AGENDA

D. Boutin motioned to approve the consent agenda; seconded by T. Tsantoulis.

J. Durand and C. Karolian opposed rest of present Council in favor.

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.

C. Karolian- I do not see a date for when this was received there is no date on the note from Amazon or staff report. When was it donated? Are these counts for boxes or cases?

Fire Captain Joseph Stalker- the disinfectant wipes are tubs. 20 boxes of gloves. They are in the maintenance bay until acceptance.

Hip Peas Development, #191 West River Road, Release of \$46,684.54 Site Irrevocable Letter of Credit.

Amazon Property – 400 Quality Drive - Bond Release of Site Bond of \$362,512.50 and Landscape Bond of \$61,000

C. Karolian motioned to table the discussion until we get the dates on when these were received; seconded by J. Durand.

Roll Call Vote #6

J. Durand Aye

R. Lapierre Nay

C. Karolian Aye

442 **D. Boutin** *Nay*
 443 **C. Jones** *NP*
 444 **T. Tsantoulis** *Nay*
 445 **A. Walczyk** *Nay*
 446 **R. Duhaime** *Aye*
 447 **J. Sullivan** *Nay*

448
 449 **Motion failed 3-5**

450
 451
 452

453 **TOWN ADMINISTRATOR'S REPORT**

454

455 A. Garron- We have dropped down to 55 new covid cases over the last 2 weeks, and 1,539 total from
 456 the beginning of March of last year. Statewide we have 55% fully vaccinated and 59% at 1 dose. We
 457 are not growing to fully vaccinated in the state of NH.

458

459 Appletree- They are a group working with DES with the water issues over in the Londonderry Turnpike
 460 area. We met with them yesterday and shared that we are moving forward with a feasibility study in the
 461 area and a survey that would lead to a bigger study. The have also agreed to look at the survey. When
 462 we were working with DES, we were prepared to have a water fair Q&A session then covid hit. We still
 463 want to have that go on. We are also exploring having vendors there to ask about their remedies. We
 464 also talked about potential funding. DES has available funds, and it may open opportunities for us to
 465 find funds. If you were looking at the amount of money, we are looking to spend on the 19 homes we
 466 are looking at \$20,000 per household, we will need help on this.

467

468 Expanded Newsletter- We are looking to expand that to 2 more new newsletters. Quarterly, and trying
 469 to improve communications.

470

471 ZBA- I think we should hold off till subcommittee reports.

472

473 D. Boutin- I think it is wrong for the TC to talk about an application that is in front of the ZBA. We should
 474 not be interrupting in any way.

475

476 Departments- I was informed by the Police Chief that 5 officers received the Community Policing
 477 Awards from Mc Donald's restaurants. Officer Brandon Carleton, Officer Kevin Laliberte, Officer Eric
 478 Foley, Officer Jordan Estevez, Officer Schleiden Menelde.

479

480 ***D. Boutin motioned the Town Council to put a congratulatory letter to the individuals who***
 481 ***received the awards to be placed in their personal files, seconded by T. Tsantoulis.***

482

483 ***All in favor.***

484

485 C. Karolian- Does this get in the way of charter?

486

487 J. Sullivan- We can send letters, where they go, the TA will see to where that goes.

488

489 R. Lapierre- Our charter does have a non-interference; we could vote to overrule them. R. Lapierre
 490 read the section in the charter pertaining to this.

491

492 Projects- Water Feasibility Study, I will continue to keep you abreast, we will be meeting with the
 493 consultant tomorrow.

