



AGENDA

Town of Hooksett Town Council

Wednesday, November 17, 2021 at 6:00 PM

A meeting of the Town Council will be held Wednesday, November 17, 2021 in the Hooksett Municipal Building commencing at **6:00 PM**.

	Page
1. CALL TO ORDER	
2. PROOF OF POSTING	
3. ROLL CALL	
4. PLEDGE OF ALLEGIANCE	
5. AGENDA OVERVIEW	
6. PUBLIC HEARINGS	
6.1. Public Hearing (per Town Council Rules of Procedure #18) - Expanded 3-day Old Home Day (2022 only) Staff Report - SR-21-168 - Pdf	5 - 6
6.2. PUBLIC HEARING PART 1 - AMEND THE TAX INCREMENT FINANCE (TIF) PLAN (see item 9.3 for details) Staff Report - SR-21-185 - Pdf	7 - 8
6.3. Public Hearing Part 2 - Tax Increment Finance District (TIF) –Funding Agreement between Town and Granite Woods Developer (see item 9.4 for details) Staff Report - SR-21-184 - Pdf	9 - 10
7. SPECIAL RECOGNITION	
7.1. Hooksett Municipal Employee - New Hire	
8. PUBLIC INPUT - 15 MINUTES	
9. SCHEDULED APPOINTMENTS	
9.1. Karen Provost, Camp Counselor, YMCA - Summer Camp - Review this past summer's camp and discuss plan for next year's program. Staff Report - SR-21-182 - Pdf	11
9.2. Kiwanis, Bob Willey & David Scarpetti - "Welcome to Hooksett" sign proposal update (last on Council Agenda 09/23/2020) Welcome to Town of Hooksett Sign Program Update 11-1-21	
9.3. AMEND THE TAX INCREMENT FINANCE (TIF) PLAN - James Vayo, Southern NH Planning Commission Staff Report - SR-21-186 - Pdf	13 - 18
9.4. Tax Increment Finance District (TIF) –Funding Agreement between Town and Granite Woods Developer - Peter Bartash, Port One, and David Mercier, Underwood Engineering	19 - 27

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

10. CONSENT AGENDA

- 10.1. Donation of checks totaling \$600.00 (\$400.00 from Kenneth & Joanne McHugh and two \$100.00 from George & Daniel Bureau) to the Town of Hooksett for the Family Services Department to benefit Hooksett children and families for the 2021 holiday season and for any additional monetary donations for this holiday season not to exceed \$10,000 per RSA 31:95-b, III (b). 29

[Staff Report - SR-21-188 - Pdf](#)

- 10.2. Donation of \$2,300 in outdoor winter clothing items to the Town of Hooksett for the Family Services Department 2021 Holiday assistance program per RSA 31:95-e, II. 31 - 33

[Staff Report - SR-21-190 - Pdf](#)

11. TOWN ADMINISTRATOR'S REPORT

12. NOMINATIONS AND APPOINTMENTS

13. BRIEF RECESS

14. OLD BUSINESS

- 14.1. FY 2022-2023 Budget and Warrant Articles
- 14.2. Juneteenth Holiday (tabled at Council 11/03/2021 Meeting)
- 14.3. Town Administrator Further Discussion with Town Council on Use of Local Fiscal Recovery Funds (ARPA) the Town Accepted on 7/7/2021 in the amount of \$1,522,397.00 (last on Council Agenda 09/22/2021)

15. NEW BUSINESS

16. APPROVAL OF MINUTES

- 16.1. Public: 10/13/2021 35 - 53
[TC MINUTES 10132021](#)
- 16.2. Public: 10/27/2021 55 - 72
[TC Minutes 10272021](#)
- 16.3. Public: 11/03/2021 73 - 89
[TC 11032021](#)
- 16.4. Non-Public: 10/13/2021
- 16.5. Non-Public: 10/27/2021 #1 5:33pm-6:13pm
- 16.6. Non-Public: 10/27/2021 #2 9:39pm-10:06pm
- 16.7. Non-Public: 11/03/2021

17. SUB-COMMITTEE REPORTS

18. PUBLIC INPUT

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

20. ADJOURNMENT

PUBLIC INPUT

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

1. Two 15-minute Public Input sessions will be allowed during each Council Meeting. Time will be divided equally among those wishing to speak, however, no person will be allowed to speak for more than 5 minutes.
2. No person may address the council more than twice on any issue in any meeting. Comments must be addressed to the Chair and must not be personal or derogatory about any other person.
3. Any questions must be directly related to the topic being discussed and must be addressed to the Chair only, who after consultation with Council and Town Administrator, will determine if the question can be answered at that time. Questions cannot be directed to an individual Councilor and must not be personal in nature. Issues raised during Public Input, which cannot be resolved or answered at that time, or which require additional discussion or research, will be noted by the Town Administrator who will be responsible for researching and responding to the comment directly during normal work hours or by bringing to the Council for discussion at a subsequent meeting. The Chair reserves the right to end questioning if the questions depart from clarification to deliberation.
4. Council members may request a comment be added to New Business at a subsequent meeting.
5. No one may speak during Public Input except the person acknowledged by the Chair. Direct questions or comments from the audience are not permitted during Public Input.

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

Town Council **STAFF REPORT**



To: Town Council
Title: Public Hearing (per Town Council Rules of Procedure #18) - Expanded 3-day Old Home Day (2022 only)
Meeting: Town Council - 17 Nov 2021
Department: Administration
Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

PUBLIC COMMENTS - Expanded 3-day Old Home Day (2022 only) per Town Council Rules of Procedure #18

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 18, 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

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 Council
STAFF REPORT



To: Town Council
Title: PUBLIC HEARING PART 1 - AMEND THE TAX INCREMENT FINANCE (TIF) PLAN
Meeting: Town Council - 17 Nov 2021
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

Open Public Hearing
Listen to public input
Close public hearing
See scheduled appointments

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

Within the TIF district, private investors will be able to be reimbursed for private borrowing for infrastructure projects.

RECOMMENDATION:

None

SUGGESTED MOTION:

None.

TOWN ADMINISTRATOR'S RECOMMENDATION:

The proposed amendments to the TIF plan also includes amending the district boundaries. Concerns by Council were made about spending TIF funds outside of the district boundaries. This proposal includes adding three lots near Cross Road into the TIF District. Also, the plan also include extending the district to include lots on the east side of the Merrimack River into the TIF District. All TIF total acreage and assessment requirements, in accordance with RSA 162K, are met.

ATTACHMENTS:

[Town of Hooksett Public Hearing Notice for Union Leader](#)

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Town of Hooksett Town Council will be holding a public hearing on Wednesday, November 17, 2021, at 6:00pm at the Town Hall, 35 Main Street, Hooksett, NH. The public hearing is to discuss amendments to the current Tax Increment Finance (TIF) district plan to include the following parcels: 17-9, 17-38, 17-39, 18-42, 18-43, 18-44, 18-45, 18-46, 18-47, 18-47-1, 18-48, 18-48-1, 18-7, 24-31, 24-32, 24-33, 24-35, 24-35-12, 24-35-2, 24-35-3, 24-35-4, 24-35-5, 24-35-6, 24-35-8, 24-35-9, 24-36, 24-36-1, 24-36-2, 24-36-3, 24-36-4, 24-36-5, 24-36-6, 24-36-7, 24-37, 25-80, 25-80-1, 25-80-2, 25-80-3, 29-32, 29-33, 29-34, 29-35, 29-38, 29-39, 29-81, 30-57, 33-1, 33-2 and 33-3. The public hearing will also include a proposed Memorandum of Understanding between the Town and a developer within the TIF district in accordance with RSA 162-K.

Questions should be directed to the Administration Department at (603) 485-8471.

Town Council
STAFF REPORT



To: Town Council
Title: Public Hearing Part 2 - Tax Increment Finance District (TIF) –Funding Agreement between Town and Granite Woods Developer
Meeting: Town Council - 17 Nov 2021
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

Open Public Hearing
Listen to public input
Close public hearing
See scheduled appointments

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

None

SUGGESTED MOTION:

None.

TOWN ADMINISTRATOR'S RECOMMENDATION:

See TA Recommendation under Scheduled Appt.

ATTACHMENTS:

[Town of Hooksett Public Hearing Notice for Union Leader](#)

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Town of Hooksett Town Council will be holding a public hearing on Wednesday, November 17, 2021, at 6:00pm at the Town Hall, 35 Main Street, Hooksett, NH. The public hearing is to discuss amendments to the current Tax Increment Finance (TIF) district plan to include the following parcels: 17-9, 17-38, 17-39, 18-42, 18-43, 18-44, 18-45, 18-46, 18-47, 18-47-1, 18-48, 18-48-1, 18-7, 24-31, 24-32, 24-33, 24-35, 24-35-12, 24-35-2, 24-35-3, 24-35-4, 24-35-5, 24-35-6, 24-35-8, 24-35-9, 24-36, 24-36-1, 24-36-2, 24-36-3, 24-36-4, 24-36-5, 24-36-6, 24-36-7, 24-37, 25-80, 25-80-1, 25-80-2, 25-80-3, 29-32, 29-33, 29-34, 29-35, 29-38, 29-39, 29-81, 30-57, 33-1, 33-2 and 33-3. The public hearing will also include a proposed Memorandum of Understanding between the Town and a developer within the TIF district in accordance with RSA 162-K.

Questions should be directed to the Administration Department at (603) 485-8471.

Town Council
STAFF REPORT



To: Town Council
Title: Karen Provost, Camp Counselor, YMCA - Summer Camp - Review this past summer's camp and discuss plan for next year's program.
Meeting: Town Council - 17 Nov 2021
Department: Administration
Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

Karen Provost will review 2021 YMCA Summer Camp and present plans for 2022 program.

RECOMMENDATION:

Listen to presentation and ask questions as necessary.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I requested Karen Provost to attend Town Council's meeting to update on this past summer's camp and plan for next year.

Town Council

STAFF REPORT



To: Town Council
Title: AMEND THE TAX INCREMENT FINANCE (TIF) PLAN - James Vayo, Southern NH Planning Commission
Meeting: Town Council - 17 Nov 2021
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

On October 27, 2021, the Town Council voted to hold a public hearing to amend the current TIF district plan to incorporate the following changes:

1. To add several parcels on the east side of the Merrimack River to the TIF District as listed and as shown on a plan by the Southern New Hampshire Planning Commission (see attached).
2. To add three parcels (17-9, 17-38, and 17-39) off Cross Street as listed and as shown on a plan by the Southern New Hampshire Planning Commission (see attached) to the TIF District. The purpose of these additions is to address the issue that sewer and water utilities planned to service the Granite Woods development are shown exiting and then entering the TIF District. Thus, a portion of the proposed installation of sewer and water lines necessary to complete the water utility work from the Granite Woods property will be outside of the TIF district.

Per the Town's attorney:

*There is nothing in the TIF statute (RSA 162-K) that explicitly authorizes the use of TIF increments on projects that extend beyond the confines of the TIF. Based upon the language of RSA 162-K:6, III, I believe the intent is that the use of TIF increments is limited to the properties within the TIF district". The town could leave the TIF district as is and make the argument that as currently contemplated the use of TIF increments satisfies the spirit of 162-K because the work outside of the district is de minimis and essential to the functioning of the project within the district. But if challenged, that would be expensive, could delay development, and a reviewing court could disagree. Rather than take that risk, I recommend the town err on the side of caution and relocate this portion of water/sewer line **or simply amend the TIF district.***

Based on the attorney's statements above, we are recommending that the TIF district be amended to add the properties on Cross Street to the TIF district and the TIF district boundary be amended accordingly to include the properties and the section of Cross Street from Route 3A to the west end of the frontage of the properties.

3. As part of the Granite Woods Development agreement, The developer's has proposed to construct the infrastructure within this section of the TIF District, seek private bonding/debt to fund the installation of the infrastructure and for Hooksett to use the tax revenue derived from the project to fund their debt. The Town attorney was asked "If Hooksett wanted to proceed with the proposal offered by Port One, private financing of the debt and Hooksett reimbursing them for it, would that be allowable under Hooksett's TIF Plan and RSA 162:K?

The Town Attorney responded with "I do believe a valid alternative to the above exists, at least from the Town's perspective. It could take the form of **amending the TIF plan** to include use of TIF increments to

reimburse private investors for private borrowing or financing and also to require and enforce fair share contributions in certain situations.

Based on the attorney's statements above, we are recommending that the TIF district be amended to include use of TIF increments to reimburse private investors for private borrowing or financing and also to require and enforce fair share contributions in certain situations.

FINANCIAL IMPACT:

None.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

Recommendation #1: Based on the attorney's statements above, we are recommending that the TIF district be amended to expand the district border to add the properties listed on the attached submission from the Southern New Hampshire Planning Commission that include the properties on the east side of the Merrimack River, the three properties of Cross Street and the section of Cross Street from Route 3A to the west end of the frontage of the properties.

Recommendation #2: Amend the TIF district to include use of TIF increments to reimburse private investors for private borrowing or financing and also to require and enforce fair share contributions in certain situations

SUGGESTED MOTION:

Motion #1: Motion to expand the district border to add the properties listed on the attached submission from the Southern New Hampshire Planning Commission that include the properties on the east side of the Merrimack River, the three properties of Cross Street and the section of Cross Street from Route 3A to the west end of the frontage of the properties.

Motion #2: Motion to amend the TIF district to include use of TIF increments to reimburse private investors for private borrowing or financing and also to require and enforce fair share contributions in certain situations.

TOWN ADMINISTRATOR'S RECOMMENDATION:

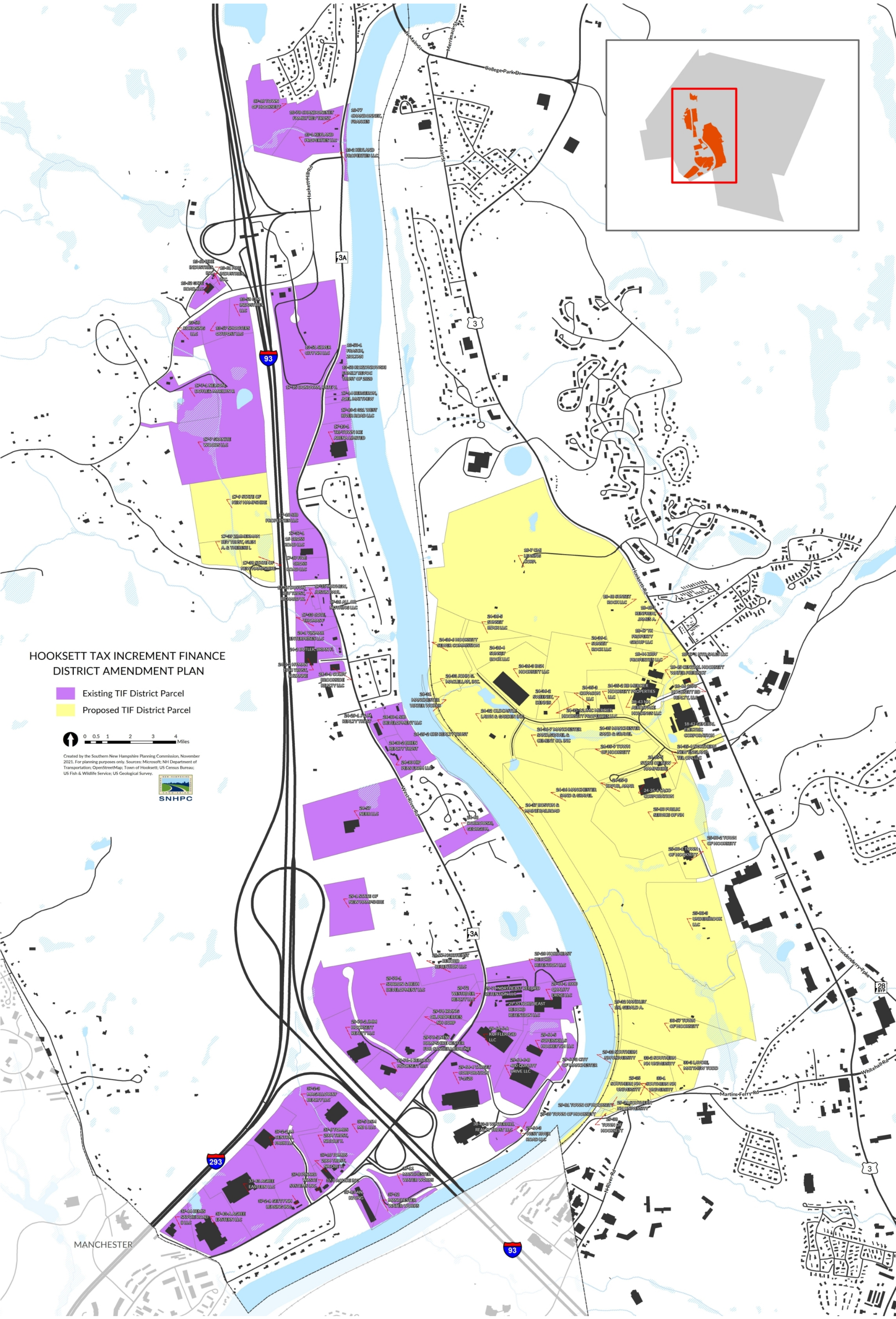
Concur- Motion should take place at the second meeting

ATTACHMENTS:

[Proposed-TIF District-Map v3](#)

[Proposed-TIF Limits toAG 21-1104](#)

[Proposed-TIF Parcel-List v3](#)





Southern New Hampshire Planning Commission

438 Dubuque Street, Manchester, NH 03102-3546, Telephone (603) 669-4664 Fax (603) 669-4350
www.snhpc.org

November 4th, 2021

André L. Garron, ICMA-CM
Town Administrator
Town of Hooksett
85 Main Street
Hooksett, NH 03106

Mr. Garron:

Per the request from the Town of Hooksett, I have enclosed a draft parcel list for amending the existing Hooksett Route 3A Tax Increment Finance (TIF) District. The enclosed draft parcel list would expand the TIF district to an area East of the existing TIF district boundary as well as three parcels abutting the west boundary of the existing TIF district. The proposed parcels to the East are primarily zoned Mixed Use and represent a consistent grouping of future use parcels. The parcels to the West are proposed for inclusion in the TIF district in order to maintain the planned sewer improvements within the district bounds. The SNHPC staff is happy to revise this draft parcel list at the direction of the Town of Hooksett.

State RSA 162-K sets limitations on the size and value of a TIF District when it is amended. The SNHPC has calculated both the land area and assessed value of the proposed 3A TIF District using the enclosed draft parcel list to demonstrate that the proposed amendment to the TIF District is within the limitations set forth in the State's RSA. The State RSA 162-K:5 states the Limitations of Districts as follows:

- I. *The total acreage included in any one development district ... when added to the total current acreage within the development districts for which bonds remain outstanding shall not exceed 10 percent of the total acreage of the municipality.*
- II. *The total assessed value of taxable real property of any one development district ... when added to the current total assessed value of taxable real property within development districts for which bonds remain outstanding, shall not exceed 16 percent of the most recent total assessed value of taxable real property in the municipality.*

The SNHPC analysis of the draft parcel list resulted in a proposed total TIF District area of 1,467.15 acres which is 6.2% of the Town of Hooksett's total taxable acreage. The total proposed TIF District value is \$211,682,847 which is 10.2% of the town's total assessed value before exemptions.