494

495 R. Duhaime- so have we gotten any follow up on those that want to hook up to water.

496

497 A. Garron- we had a meeting with Appletree. We have the survey completed. We wanted to have their
498 input and see if it was a valid survey to get the input that we are looking for.
499

500 Solar- we had met with a solar company that gave us some really good input on how we can proceed. I
501 have spoken with other Town Administrators and their projects and what they have done. We are
502 meeting with 1 more vendor to get their perspective and put together an RFP.
503

504 D. Boutin- can you elaborate about leasing. Is that leasing the entire site to an individual who will build
505 a solar farm and the town will garnish a lease payment.
506

507 A. Garron- yes, it is a lease agreement. They can derive the energy from the sites.
508

509 T. Tsantoulis- as an FYI the City of Manchester is doing just what the TA is proposing. I suggest that
510 we consult with Manchester and glean some information from their projects.
511

512 Non-public on Trimbur v. Hooksett and road paving.
513

514 J. Durand- on the pay chart I don't see the town engineer under here.
515

516 A. Garron- that is because they are under the union, this is a non-union scale.
517

518 R. Duhaime- have we received the bucket on the loader?
519

520 E. Labonte- the loader has been delivered.
521

522 C. Karolian- did you say UNH is conducting a pole on this?
523

524 A. Garron- no, part of Appletree's expertise is that they have access into UNH services.
525

526 **NOMINATIONS AND APPOINTMENTS**

527

528
529 ***J. Sullivan motioned to nominate Antonio Lacasse as an Alternate to the Zoning Board of***
530 ***Adjustment; seconded by D. Boutin.***
531

532 ***J. Sullivan motioned to nominate Jordan Davis to the Town Hall Preservation Committee, the***
533 ***Economic Development Advisory Committee and to the Heritage Commission; seconded by D.***
534 ***Boutin.***
535

536 ***C. Karolian motioned to suspend because the ZBA is having quorum challenges, the Town***
537 ***Council's Rules of Procedure and appoint Mr. Lacasse as an Alternate to the Zoning Board of***
538 ***Adjustment to a Term Expiring 6/30/2024; seconded by D. Boutin.***
539

540 ***All in favor***
541

542

543 A. Lacasse- (via zoom) I originally applied for the alternate position for the Planning Board, then the Town
544 Council recommended me to be a fill in for the alt. position for the ZBA. I figured that the ZBA would give
545 me great experience with issues going on in town. I am looking forward to learning a lot and providing
546 insight.
547

548 C. Karolian- thank you for stepping up to the plate.
549

550 **OLD BUSINESS**

551

552 **FY 2022-23 Budget and Warrant Articles**
553
554

555 A. Garron- we are trying to get a jump on the warrant articles. We usually do this in November. We
556 want to take a look at a few now, and then take then as they come along.

557

558 C. Tewksbury- the articles that are listed tonight are primarily coming form DPW. Then the next meeting
559 will be police. A lot of the warrants you see year after year. What I would like is after we talk about each
560 article it would be great if we can recommend that the article be out on the ballot and then designate a
561 council to speak to the article at Town Meeting. In January we will tighten up that list and make sure
562 everyone knows what they are speaking to.

563

564 C. Tewksbury- you are asking the voters to spend 3 million over 6 years being \$600,000 each year.
565 This same type of article was asked back in 2017.

566

567 ***T. Tsantoulis motioned to recommend the Preservation and Improvements of Town Roads***
568 ***article in the amount of \$ 3,000,000.00 to be placed on the 2022 Hooksett Ballot; seconded by D.***
569 ***Boutin.***

570

571 E. Labonte- that figure was based on the road survey that was conducted 2 years ago. That survey said
572 to maintain the roads at our existing level we needed to put \$900,000 a year into the roads and the
573 Town Council agreed with that and recommended moving forward with that.

574

575 C. Karolian- why not do this annually, instead of a 5-year projected.

576

577 C. Tewksbury- the statue only allows for 5 years the reason why this warrant works well is that you are
578 assured this money. You are more assured for planning purposes.

579

580 C. Karolian- this will guarantee that the money is set aside and cannot be changed.

581

582 A. Garron - I would add that financially we want to stabilize our commitment to the road projects and
583 keep the roads at a decent condition. But to keep them that way we need to put some funds into them.

584

585 R. Duhaime- we can appropriate this money, but we will still have a 2nd say on if this is spent.

586

587 C. Karolian- am I to understand if the warrant article to pass the TC does not have to spend the money.

588

589 C. Tewksbury- that is the truth with any article. You can spend it how you want.

590

591 E. Labonte- this year we reground, and then repaved. Some consider that reconstruction.

592

593 J. Sullivan- is it non lapsing?

594

595 C. Tewksbury- it is non lapsing and will go back to fund balance.

596

597 T. Tsantoulis- when we hired that firm a couple of years ago to evaluate the roads. They were going to
598 recommend what those roads needed.

599

600 E. Labonte- they identified roads that needed to be repaired based on the road criteria the road has,
601 how you maintain the road based on those criteria comes out of that program.

602

603 T. Tsantoulis- it would be a good idea if the voters were made aware of this plan and what we are
604 intending to do.

605

606 D. Boutin- in these roads projects what often leads to a road pavement problem is drainage. Do you
607 use these funds go towards that?

608
 609 E. Labonte- it has not
 610
 611 C. Tewksbury- the warrant does include drainage.
 612
 613 R. Lapierre- do you have to set up a special fund within the article in order to restrict what the funds are
 614 used for.
 615
 616 D. Boutin- what do we need to do to amend the article.
 617
 618 C. Tewksbury- would say that the board would need to vote on that, and I would have to reach out to
 619 DRA on how this can be written.
 620
 621 R. Duhaime- do you have a plan on what roads are getting done.
 622
 623 E. Labonte- the roads that will be repaired has been submitted to the CIP, at a cost of \$900,000.
 624
 625 R. Lapierre- this year instead of requesting the \$900,000 for road repair we requested the \$600,000 on
 626 the warrant. How does this get reflected next year?
 627
 628 C. Tewksbury- in the 1st year you will see it as a separate warrant article, but the following four years it
 629 ends up in the operating budget and it also increases the default budget by that same amount.
 630
 631 R. Lapierre- so a council 3 years will not know where that amount came from.
 632
 633 C. Karolian- it is clear that this council is confused, I motion that we request a town attorney that drafts
 634 a legal warrant article that covers all the bases. No 2nd on the floor.
 635

636 **Roll Call Vote #7**

637 **C. Jones NP**
 638 **C. Karolian Nay**
 639 **R. Lapierre Aye**
 640 **R. Duhaime Aye**
 641 **A. Walczyk Aye**
 642 **J. Durand Aye**
 643 **T. Tsantoulis Aye**
 644 **D. Boutin Aye**
 645 **J. Sullivan Aye**
 646

647 ***Majority All in favor 7-1***

648 ***J. Sullivan and A. Walczyk will speak to the motion at Town Meeting.***
 649

650 ***J. Sullivan motioned to recommend the purchase of an Auto Collection Truck in the amount of***
 651 ***\$300,000.00 to be placed on the 2022 Hooksett Ballot; seconded by D. Boutin.***
 652

653 **Roll Call Vote #8**

654 **R. Lapierre Aye**
 655 **R. Duhaime Aye**
 656 **T. Tsantoulis Aye**
 657 **A. Walczyk Aye**
 658 **J. Durand Aye**
 659 **C. Jones NP**
 660 **D. Boutin Aye**

661 C. Karolian Aye

662 J. Sullivan Aye

663

664 *Vote All in favor 8-0*

665 *T. Tsantoulis and D. Boutin will speak to the motion at Town Meeting.*

666

667 *D. Boutin motioned to recommend to raise and appropriate in the amount of \$ 200,000.00 to be*
 668 *added to the Town Building Maintenance Capital Reserve Fund on the 2022 Hooksett Ballot; T.*
 669 *Tsantoulis.*