Sincerely,

James Vayo, AICP
Project Manager
Southern NH Planning Commission
438 Dubuque Street
Manchester, NH 03102

Enclosure: Draft Proposed Route 3A Tax Increment Finance District Amendment Map and Parcel List

Draft Parcel List for inclusion in a Proposed 3A TIF District Amendment								
AV Parcel ID	Parcel #	Owner Name	Street Address	Map	BLK	Lot	Assessed Value	Area (Acres)
	1477	17-9	STATE OF NEW HAMPSHIRE	(OFF EVERETT TURNPIKE)	17	9	\$134,800	27.00
	1543	17-38	STATE OF NEW HAMPSHIRE	17 CROSS ROAD	17	38	\$151,400	9.00
	1544	17-39	ERMAN REV TRUST, GLEN A. & THERESE L	31 CROSS ROAD	17	39	\$113,200	5.57
	1709	18-42	GENERAL ELECTRIC CORPORATION	9 INDUSTRIAL PARK DRIVE	18	42	\$6,000,000	11.69
	1710	18-43	NH AEROSPACE HOLDINGS LLC	13 INDUSTRIAL PARK DRIVE	18	43	\$12,684,800	17.42
	1711	18-44	ZIBV PROPERTIES LLC	18 WATER WORKS DRIVE	18	44	\$1,217,200	5.07
	1712	18-45	CENTRAL HOOKSETT WATER PRECINCT	10 WATER WORKS DRIVE	18	45	\$478,300	2.15
	1713	18-46	1370 HOOKSETT RD REALTY, LLC	1370 HOOKSETT ROAD	18	46	\$619,800	1.83
	1714	18-47	TK PROPERTY GROUP LLC	1380 HOOKSETT ROAD	18	47	\$267,900	4.99
	1715	18-47-1	NTD SALES LLC	1378 HOOKSETT ROAD	18	47	\$535,700	2.01
	1716	18-48	SUNSET ROCK LLC	1396 HOOKSETT ROAD	18	48	\$1,325,566	19.16
	103695	18-48-1	RENFREW, JAMES A.	HOOKSETT ROAD	18	48	\$251,000	2.29
	1607	18-7	CMI LEASING CORP.	1500 HOOKSETT ROAD	18	7	\$3,249,800	135.12
	2374	24-31	MANCHESTER WATER WORKS	OFF INDUSTRIAL PARK DR	24	31	\$7,500	2.50
	2375	24-32	OLDCASTLE LAWN & GARDEN INC.	24 LEHOUX DRIVE	24	32	\$896,600	27.70
	2376	24-33	JOHN G. MACLELLAN, INC.	29 LEHOUX DRIVE	24	33	\$201,200	1.00
	100818	24-35	MANCHESTER SAND & GRAVEL	LEHOUX DRIVE	24	35	\$95,700	13.67
	100002	24-35-12	IMC MERCIER HOOKSETT PROPERTIES LLC	11 LEHOUX DRIVE	24	35	\$346,900	2.63
	2379	24-35-2	RB MERCIER HOOKSETT PROPERTIES LLC	5 LEHOUX DRIVE	24	35	\$1,045,100	4.14
	2380	24-35-3	COPACON LLC	7 LEHOUX DRIVE	24	35	\$307,200	1.00
	2381	24-35-4	NORTHERN NEW ENGLAND TEL OPS LLC	14 PETERS BROOK DRIVE	24	35	\$163,300	2.00
	2382	24-35-5	STATE OF NEW HAMPSHIRE	2 PETERS BROOK DRIVE	24	35	\$247,100	2.80
	2383	24-35-6	LACO CORPORATION	4 PETERS BROOK DRIVE	24	35	\$4,091,700	6.20
	2384	24-35-8	KAPUR, AMAR	8 PETERS BROOK DRIVE	24	35	\$158,700	3.00
	2385	24-35-9	TOWN OF HOOKSETT	20 INDUSTRIAL PARK DRIVE	24	35	\$311,700	14.12
	2387	24-36	MANCHESTER SAND & GRAVEL	21 LEHOUX DRIVE	24	36	\$3,689,800	120.20
	100817	24-36-1	SUNSET ROCK LLC	15 LEHOUX DRIVE	24	36	\$872	25.30
	101625	24-36-2	SWEENEY, DENNIS	17 LEHOUX DRIVE	24	36	\$400,300	4.00
	101626	24-36-3	BGH HOOKSETT LLC	25 LEHOUX DRIVE	24	36	\$7,099,900	19.90
	101627	24-36-4	SUNSET ROCK LLC	27 LEHOUX DRIVE	24	36	\$303,300	8.23
	101628	24-36-5	SUNSET ROCK LLC	LEHOUX DRIVE	24	36	\$368,600	7.49
	101629	24-36-6	HOOKSETT SEWER COMMISSION	31 LEHOUX DRIVE	24	36	\$323,800	13.71
	103391	24-36-7	MANCHESTER SAND, GRAVEL & CEMENT	LEHOUX DRIVE	24	36	\$381,400	10.00
	2388	24-37	BOSTON & MAINE RAILROAD	OFF LEHOUX DRIVE	24	37	\$366,600	39.10
	2637	25-80	PUBLIC SERVICE OF NH	13 LEGENDS DRIVE	25	80	\$11,687,000	39.63
	2638	25-80-1	TOWN OF HOOKSETT	15 LEGENDS DRIVE	25	80	\$3,555,100	5.57
	5027	25-80-2	TOWN OF HOOKSETT	LEGENDS DRIVE	25	80	\$244,000	2.05
	5026	25-80-3	UNDERBROOK LLC	18 LEGENDS DRIVE	25	80	\$899,200	42.00
	2902	29-32	HANDLEY 1%, GERALD A.	(OFF) DEPOT ROAD	29	32	\$13,100	1.40
	2903	29-33	SOUTHERN NH UNIVERSITY	OFF MARTINS FERRY ROAD	29	33	\$3,800	0.20
	5202	29-34	SOUTHERN NH UNIVERSITY	75 MARTINS FERRY ROAD	29	34	\$86,300	6.00
	2906	29-35	SOUTHERN NH UNIVERSITY	65 MARTINS FERRY ROAD	29	35	\$83,500	1.56
	2909	29-38	TOWN OF HOOKSETT	75 DEPOT ROAD	29	38	\$283,600	0.34
	2910	29-39	TOWN OF HOOKSETT	79 DEPOT ROAD	29	39	\$3,700	0.35
	2939	29-81	TOWN OF HOOKSETT	73 DEPOT ROAD	29	81	\$12,800	0.10
	2998	30-57	TOWN OF HOOKSETT	OFF DEPOT ROAD	30	57	\$93,900	24.60
	3176	33-1	SOUTHERN NH UNIVERSITY	61 MARTINS FERRY ROAD	33	1	\$74,700	0.50
	3177	33-2	SOUTHERN NH UNIVERSITY	57 MARTINS FERRY ROAD	33	2	\$82,350	18.00
	3178	33-3	LAVOIE, MATTHEW TODD	53 MARTINS FERRY ROAD	33	3	\$257,600	4.58