670

671 *Roll Call Vote #9*

672 *J. Durand Aye*

673 *D. Boutin Aye*

674 *C. Jones Np*

675 *R. Duhaime Aye*

676 *C. Karolian Nay*

677 *A. Walczyk Aye*

678 *T. Tsantoulis Aye*

679 *R. Lapierre Nay*

680 *J. Sullivan Aye*

681

682 *Vote in favor 6-2*

683 *T. Tsantoulis and R. Duhaime will speak to the motion at Town Meeting.*

684

685 *D. Boutin motioned to raise and appropriate the sum of \$200,000 to be added to the Public*
 686 *Works Vehicles Capital Reserve Fund previously established; seconded by T. Tsantoulis.*

687

688 *Roll Call Vote #10*

689 *C. Karolian Nay*

690 *T. Tsantoulis Aye*

691 *R. Lapierre Aye*

692 *C. Jones NP*

693 *D. Boutin Aye*

694 *J. Durand Aye*

695 *A. Walczyk Aye*

696 *R. Duhaime Aye*

697 *J. Sullivan Aye*

698

699 *Vote in favor 7-1*

700 *A. Walczyk and T. Tsantoulis will speak to the motion at Town Meeting.*

701

702 *D. Boutin motioned to see if the town will vote to raise and appropriate the sum of \$53,600.00 for*
 703 *the purpose of upgrading the Donati Park restrooms, resurface tennis courts and the track with*
 704 *\$25,000.00 to come from the Parks and Rec Facility Development Capital Reserve Fund and*
 705 *\$10,000.00 to come from the Recreation Revolving Fund and of \$18,600.00 from general*
 706 *taxation; seconded by A. Walczyk.*

707

708 *Roll Call #11*

709 *T. Tsantoulis Aye*

710 *R. Lapierre Aye*

711 *J. Durand Aye*

712 *C. Jones Aye*

713 *C. Karolian Aye*

714 **A. Walczyk Aye**
 715 **R. Duhaime Aye**
 716 **D. Boutin Aye**
 717 **J. Sullivan Aye**

718
 719 **Vote in favor 8-0**

720 **R. Lapierre and A. Walczyk will speak to the motion at Town Meeting.**

721

722 R. Lapierre- I think that there is more that can be done at Donati park. I think using the ARPA funds
 723 would be a good use, with the increased interest in baseball.

724

725 T. Tsantoulis- I noted this the other day the.

726

727 J. Sullivan- if this passes, we will have upgraded ones and a new one already approved.

728

729 **C. Karolian motioned to see if the town will vote to raise and appropriate the sum of \$50,000.00**
 730 **to be added to the Drainage Upgrades Capital Reserve Fund previously established; seconded**
 731 **by D. Boutin.**

732

733 **Roll Call Vote #12**

734 **D. Boutin Aye**

735 **A. Walczyk Aye**

736 **J. Durand Aye**

737 **C. Karolian Aye**

738 **R. Lapierre Aye**

739 **T. Tsantoulis Aye**

740 **R. Duhaime Nay**

741 **C. Jones NP**

742 **J. Sullivan Aye**

743

744 **Vote in favor 8-0**

745 **D. Boutin and J. Sullivan will speak to the motion at Town Meeting.**

746

747 **C. Karolian motioned to see if the town will vote to raise and appropriate the sum of \$30,000.00**
 748 **to be added to the Automated Collection Equipment Capital Reserve Fund previously**
 749 **established; seconded by D. Boutin.**

750

751 **Roll Call Vote #13**

752 **C. Karolian Aye**

753 **D. Boutin Aye**

754 **T. Tsantoulis Aye**

755 **R. Lapierre Aye**

756 **A. Walczyk Aye**

757 **R. Duhaime Aye**

758 **J. Durand Aye**

759 **C. Jones NP**

760 **J. Sullivan Aye**

761

762 **Vote in favor 8-0**

763 **J. Sullivan and T. Tsantoulis will speak to the motion at Town Meeting.**

764

765 *C. Karolian motioned to see if the town will vote to raise and appropriate the sum of \$25,000.00*
 766 *to be added to the Parks & Recreation Facilities Development Capital Reserve Fund previously*
 767 *established; seconded by D. Boutin.*