AV Parcel ID	Parcel #	Owner Name	Street Address	Map	BLK	Lot	Assessed Value	Area (Acres)
Existing Route 3A TIF District Parcel Set	577	07-18	TOWN OF HOOKSETT	12 PINNACLE STREET	7	18	\$156,100	19.90
	828	10-77-	CHANDONNET, FRANCES	421 WEST RIVER ROAD	10	77	\$16,100	0.90
	829	10-78-	CHANDONENET FAMILY REV TRUST	420 WEST RIVER ROAD	10	78	\$214,700	7.20
	946	13-1	KEYLAND PROPERTIES LLC	412 WEST RIVER ROAD	13	1	\$423,700	9.50
	947	13-2	KEYLAND PROPERTIES LLC	411 WEST RIVER ROAD	13	2	\$19,300	1.10
	1103	13-50	YNIOWSKI FAMILY REVOC TRUST OF 2020	329 WEST RIVER ROAD	13	50	\$315,800	2.71
	1104	13-50-1	FRASCH, ZOLTAN	341 WEST RIVER ROAD	13	50	1\$428,800	0.79
	1105	13-51	SILVER CITY NH LLC	39 HACKETT HILL ROAD	13	51	\$1,436,700	54.14
	1110	13-56	KOKOSING LLC	51 HACKETT HILL ROAD	13	56	\$452,200	5.00
	1111	13-57	SHOOTERS OUTPOST LLC	HACKETT HILL ROAD	13	57	\$182,400	6.16
	1112	13-58	CJM INDUSTRIES LLC	47 HACKETT HILL ROAD	13	58	\$176,400	5.36
	1114	13-60	PIKE INDUSTRIES, INC.	1 CATE ROAD	13	60	\$174,500	0.52
	1115	13-61	PIKE INDUSTRIES, INC.	40 HACKETT HILL ROAD	13	61	\$93,800	0.52
	1116	13-62	CATE ROAD LLC	3 CATE ROAD	13	62	\$970,300	2.75
	1478	17-10	SJB PROPERTIES LLC	290 WEST RIVER ROAD	17	10	\$592,600	4.88
	5073	17-13-1	TRI-TOWN ICE ARENA LIMITED	311 WEST RIVER ROAD	17	13	1\$4,031,700	9.86
	5045	17-13-2	321 WEST RIVER ROAD LLC	321 WEST RIVER ROAD	17	13	2\$373,300	3.37
	1504	17-14	BERGERON, JOEL MATTHEW	325 WEST RIVER ROAD	17	14	\$118,600	1.00
	1505	17-15	DONOVAN, KATE V.	327 WEST RIVER ROAD	17	15	\$260,000	0.85
	1538	17-33	COTE, THOMAS F	246 WEST RIVER ROAD	17	33	\$319,200	3.90
	1539	17-34	DOYON REV TRUST, RICHARD W.	12 CROSS ROAD	17	34	\$309,600	3.95
	1540	17-35	MAYHEW, JUSTIN PAUL	8 CROSS ROAD	17	35	\$206,300	0.92
	1541	17-36	ALL OR NOTHING LLC	254 WEST RIVER ROAD	17	36	\$798,400	2.34
	1542	17-37	FIVE CROSS ROAD LLC	5 CROSS ROAD	17	37	\$334,100	5.00
	103852	17-37-1	15 CROSS ROAD LLC	15 CROSS ROAD	17	37	1\$1,515,400	5.42
	1471	17-7	GRANITE WOODS LLC	HACKETT HILL ROAD	17	7	\$855,300	60.15
	1472	17-7-1	NELSON,DOYLE& MARILYN R	77 HACKETT HILL ROAD	17	7	1\$301,064	12.52
	2342	24-1	VINMAR ENTERPRISES LLC	242 WEST RIVER ROAD	24	1	\$529,000	2.53
	2343	24-2	BUTLER, BRIAN F.	236 WEST RIVER ROAD	24	2	\$389,200	0.50
	2371	24-29-1	J & M REALTY TRUST	213 WEST RIVER ROAD	24	29	1\$345,700	1.37
	2372	24-29-2	CKS REALTY TRUST	16 SCOTT AVENUE	24	29	2\$767,000	7.55
	2373	24-30	HIP PEAS FARM LLC	191 WEST RIVER ROAD	24	30	\$545,700	5.29
	101325	24-30-1	SJB DEVELOPMENT LLC	209 WEST RIVER ROAD	24	30	1\$1,356,400	2.68
	101326	24-30-2	BRIEN REALTY TRUST	205 WEST RIVER ROAD	24	30	2\$461,400	0.70
	2344	24-3-1	COLBY BROOKSIDE REALTY LLC	2 BROOKSIDE WEST ROAD	24	3	1\$798,600	2.00
	2345	24-3-2	HYMAN 1994 TRUST, SUZANNE	4 BROOKSIDE WEST ROAD	24	3	2\$3,082,900	7.69
	2391	24-40	DOBROWSKI, GEORGE H.	149 WEST RIVER ROAD	24	40	\$226,200	7.45
	2411	24-57	NERR LLC	180 WEST RIVER ROAD	24	57	\$3,323,900	40.12
	2872	29-1	STATE OF NEW HAMPSHIRE	OFF EVERETT TURNPIKE	29	1	\$221,800	105.60
	2898	29-28	NORTHEAST RECORD RETENTION LLC	107 WEST RIVER ROAD	29	28	\$194,300	9.20
	100127	29-64-1	1000 QUALITY DRIVE LLC	1000 QUALITY DRIVE	29	64	1\$5,019,400	10.60
	100128	29-64-2	CITY OF MANCHESTER	77 KIMBALL DRIVE	29	64	2\$454,900	7.17
	100129	29-64-3	WEST RIVER ROAD LLC	500 QUALITY DRIVE	29	64	3\$294,900	3.33
	100130	29-64-4	TARGET CORPORATION T-1520	100 QUALITY DRIVE	29	64	4\$19,984,700	17.25
	100131	29-64-5	SUPERSKILLS HOCKEY NH LLC	600 QUALITY DRIVE	29	64	5\$2,119,100	9.95
	100288	29-64-6A	KOFFLER/GID LLC	200 QUALITY DRIVE	29	64	6A\$14,985,000	13.56
	100924	29-64-6B	400 QUALITY DRIVE LLC	400 QUALITY DRIVE	29	64	6B\$6,500,000	15.80
	2930	29-70	NORTHEAST RECORD RETENTION LLC	91 WEST RIVER ROAD	29	70	\$2,500,000	6.78
	2931	29-71	NORTHEAST RECORD RETENTION LLC	100 WEST RIVER ROAD	29	71	\$36,200	0.39
	2932	29-72	WESTRIVER REALTY LLC	90 WEST RIVER ROAD	29	72	\$1,887,400	3.64
	2933	29-74	IRVING OIL PROPERTIES NH CORP	86 WEST RIVER ROAD	29	74	\$1,300,000	4.17
	2934	29-76-1	SHARON & BETH DEVELOPMENT LLC	400 TECHNOLOGY DRIVE	29	76	1\$448,000	64.11
	2935	29-76-2	JMM HOOKSETT REALTY LLC	300 TECHNOLOGY DRIVE	29	76	2\$3,337,800	13.13
	2936	29-76-4	READCO HOOKSETT LLC	100 TECHNOLOGY DRIVE	29	76	4\$3,643,800	12.48
	2937	29-76-5	NH CENTER FOR CANCER MEDICINE	200 TECHNOLOGY DRIVE	29	76	5\$1,323,900	7.44
	2938	29-77	NORTHEAST RECORD RETENTION LLC	108 WEST RIVER ROAD	29	77	\$53,200	8.00
	3451	37-10	TOMBS 2004 TRUST, NICOLE Y.	38 WEST RIVER ROAD	37	10	\$921,700	1.40
	3452	37-11	MANCHESTER WATER WORKS	18 KIMBALL DRIVE	37	11	\$273,900	6.58
	3453	37-12	MANCHESTER WATER WORKS	27 KIMBALL DRIVE	37	12	\$8,700	2.00
	3454	37-13	AN, KYUNG	11 KIMBALL DRIVE	37	13	\$2,243,500	6.60
	3442	37-2-1	GETTY NH LEASING INC.	28 WEST RIVER ROAD	37	2	1\$2,198,500	6.15
	3443	37-2-2	14 CENTRAL PARK LLC	14 CENTRAL PARK DRIVE	37	2	2\$10,300,000	15.07
	3444	37-2-3	MAGALLOWAY REALTY LLC	1 CENTRAL PARK DRIVE	37	2	3\$495	10.14
	3483	37-43	AGREE EASTERN LLC	3 COMMERCE DRIVE	37	43	\$12,000,000	25.16
	104232	37-43-A	AGREE EASTERN LLC	2 COMMERCE DRIVE	37	43	A\$14,527,000	16.99
	3484	37-44	BEMIS SAVOIE ROAD II LLC	11 BEMIS ROAD	37	44	\$1,443,200	4.82
	4932	37-5	DSM MB 1 LLC	30 MARKET DRIVE	37	5	\$9,034,300	18.76
	3448	37-6	TOMBS 2004 TRUST, NICOLE Y.	42 WEST RIVER ROAD	37	6	\$571,800	8.20
	3449	37-8	PINARD WASTE SYSTEMS INC.	32 WEST RIVER ROAD	37	8	\$490,600	1.01
	3450	37-9	AOUDE INC	36 WEST RIVER ROAD	37	9	\$997,900	1.20
	100923	38-43-B	WINTERHILL REALTY TRUST LLC	38 KIMBALL DRIVE	38	43	B\$247,100	3.01
	Proposed TIF Total						\$211,682,847	1,467.15
	Town of Hooksett Total						\$2,078,641,876	23,831.95
	Proposed TIF Percent of Town Total						10.2%	6.2%

Town Council STAFF REPORT



To: Town Council
Title: Tax Increment Finance District (TIF) –Funding Agreement between Town and Granite Woods Developer - Peter Bartash, Port One, and David Mercier, Underwood Engineering
Meeting: Town Council - 17 Nov 2021
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The purpose of this agenda item is to have a public hearing to present and take public comment on the proposed agreement between Granite Woods and the Town.

The draft agreement has not substantially changed since it was submitted for the October 27th Town Council Meeting. Since the Town Council meeting I did receive requests for clarification or additional information on three items as follows:

1. The use of “shall” vs “will” in the attached Memorandum of Understanding (MOU). The Town attorney said that either conveys the provision or term is mandatory so I left the word “shall” in place.
2. The MOU should be non-transferable or perhaps transferable only once. The developer suggested the language on page 3 section iv to address this. The Town attorney reviewed and approved of the language.
3. It was suggested that any reimbursement to the Developer should be limited to paying off the bond payments. This is not possible since the Developer’s costs include more than just bond payments. However, a statement was added on page one of the MOU as follows “*The reimbursement funds shall be used solely to for repayment of costs associated with the Improvements*” and on page 2, *Item 1),c) “Provide documentation of all payments to costs associated with the improvements”.*

The MOU agreement (including the items above) has been reviewed by the Town Attorney.

In addition to the above, I questioned Peter Bartash regarding the 15 year term of the agreement. Mr. Bartash was adamant that the fifteen year term remain as-is because the length of it diminishes the risk of unforeseen circumstances such as market shifts, rising rates, inflation, and other variable costs.

Project Description:

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 to Rte 3A, and also cross country across properties owned by the State of New Hampshire to Cross Road and then down to Rte 3A thus creating the loop.

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 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.

POLICY IMPLICATIONS:

None

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 with input from 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:

Concur- See recommendation in subsequent hearing

ATTACHMENTS:

[Off-site Development MOU - Granite Woods Ver 11-3-21](#)
[TIF Plan with labels](#)

DRAFT 11-3-21

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 Hackett Hill Road known as parcel 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 west side of the Route 93 and includes parcel 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 \$19,663.

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. For a period of fifteen years, each year after Granite Woods has made their annual tax payment in full to the Town, the Town will reimburse Granite Woods for funding and performing the work to complete the Improvements, in the amount of 60% of the assessed property tax within 45 days. The 60% reimbursement will hold true for the fifteen year period regardless of what the actual tax rate is in any of the given years. **The reimbursement funds shall be used solely to for repayment of costs associated with the Improvements.**

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.

DRAFT 11-3-21

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” shall 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” shall 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 to Rte 3A and cross country across properties owned by the State of New Hampshire to Cross Road and then down to Rte 3A thus creating a water line “looped” system.

WHEREAS, All of the sewer and water work will be designed by Underwood Engineers, Inc. and will be constructed by the Developer to the standards of the New Hampshire Department of Environmental Services, the New Hampshire Department of Transportation, the Hooksett Sewer Commission, 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 per the “improvements” defined above. The total required Funds are currently estimated to be \$7,000,000 and shall 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. Once final bids are received, and reviewed, the final terms of reimbursement will be adjusted if necessary and finalized.

WHEREAS, The Developer, as Guarantor of the Funds, would construct the Improvements through a Contractor approved by the Town and 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

DRAFT 11-3-21

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.

WHEREAS, Notwithstanding anything to the contrary hereunder, Developer shall have the right, in its sole and absolute discretion but otherwise in accordance herewith, to assign all or a portion of its rights under this Memorandum of Understanding, by providing prior written notice of the applicable Transfer(s) to the Town by a date that is no later than ten (10) days prior to the then-scheduled Closing Date, along with copies of all reasonably related Transfer documentation, provided that the applicable Transferee entity (or entities) is (or are) an entity (or entities) in which either Developer, directly or indirectly, owns an interest, is related to or is otherwise affiliated with, provided the applicable Transferee

(i) Assumes in writing the obligations of Developer hereunder,

(ii) Agrees to be bound by the terms of this Memorandum of Understanding, and

(iii) Shall be deemed to have made any and all representations and warranties made by Developer hereunder. The Town shall have the right, in its sole and absolute discretion, to approve such Transfer to an unaffiliated entity which approval shall not be unreasonable withheld. In the event of such a permitted Transfer, original Developer (but not any parties also comprising part of the applicable Transferee) shall, to the extent of such Transfer, automatically be released from any liability under this Memorandum of Understanding.