768

769 **Roll Call Vote #14**

770 *R. Duhaime Aye*

771 *J Durand Aye*

772 *C. Jones NP*

773 *R. Lapierre Aye*

774 *A. Walczyk Aye*

775 *D. Boutin Aye*

776 *C. Karolian Aye*

777 *T. Tsantoulis Aye*

778 *J. Sullivan Aye*

779

780 *Vote in favor 8-0*

781 *A. Walczyk and R. Lapierre will speak to the motion at Town Meeting.*

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Lilac Bridge Memorial Project Wrap-up Report

A. Garron- Our Town Engineer Bruce Thomas is here to give a briefing.

B. Thomas- we finished the memorial project. We did have the review. The whole project cost \$105,369, and we also did a landscaping plan. We got 2 free lilac trees from the state under the lilac program.

D. Boutin- I want to thank Mr. Thomas for his work.

Lambert's Park Pavilion Project Wrap-up Report

B. Thomas- we currently have 3 picnic tables and you have approved 5 more being donated. We wont fit 8 under but maybe 6 and put some on the outside. We had it wired for a light fixture in the future. The project took too long, he did give us the shrubs for free and the lighting in the inside. I am happy with how it came out.

NEW BUSINESS

Stormwater Management Program (SWMP)

T. Tsantoulis motioned to adopt the Stormwater Management Program as presented by Public Works Director Earl Labonte; seconded by D. Boutin.

Roll Call Vote #15

D. Boutin Aye

C. Jones Aye

A. Walczyk Aye

J. Durand Aye

R. Duhaime Nay

T. Tsantoulis Aye

R. Lapierre Aye

C. Karolian Aye

J. Sullivan Aye

823 **Vote in favor 8-0**

824

825 E. Labonte- this is a required program we don't have a choice.

826

827

829 **Halloween Policy 2021**

830

831 **D. Boutin motioned to adopt the proposed approach for Halloween as presented; seconded by**
832 **T. Tsantoulis.**

833

834 **Vote in favor 7-0**

835

836

839 **Town Council Rules of Procedures (Council Chair Sullivan 08/11/2021 workshop item)**

840

841 **J. Sullivan motioned that we amend the Council Rules and Procedures to include 20 and 21**
842 **pertaining to rescinding of a prior vote and reconsideration of a prior vote; seconded by D.**
843 **Boutin.**

844

845 **Roll Call Vote #16**

846 **A. Walczyk Aye**

847 **R. Lapierre Aye**

848 **C. Jones NP**

849 **R. Duhaime Aye**

850 **J. Durand NP**

851 **C. Karolian Aye**

852 **T. Tsantoulis Aye**

853 **D. Boutin Aye**

854 **J. Sullivan Aye**

855

856 **Vote in favor 7-0**

857

858 R. Lapierre- question about the language.

859

860 A. Walczyk- can any decision be rescinded?

861

862 J. Sullivan- in affect we could make a motion to rescind that.

863

864 **Town Administrator Contract Addendum - 07/01/2021 Wage Adjustment**

865

866 **D. Boutin motioned to approve the Town Administrator contract addendum for wage adjustment**
867 **as presented for effective date July 1, 2021, seconded by T. Tsantoulis.**

868

869 **Vote in favor 6-1 R. Duhaime opposed.**

870

871

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874

875 **T. Tsantoulis motioned to approve the public minutes of the September 15, 2021; seconded by**
876 **D. Boutin.**

877

879 **T. Tsantoulis motioned to approve the public minutes of the September 22, 2021; seconded by**
880 **D. Boutin.**

881

882

883

SUB-COMMITTEE REPORTS

R. Lapierre- union negotiations are going well. We have a clear idea of what we want to achieve. The teamsters union had to cancel but the town still met and used that time affectively. Board of Assessors we have a few items that we need to address. Budget Committee is going almost too easy. During the budget process we have gone thru a few line items, have done a great jo explain the budget, and the increases and decreases. Having the confidence in preparedness has led to a successful meeting.

A. Walczyk- parks n Rec met and are looking maybe to put a sign up at Lamberts Park similar to the bridge and looking to the historical society for that. Conservation Commission River walk trail will have a grand opening on October 28th all are welcome to attend. we need new members. Working with the supervisors of the check list and the Town Clerk to look over the roles and responsibilities as they need updating, and some items on the town charter and to see if we need a subcommittee.

T. Tsantoulis- board of assessor we have had some large abatements come in that have been costly. We have not had any Hooksett youth achiever.

C. Karolian- recycling we looked at the definition of what the duties are. The duties that we see now

J. Sullivan- Bicentennial we will invite past councilors and current councilors to an event.

R. Duhaime- zoning. We had a long meeting and a lot of residents very concerned about what is going to go on in the Cigna building. We had a speaker come in. Residential building is hot right now. The residents don't want these apartments in town they were very against what is going on. We did not get any information from the PB. We got frustration. There is no reason that we cannot talk about this. Nobody from the town was at this meeting to give the residents some information. We are looking for more information. The land around Manchester airport is running out.

A. Garron- it was stated that again at a public meeting that myself and the town planner have not attended a meeting. If I was asked and if the town planner were asked, we would be more than happy to attend. And if I am given a role of what is needed of me. I take offense to this. I was criticized for not attending this meeting, but I was not asked to attend the meeting if I had I would have been there.

R. Lapierre- we were looking for some overall plan. His support should have been there. This is a major thing and a lot of people concerned with this. I don't think this is a ZBA issue.

D. Boutin- a master plan is a fluid document. It tends to be up at this level. The PB we have a housing subcommittee. Hooksett has a tremendous shortage of housing in town. Town needs to be proactive on this.

A. Garron- it seems like an offer was made by the client's attorney.

C. Karolian motioned to extend the meeting past 9:30 seconded by R. Lapierre.

Vote all in favor 7-0

J. Sullivan motioned to enter no-public at 9:58 pm; seconded by C. Karolian.

NON-PUBLIC SESSION NH RSA 91-A:3 II C&E

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

(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof

939 because of his or her membership in such public body, until the claim or litigation has been fully
940 adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with anybody
941 or board shall not constitute a threatened or filed litigation against any public body for the purposes of
942 this subparagraph.
943

944 **Roll Call Vote #17**

945 ***T. Tsantoulis Aye***

946 ***C. Jones NP***

947 ***R. Duhaime Aye***

948 ***A. Walczyk Aye***

949 ***R. Lapierre Aye***

950 ***C. Karolian Aye***

951 ***J. Durand NP***

952 ***D. Boutin Aye***

953 ***J. Sullivan Aye***

954

955 ***Vote in favor 7-0***

956 ***J. Sullivan motioned to exit non-public session of 10/13/21 at 10:39pm. Seconded by D. Boutin.***

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

958 **Public session 10:39pm**

959 **J. Sullivan motioned to seal the minutes of 10/13/2021; seconded by T. Tsantoulis.**

960

961 **Roll Call Vote #18**

962 ***J. Durand NP***

963 ***R. Lapierre Aye***

964 ***C. Karolian Aye***

965 ***D. Boutin Aye***

966 ***C. Jones NP***

967 ***T. Tsantoulis Aye***

968 ***A. Walczyk Aye***

969 ***R. Duhaime Aye***

970 ***J. Sullivan Aye***

971 ***Vote in favor 7-0***

972 **ADJOURNMENT**

974 ***J. Sullivan motioned to adjourn the public session of 10/13/2021 at 10:42pm. Seconded by C.***
975 ***Karolian.***

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

977

978 Respectfully submitted,

979 *Alicia Jipson*

980

981 Alicia Jipson

982 Recording Clerk

983

984

985

986

Please see subsequent meeting minutes for any amendments to these minutes