(iv) The affiliated-entity-transferee has sufficient expertise and/or experience with the magnitude and type of infrastructure development to carry out the obligations of the MOU in a timely and satisfactory manner. If the contemplated transfer is to an unaffiliated entity, the town has the discretion to prevent the transfer provided there is a reasonable basis for doing so.

DRAFT 11-3-21

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.
 - c) **Provide documentation of all payments to costs associated with the improvements.**
- 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

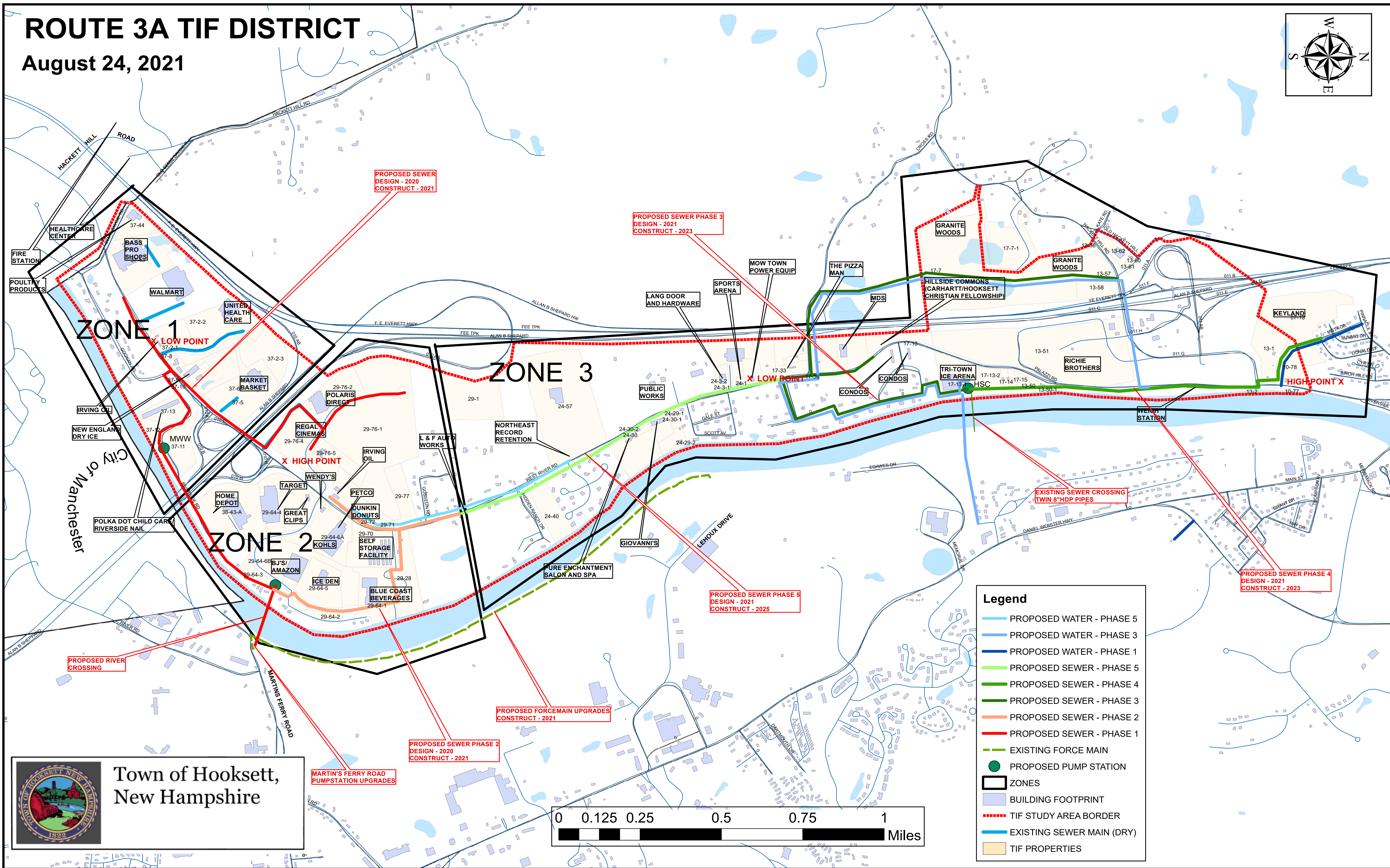
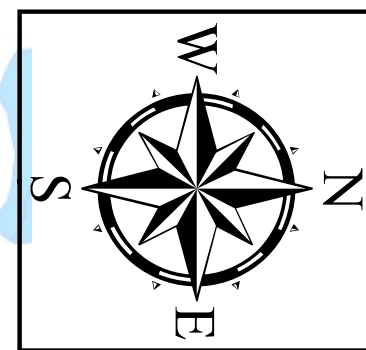
DRAFT 11-3-21

LLC

By: _____
Peter W. Bartash
Manager

ROUTE 3A TIF DISTRICT

August 24, 2021



Town Council

STAFF REPORT



To: Town Council

Title: Donation of checks totaling \$600.00 (\$400.00 from Kenneth & Joanne McHugh and two \$100.00 from George & Daniel Bureau) to the Town of Hooksett for the Family Services Department to benefit Hooksett children and families for the 2021 holiday season and for any additional monetary donations for this holiday season not to exceed \$10,000 per RSA 31:95-b, III (b).

Meeting: Town Council - 17 Nov 2021

Department: Family Services

Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

Donation of checks totaling \$600.00 (\$400.00 from Kenneth & Joanne McHugh and two \$100.00 from George & Daniel Bureau) to the Town of Hooksett for the Family Services Department to benefit Hooksett children and families for the 2021 holiday season and for any additional monetary donations for this holiday season not to exceed \$10,000 per RSA 31:95-b, III (b).

FINANCIAL IMPACT:

donations

RECOMMENDATION:

Accept Donation of checks totaling \$600.00 (\$400.00 from Kenneth & Joanne McHugh and two \$100.00 from George & Daniel Bureau) to the Town of Hooksett for the Family Services Department to benefit Hooksett children and families for the 2021 holiday season and for any additional monetary donations for this holiday season not to exceed \$10,000 per RSA 31:95-b, III (b).

SUGGESTED MOTION:

Motion to accept donation of checks totaling \$600.00 (\$400.00 from Kenneth & Joanne McHugh and two \$100.00 from George & Daniel Bureau) to the Town of Hooksett for the Family Services Department to benefit Hooksett children and families for the 2021 holiday season and for any additional monetary donations for this holiday season not to exceed \$10,000 per RSA 31:95-b, III (b).

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

Town Council

STAFF REPORT



To: Town Council
Title: Donation of \$2,300 in outdoor winter clothing items to the Town of Hooksett for the Family Services Department 2021 Holiday assistance program per RSA 31:95-e, II.
Meeting: Town Council - 17 Nov 2021
Department: Family Services
Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

Donation of \$2,300 in outdoor winter clothing items to the Town of Hooksett for the Family Services Department 2021 Holiday assistance program per RSA 31:95-e, II.

The Holiday assistance program coordinates Outdoor winter clothing needs. Each family selects one child in their family who they would like to participate in this event, and they let us know what they need in regards to outdoor clothing; coat, snow pants, winter shoes, hat, and gloves.

As with the holiday assistance program families need to prove they are a Hooksett resident and that they qualify for assistance and are in need.

Normally GE takes all these names and gets all the items. Unfortunately, they were unable to be contacted this year, so we went to other donors, and they helped us fill this gap (see attached donor list).

These items are gathered early in the season as the need for the winter clothing is generally before the holidays and the before the cold weather. Therefore, we have less families we help with this program then the Christmas program. The cutoff date for families to sign up for this event is October 15th and then the items are distributed with the thanksgiving baskets on November 20th

FINANCIAL IMPACT:

donations

POLICY IMPLICATIONS:

Accept donation of \$2,300 in outdoor winter clothing items to the Town of Hooksett for the Family Services Department 2021 Holiday assistance program per RSA 31:95-e, II.

RECOMMENDATION:

Motion to accept donation of \$2,300 in outdoor winter clothing items to the Town of Hooksett for the Family Services Department 2021 Holiday assistance program per RSA 31:95-e, II.

SUGGESTED MOTION:

Motion to accept donation of \$2,300 in outdoor winter clothing items to the Town of Hooksett for the Family Services Department 2021 Holiday assistance program per RSA 31:95-e, II.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Winter Clothing Donors 2021](#)

Donor Name	# of gifts	Item	Approx. cost
Michael Taylor C/O Admix	10 names	Coat, snow pants, winter boots, hat, gloves	1,000.00
Richard & Alex Murtagh C/O Hooksett Kiwanis	1 name	Coat, snow pants, winter boots, hat, gloves	100
Dave Dickson C/O Hooksett Kiwanis	2 names	Coat, snow pants, winter boots, hat, gloves	200
Judy Barrett C/O Hooksett Kiwanis	2 names	Coat, snow pants, winter boots, hat, gloves	200
Sandra Mack C/O Hooksett Kiwanis	3 names	Coat, snow pants, winter boots, hat, gloves	300
Amy Merrow C/O Hooksett Kiwanis	2 Names	Coat, snow pants, winter boots, hat, gloves	200
Susan Stein C/O Hooksett Kiwanis	1 Name	Coat, snow pants, winter boots, hat, gloves	100
Above & Beyond Childcare C/O Hooksett Kiwanis	2 names	Coat, snow pants, winter boots, hat, gloves	200
Total	23 Names/Family		2,300.00

**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**

213

214
215
216
217
218
219
220
221
222
223
224
225
226
227
228
229
230
231
232
233
234
235
236
237
238
239
240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269

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.

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

SCHEDULED APPOINTMENTS

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

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

All in favor

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

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

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

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

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

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

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

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

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

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

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

386

387

388

389

390

391

392

393

394

395

396

397

398

399

400

401

402

403

404

405

406

407

408

409

410

411

412

413

414

415

416

417

418

419

420

421

422

423

424

425

426

427

428

429

430

431

432

433

434

435

436

437

438

439

440

441

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

553 FY 2022-23 Budget and Warrant Articles

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.*

782

783

784

785

786

787

788

789

790

791

792

793

794

795

796

797

798

799

800

801

802

803

804

805

806

807

808

809

810

811

812

813

814

815

816

817

818

819

820

821

822

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

872

873

874

875

876

877

878

879

880

881

882

883

884

885

886

887

APPROVAL OF MINUTES

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

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

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

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, October 27, 2021**

The Hooksett Town Council met on Wednesday, October 27, 2021, at 5:30 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 27 Oct 2021 to order at (6:20) pm.

PROOF OF POSTING

Human Resource Coordinator Donna Fitzpatrick provided proof of posting.

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor Clifford Jones (left at 7:50), Councilor John Durand, Councilor Randall Lapierre, Councilor Roger Duhaime, Councilor David Boutin, Councilor Timothy Tsantoulis (left at 9:03), Councilor Clark Karolian, and Councilor Alex Walczyk.

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

Chair Sullivan motioned to enter non-public session at 5:33 pm in accordance with the provisions of RSA 91-A:3, II (a, c, I). C Karolian seconded the motion.

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

(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.

(I) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

Roll Call Vote #2

R. Duhaime Aye

J Durand NP

C. Jones Aye

R. Lapierre Aye

A. Walczyk NP

D. Boutin Aye

C. Karolian Aye

T. Tsantoulis Aye

J. Sullivan Aye

Voted unanimously in favor (7-0).

Chair Sullivan motioned to leave non- public session and return to public session at 6:13 pm. C. Karolian seconded the motion.

Roll Call Vote #4

A. Walczyk Aye

R. Lapierre Aye

TC MINUTES

10-27-2021

1

50 **C. Jones Aye**
 51 **R. Duhaime Aye**
 52 **J. Durand Aye**
 53 **C. Karolian Aye**
 54 **T. Tsantoulis Aye**
 55 **D. Boutin Aye**
 56 **J. Sullivan Aye**
 57 **Vote in favor 9-0**

58
 59

60 **PLEDGE OF ALLEGIANCE**
 61 Chair Sullivan called for the Pledge of Allegiance
 62

63 **AGENDA OVERVIEW**

64

65 **PUBLIC INPUT - 15 MINUTES**

66

67 David Ross 56 Sherwood Drive- I have an issue with taping of meetings. Back in the old days we paid
 68 close attention to the recording of meetings done back then on tape. I noticed at the last meeting was
 69 cut off prior to its actual conclusion. When I asked about if we had a live recording at Town Hall and
 70 that was not the case. We should be able to hear all meeting minutes on tape. It should be on tape as
 71 well as video recorded. The public has a right to know. We spent thousands of dollars to provide the
 72 video service. If we need to get a different streaming service, then we should re look at it. There should
 73 be local hard copy recording of the meetings. I just want to know I think this is a violation of 91: A. I
 74 presume there will be another public input session later.

75

76 J. Sullivan- Yes, we will have a 2nd input session later, and we will have the Town Administrator look
 77 into the concerns of 91: A.

78

79 D. Ross- and perhaps everyone need to be refreshed at what 91: a means, and that councilors cannot
 80 hold private meetings with 2 or more members/
 81

82

83

84 **SCHEDULED APPOINTMENTS**

85

86 **Dave Mercier, Underwood Engineering & Peter Bartash, Port One Companies - Tax Increment**
 87 **Finance District (TIF) –Funding Agreement between Town and Granite Woods Developer**

88

89 A. Garron- what's going to be presented tonight is a result of a plan that received a use variance to
 90 construct a half million square foot facility on the land off Hackett Hill Road. It received a variance and
 91 Planning Board approval along with presented conditions attached to it. One of the items we were
 92 working with the developer on was a water and sewer infrastructure proposal. This resides in the TIF
 93 district and what you will hear tonight is a proposal to install that water and sewer infrastructure within
 94 the TIF district and the concept on how we want to move forward and gain the support of the council
 95 and hopefully after you hear the proposal you will have the chance to ask questions.

96

97 B. Thomas- the developer and the Town want to get water and sewer from the town system to the
 98 Granite Woods site. We have come up with an idea to do it. The developer will pay for the pump station
 99 at Tri-Town arena run the sewer through the neighborhood to the south up Cross street Cross country
 100 to Hackett Hill Road crossing their site. The developer would fund all that work, and once their project
 101 starts collecting taxes 60% of the taxes would go back to the developer. You have a copy of the draft
 102 agreement, what is in red is what was changed since last week. The developer of Granite Woods
 103 through their contractor installs the sewer pump station at the tri-county arena and the sewer mains
 104 through the neighborhood to the south, across Route 3a, up cross street, and cross country (across
 105 state property and their property to Hackett Hill Road). The developer installs the water main from the
 106 Granite Woods property down Hackett Hill Road underneath Rte. 93 and then cross country to Rte. 3A.
 the following may be done as part of the agreement. The installation of water mains from Rte. 3A, up

107 crossroad, then cross country across properties owned by the State of NH to Hackett Hill Road thus
 108 creating a water line "looped" system. Cost estimate \$7,000,000. Will include all costs of construction
 109 but do not include the costs of water and sewer utilities across Granite Woods property. Once final bids
 110 are received, and reviewed, the final terms of reimbursement will be adjusted if necessary and finalized.
 111 Contractor will be approved by the Town and will meet appropriate criteria.

112
 113 A. Garron- I just want to restate that this area is in the TIF district that was establish in 2018. The
 114 original TIF was just located at exit 10 to take care of highway improvements. Then in 2018 that was
 115 expanded to exit 10 and 11, then in 2018-2019 a 2.5-million-dollar bond was passed to bring the sewer
 116 under the Merrimack River and also to do the planning and engineering for wherever we were going to
 117 put that sewer line we brought in Underwood Engineering to start us with that. We decided to start our
 118 engineering at exit 10 and exit 11 was going to be later. Mr. Bartash brough in a sizeable development
 119 over in Hackett Hill Road. That restarted the discussion regarding phases 3 and 4 with this
 120 development there. Given that our efforts are at exit 10, the concept that you are hearing tonight, is that
 121 the developer will continue to pay 100% of their taxes as everyone would. Right now, the whole districts
 122 accumulate \$1, and that \$1 will continue to go to the general fund. Upon development or improvement
 123 within the district now that it has been established and now the value of that district goes from \$1 to
 124 \$10, we can use that \$9 increment to go towards satisfying the debt incurred for the infrastructure that
 125 we put in place in order to get the development in this particular place. Traditionally the town would
 126 incur that debt much like it did with the 2.5 million dollars and then upon approvement use the funds to
 127 return that debt. In this particular case the developer said he will take the debt but everything else will
 128 operate as the TIF district the proceeds will come in then we will pay 60% of the fee of the revenue
 129 derived from the TIF to the developer which he will use to retire the debt, that's the only difference
 130 between the old TIF district that we have done and this proposal that you have before you.

131
 132 T. Tsantoulis- so the work at the far end of exit 11 end will more or less run concurrent with the first
 133 segment of work along with this. Can you explain this 60/40 split?

134
 135 J. Sullivan- the developer pays for everything up front and we reimburse him over a period of 15 times
 136 with a 60/40 slit on the taxes. So, say the taxes were a \$1 the town would retain .40 and return to the
 137 developer .60. and over the period of 15 years that 60% will pay off that loan.

138
 139 Dave Mercier of Underwood Engineering- the only clarification I would add is that the laws that govern
 140 a TIF does not allow you to abate those taxes they have to physically pay 100% then you can choose
 141 to reimburse them back to help pay the debt.

142
 143 J. Sullivan- so I used the wrong terminology. So, we collect it and if we agree to it, we give them 60%
 144 back we keep the 40%, over 15 years that 60% will equal the initial contribution of those 7 million
 145 dollars.

146
 147 P. Bartash of Port One Companies- Plus the cost of borrowing that money. The mechanics behind how
 148 the 40/60 split was derived. Our motivation was to adhere to the timeline and not wait years for the
 149 Town to do this under the TIF master plan. We are getting the benefit of being able to maintain a
 150 timeline and not having to wait 2 or 3 years and by the same token the town is not taking on the risk to
 151 borrow the funds to do the work. So, when we designed the economics of this, we said what is our cost
 152 of capital to borrow the money and install the improvements, Underwood is designing the
 153 improvements, so we are using the town specifications and relying on the Town Engineer to provide
 154 that directive to what we are actually construction. When we looked at the mechanics of that math, we
 155 determined that over a 15-year period collecting a 60% reimbursement of our incremental tax increase
 156 within the district will put us in a position that we are basically breaking even. So, the total value of the
 157 60 cents on every dollar back to us as the developer is equal to the cost of inflation over time. We are
 158 receiving a financial benefit from the work that we are performing here to bring the water and sewer in,
 159 and we are just passing the cost thru to the town with the 60/40 split. This is a good step for the district

160 to get work going simultaneously with the work at exit 10 but we don't want to interrupt the TIF district's
161 ability to collect current term taxes. So, we maximized the amount of tax revenue that can go into the
162 TIF District today to fund other improvements or other work during that 15-year span.

163

164 C. Karolian- the MOU includes wording that says to the east, and it should be to the west. I think it is
165 important as it pertains to the tax break. So, if we are looking at the future of potentially 1.5 million of
166 tax revenue, \$900,000 of that per year would be given back to Port One the developer. Will the town
167 have any say in what the financing will be drawn up.

168

169 P. Bartash- the funding as far as how it is all going to get financed it is an overall project financing
170 package of it, so as far as having control we will control that as it includes financing for the whole
171 project.

172

173 C. Karolian- so that 60% is the taxpayers paying off your loan isn't it.

174

175 P. Bartash- no, so right now the current tax payment from these parcels is \$20,074 a year. The future
176 tax increase of that cost, what we are saying is instead of giving that money to the town and then
177 through the function of the TIF district then having the town borrow the funds to pay for the work, we
178 are just accelerating the process and being the conduit to do the work now and paying for the work
179 now.

180

181 C. Karolian- I'm not sure what the exact wording is for the original warrant article for the TIF district but I
182 am not sure it includes this type of MOU as far as tax rebate or the 60/40 split etc..

183

184 A. Garron- the answer to that is that before we went any further, we went to legal counsel to ask if we
185 can do this. Under RSA 6:72k. This can be done; Town Council will have a Public Hearing to readopt a
186 tax increment finance plan that will include this particular caveat.

187

188 C. Karolian- do we have written agreement with the state that is going to allow us to go across their
189 land?

190

191 B. Thomas- not yet, we are working on it we have to submit them some details. We met with them, they
192 have no issues with what we have proposed, they just wanted us to be very through with our designs.

193

194 C. Karolian- who drafted up the memorandum of understanding?

195

196 B. Thomas- I did with lots of other input.

197

198 D. Mercier- the difference in red is from the results from the attorney's review. The original agreement
199 discussed the concept of giving a rebate on the taxes and that they didn't have to be paid in, and they
200 said that wasn't kosher it had to be paid in and reissued back as a reimbursement provided the council
201 modifies the TIF plan to allow that.

202

203 C. Karolian- so the way that I understand it the TIF district was created by a warrant article.

204

205 J. Sullivan- NO the TIF district was created by the council the funding to build the TIF district was
206 created by warrant article.

207

208 C. Karolian- which would make the town go out to get bonds to build the infrastructure. And then the
209 taxes collected in the TIF district would go to pay off the bond that the town would have.

210

211 J. Sullivan- the original MOU was posted; shall we review the difference in red.

212
 213 C. Karolian – the change in red is “for a period of 15 years, each year after Granite Woods has made
 214 their annual tax payment in full to the town, the town will reimburse Granite Woods for funding and
 215 performing the work to complete the improvements, in the amount of 60% of the assessed property tax
 216 within 45 days. The 60% reimbursement will hold true for the 15-year period regardless of what the
 217 actual tax rate is in any of the given years.
 218
 219 J. Sullivan- the 40/60 and 15 years was mentioned why the new wording what's the difference.
 220
 221 B. Thomas- our attorney said that they had to pay the full amount of the taxes and then we will
 222 reimburse them.
 223
 224 C. Karolian- I thought that when the planning board discussed this it was 10 years.
 225
 226 B. Thomas- we looked at different concepts and ultimately determined that 15 years and the 60/40
 227 seemed more reasonable.
 228
 229 C. Karolian- is Underwood going to do the design work on the developer's property.
 230
 231 D. Mercier- we are already under contract now. The contract didn't say the exact routing, it said we
 232 would design sewer for the exit 11 area.
 233
 234 C. Karolian- with the developer having you do the work; I believe in the MOU it also indicates that
 235 Underwood would be the construction manager to inspect and make sure the construction of the
 236 infrastructure is going according to the town requirements and that the cost of Underwood doing that
 237 would be paid for by that.
 238
 239 D. Mercier- for clarification we wrote in the towns engineer as opposed to Underwood because we are
 240 not under contract and you could choose to use someone else for the construction phase, we are only
 241 under contract for the design.
 242
 243 B. Thomas- that's not the way that I understand it. when we hired Underwood, we hired them for to
 244 include construction. Once the design is complete, they'll do a proposal for the current contract to
 245 continue with the construction administration. The amount we had for engineering was 2.5 million, but
 246 we haven't spent all of that some of that will go towards the construction administration.
 247
 248 C. Karolian- what I am looking at it was written Underwood Engineering incorp, construction
 249 observation services would be paid for by the town.
 250
 251 B. Thomas- part of that is from the 2.5 million bond from a few years ago.
 252
 253 C. Karolian- were paying for Underwood to do the engineering and construction monitoring of the
 254 infrastructure at Granite Woods which is private property.
 255
 256 B. Thomas- yes it would include that, but keep in mind that sewer will become a public sewer and it's
 257 going to service all the way to Hackett Hill Road. It is a public sewer even though it will have an
 258 easement.
 259
 260 C. Karolian- but the easement will be on Port One's property.
 261
 262 D. Mercier- it will be an easement across the property.
 263

264 C. Karolian- Port One will actually own the infrastructure?
265

266 P. Bartash- No, were going to be granting the infrastructure to the town. And the purpose of having the
267 town continue with its plan to fund the engineering and construction observation activities with
268 Underwood is about eliminating a potential conflict of interest. Where we as a private party if we were
269 going to be funding the engineering and observation to it there is a lack of representation on the towns
270 behalf to oversee that work, we felt that sort of division of responsibility introduced a mutuality to the
271 agreement that would make sure the town is granted an infrastructure that it wants.
272

273 D. Boutin- in the 2nd paragraph on page 3 of the MOU it says Whereas, once complete, the
274 improvements would be granted to the Town along with easement(s) across Granite Woods property in
275 perpetuity along with all fee revenue generated by daily usage of the improvements. So, all the water
276 and sewer infrastructure would be owned by the town.
277

278 J. Sullivan- the work that they are doing is not just for the work on public property, but a good portion
279 will be on private property to complete the loop.
280

281 B. Thomas- it is either through private or public property through easements.
282

283 J. Sullivan – then those easements then become owned by the public entity.
284

285 A. Garron- the types of easements that are being sought here are the same plans that we have been
286 designing at exit 10 so that we will always have access. This is our engineered plan that we designed
287 to do over a year ago.
288

289 B. Thomas- the word shall, I put in there to make the language stronger. The 4th paragraph was to call
290 out the loop system. I also wanted to include the NHDOT. Again, adding the wording shall just
291 strengthens the language. The 6th paragraph, the developer has been very specific that the cost cannot
292 exceed 7 million dollars, I put the language in that we can have some leeway if it is a little over. And the
293 7th paragraph I wanted the town to have final say.
294

295 J. Sullivan- somewhere it was mentioned a public hearing, is that about what we are going to discuss
296 tonight or is that something different regarding the modification of the TIF that would allow us to agree
297 to this MOU.
298

299 A. Garron- Yes, if the terms and the concepts are something that the council is amendable to a Public
300 Hearing has to take place.
301

302 J. Sullivan- So before this is agreed to council will hold a public hearing and the public hearing would
303 address the changes to the TIF plan that the voters approved, and those changes would need to be
304 approved on and if we change the TIF agreement then this would be the next step.
305

306 ***D. Boutin motioned that the council hold a public hearing at its November 17th meeting to***
307 ***address an amendment to the TIF district agreement having to do with reimbursement to private***
308 ***investors with private borrowing or private financing, and 2nd to present and take public***
309 ***comment on the draft MOU for the TIF district proposed between the Town of Hooksett and***
310 ***Granite Woods, seconded by A. Walczyk.***
311

312 J. Sullivan- this is just to hold a hearing to get input, by holding the hearing we are not committing to
313 anything.
314

315 A. Garron- the council is under no obligation to decide, but the purpose of the Public Hearing is to
316 modify the TIF plan to allow this to happen or not and then a separate decision that would be made is
317 that MOU in a form that you feel comfortable with and want to take action on. This is a decision that
318 needs to be made to move onto the next level.

319
320 **Roll Call Vote #5**

321 ***T. Tsantoulis Aye***

322 ***C. Jones Abstain conflict of interest***

323 ***R. Duhaime Nay***

324 ***A. Walczyk Aye***

325 ***R. Lapierre Aye***

326 ***C. Karolian Nay***

327 ***J. Durand Nay***

328 ***D. Boutin Aye***

329 ***J. Sullivan Aye***

330 ***Voted in favor 5-3-1 Abstain conflict of interest employed by Underwood Eng.***

331
332
333 ***R. Lapierre motioned that we extend discussion on scheduled appointment 11.1. seconded by***
334 ***C. Karolian.***

335
336 ***Motion passed all in favor.***

337
338 R. Duhaime- we had this posted we have people here; I want to talk about it. Who is Granite Woods?
339 Who are the owners?

340
341 P. Bartash- the 2 owners are myself and my partner Kevin Boucher.
342

343 P. Bartash- the entire parcel that was one was granite woods was once owned by a single owner.
344 There were 3 parcels that consisted of that entire property. Since that time this main parcel which is the
345 main parcel that we own the 60 acres is now under separate ownership from the front 2 parcels, with
346 different owners. There exists a common access easement from Hackett Hill Road to the parcel that we
347 own. In the course of reviewing this project with the zoning and planning board it was determined that
348 we need to work and coordinate with owners of the front 2 parcels and as part of that process we
349 agreed to relocate the access easement to one side of their properties instead of bifurcating to separate
350 properties they could have one continuous lot area to be in that location. The sewer location and the
351 water easement location will run through what is currently one of the 2 properties in the front so as far it
352 pertains to the MOU and again as prepared by the town to us. We are talking about this holistically
353 because it's a holistic approach to this project and the fact that this project is reached through an
354 access easement from Hackett Hill Road that the reason for the mention of those properties within the
355 MOU, but to clarify we only own the 60.5 acres.
356

357 R. Lapierre- point of information the parcels that he's talking about 13-58 that's owned by CJM
358 industries 13-57 is owned by Shooters Outpost and 17-7 is listed as Granite Woods LLC.
359

360 P. Bartash- right which is owned by Kevin Boucher.
361

362 R. Duhaime- so I am making an MOU with these 3 entities. You're talking about taxes for 3 pieces of
363 properties?
364

365 P. Bartash- we are talking about taxes for one piece of property and just to clarify as far as the way the
366 structure is typical for a commercial real estate transaction in development transaction is to form a
367 special purpose entity for that particular transaction which is what granite woods JVL LLC is. It's an
368 agreement between ourselves and the owner of the land to do this project on that property that entity
369 becomes the controlling entity for the entire development process and also holds all of the agreements
370 with that development. This MOU is between Granite Woods and the Town of Hooksett.
371

372 R. Duhaime- so the cost of what you're saying of offsite improvements you're looking at \$8.9 million this
373 is just with improvements of your property or is it on all 3 properties.
374

375 P. Bartash- there are 3 buckets that come out to the 8.9 million, there is 1.9 million total cost to run
376 water and sewer from Hackett Hill Road across our property through the DOT parcels and back to

377 crossroad. There's also 3 million to build the pump station and the balance is to run the water and
 378 sewer from Hackett Hill Road and the water and sewer lines to the pump station.
 379
 380 R. Duhaime- as far as we have Underwood Engineering here, they are going to do to the work. Are you
 381 comfortable with them doing the work or do you think it needs to go out to bid?
 382
 383 B. Thomas- I am comfortable with them they have done a fine job.
 384
 385 A. Walczyk- why do we need to specify that all the work is done by Underwood Engineering.
 386
 387 B. Thomas- keep in mind that 80% of the design has already been completed by Underwood
 388 Engineers.
 389
 390 P. Bartash- the spirit is to make sure that the design is to the town's specifics. The town has already
 391 started working with Underwood and it is more to protect the town and its interests.
 392
 393 A. Walczyk- that makes sense, but I don't necessarily agree. I don't see why they need to be called out
 394 in the MOU.
 395
 396 D. Mercier- I don't see any negative to the town taking that stance. It's the Towns engineer.
 397
 398 A. Walczyk- I thought I heard at one point the town will reimburse the cost to finance the project, is that
 399 true.
 400
 401 P. Bartash- the reimbursement from the tax revenue is going to pay for the cost of the improvements
 402 not the whole project.
 403
 404 a. Walczyk- the town will reimburse for all the 7 million dollars in financing of that is that correct?
 405
 406 R. Lapierre- the reimbursement does not address the cost of the project which is the reimbursement of
 407 the taxes that they expect to pay. The current law and the way the TIF is setup doesn't allow us to pay
 408 them that way. But the amount of money we pay is based on a future projection of taxes and not on
 409 their actual costs.
 410
 411 P. Bartash- so if the taxes were lower and our costs were higher that would be a risk to us.
 412
 413 P. Bartash- what's being reimbursed is the cost of the improvements not the cost of our entire project or
 414 the buildings. It is just the improvements and the cost associated with the financing.
 415
 416 T. Tsantoulis- in 2018 when we drafted the TIF we established that Underwood Engineering was the
 417 best engineer firm for this type of project, and I don't see why we wouldn't continue to use them.
 418
 419 C. Karolian- 13-57 is owned by someone else, and 13-58 is owned by someone else entirely but yet
 420 you want them included in the MOU for the granite woods project.
 421
 422 P. Bartash- the only reason we are including them is because those 3 parcels together are serviced by a
 423 single common shared access easement and there's work that we have done to coordinate the location
 424 of that easement in relation to parcels 13-57 and 13-58 and so the location of that easement and the
 425 location of the water and sewer infrastructure do impact those properties even though they are not
 426 actual parties to this agreement.
 427
 428 C. Karolian- it looks like if those 2 properties were not included it looks like you would be land locked
 429 and have no access to the property.
 430
 431 P. Bartash- no, there is an existing easement today that provides access from Hackett Hill Road to lot
 432 17-7.
 433
 434 C. Karolian- should the town engage in a MOU that includes the owners of those 2 properties.
 435
 436 P. Bartash- the easement is for the benefit of our property.
 437
 438 C. Karolian- will the other 2 owners also reap the benefits of the 60/40 split?
 439
 440 P. Bartash- NO

P. Bartash- if it clears up the language, we can remove them from the MOU the agreement is between our parcel and the Town.

C. Karolian- do we need a 2nd MOU with the other owners.

P. Bartash- a 2nd MOU with these property owners is not necessary as they don't have any financial needs in this, and they have no control over the easement that involves our parcel. We have had a good relationship with the 2 owners, and they know what our plans are.

C. Karolian- should we be expanding the TIF district, or are we spending money outside of the TIF district and are we legally allowed to do that?

J. Sullivan- since the council created the TIF District we can increase the area of the TIF district, so if the concerns are that we are going outside of the area then the council at their choosing should expand the TIF district.

P. Bartash- I want to highlight to the town council that we have been here for 18 months. We have worked very extensively with the town, and the water dept and how do we create tangible needs for the needs of the community. The point of this is we present an opportunity to the town. We are going to become a taxpayer and through our taxes we are going to fund this project. We are channeling our taxes to make this project work. Yes, it benefits our property, but it also benefits a lot of other properties.

D. Boutin- I've been involved in Planning Board for 20 years and I say this very sincerely that Mr. Bartash was a breath of fresh air. I never felt he tried to weasel his way. At one meeting I asked 15 questions and the next meeting he answered all 15 questions and I also want to make sure that this benefits the Town of Hooksett. To A. Walczyk point, I have worked with Underwood Engineer for many years. We are here today because of the work that Underwood has done. I also want to complement our Town Engineer. Bruce has done a phenomenal job and protecting the interest of the town of Hooksett.

C. Karolian- I disagree with the fact that D. Boutin allude to your intentions. These questions are not all ours.

CONSENT AGENDA

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.

T. Tsantoulis motioned to approve the Consent Agenda 12.1 as presented seconded by A. Walczyk.

Voted unanimously in favor (9-0)

TOWN ADMINISTRATOR'S REPORT

A. Garron- number of covid cases has gone down slightly to 51. Total cases down to 1588.

A. Garron- we did put together a newsletter that was compromised of the little league baseball tribute also the Stone House has been saved and the intention from the newsletter article was that they wanted to save it. Halloween is on Sunday no changes. Hooksett Chamber of Commerce annual meeting- they invited me to speak on the various projects going on in Hooksett. More eyes are being turned onto Hookset and focusing on making Hooksett a welcoming area. The bathrooms at Donati field has been started they have been doing some ground work. I did receive an inquiry about DPW trash the inquiry was how do we get trash pickup at Stonegate. My advice was for them to go to the advisory group and then from the council can make a decision from there. Last Friday we had a kickoff meeting with Central Water and their consultant to start the project. We sat and mapped out how the study is going to go. Last Friday councilor Walczyk and I met with Revision Energy who put together a proposal for the sewer commission. We met with the consultant and discussed a variety of ways that it can be approached. We heard back from the Sheehan grant, and we were unsuccessful getting that grant. There were many applicants We will continue to seek out other funding.

TC MINUTES

10-27-2021

9

503
504
505
506
507
508
509
510
511
512
513
514
515
516
517
518
519
520
521
522
523
524
525
526
527
528
529
530
531
532
533
534
535
536
537
538
539
540
541
542
543
544
545
546
547
548
549
550
551
552
553
554

J. Sullivan – The newsletter also included other articles from the Lilac Bridge, recycling, and family services.

R. Duhaime- are we going to do the expanded newsletter more than 4 times a year?

A. Walczyk- the newsletters are they also online?

NOMINATIONS AND APPOINTMENTS

Nominations and Appointments (October 2021)

R. Lapierre motioned to appoint Jordan Davis to the Town Hall Preservation Committee to a term expiring 6/30/2024" I also motion to appoint Jordan Davis to the Heritage Commission to a term expiring 6/30/2024" EDAC role TBD.

Voted in favor (8-0)

J. Sullivan- we will get a clarification on the EDAC.

OLD BUSINESS

FY 2022-23 Budget and Warrant Articles

R. Lapierre motioned 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, seconded by A. Walczyk.

R. Lapierre- we were told these numbers were coming Christine does a great job of getting these numbers to us, so I don't think there should be any questions.

Roll Call Vote #6

J. Durand NP

R. Lapierre Aye

C. Karolian Nay

D. Boutin NP

C. Jones Aye

T. Tsantoulis Aye

A. Walczyk Aye

R. Duhaime NP

J. Sullivan Aye

Voted in favor (5-1)

C. Tewksbury- this is a new warrant article for the Heritage Commission to research, write, edit, design, and publish an updated local history book.

Recess at 7:51 loss of quorum

K. Northrup- We should have done this 10 years ago; it would have been cheaper. It's a good as time as any. Things have changed since the last update. The cost sounds horrifying. I got figures from other towns and some paid more. It is a yearlong process.

555 J. Sullivan – regarding funding in the past we have used fund balance on some occasion vs raising
556 funds. Is that a possibility or thoughts?

557
558 C. Tewksbury- it is a possibility
559

560 J. Sullivan- I motion we use fund balance to fund this seconded by T. Tsantoulis. That would require
561 reworded warrant article.

562
563 C. Tewksbury- I would reword it and present it to the budget committee.
564

565 K. Northrup- this is really up to the voters and if they vote for it then they care about it. This is a forever
566 investment.

567
568 ***J. Sullivan motioned to amend the warrant article for the History books funding to come from***
569 ***general fund balance. Seconded by T. Tsantoulis.***

570
571 **Roll Call Vote #7**
572 ***C. Jones NP***

573 ***C. Karolian Nay***
574 ***R. Lapierre Aye***

575 ***R. Duhaime Aye***
576 ***A. Walczyk Aye***

577 ***J. Durand Aye***
578 ***T. Tsantoulis Aye***

579 ***D. Boutin Aye***
580 ***J. Sullivan Aye***

581 ***Voted in favor (7-1)***
582

583
584 ***A. Walczyk motioned as amended to recommend to see if the town will vote to raise and***
585 ***appropriate the sum of \$75,000.00 to research, write, edit, design, and publish an updated local***
586 ***history book. This special warrant article will be a non-lapsing appropriation per RSA 32:7, VI***
587 ***and will not lapse until the updated local history book is completed or by June 30, 2027,***
588 ***whichever is sooner. Funding to come from general fund balance. Seconded by R. Duhaime.***
589

590 **Roll Call Vote #8**
591 ***R. Lapierre Aye***

592 ***R. Duhaime Aye***
593 ***T. Tsantoulis Aye***

594 ***A. Walczyk Aye***
595 ***J. Durand Aye***

596 ***C. Jones NP***
597 ***D. Boutin Aye***

598 ***C. Karolian Aye***
599 ***J. Sullivan Aye***

600 ***Voted in favor (8-0)***
601

602 ***C. Karolian motioned to see if the town will vote to raise and appropriate the sum of \$10,000.00***
603 ***to be added to the Conservation Land Improvements Capital Reserve Fund previously***
604 ***established, seconded by T. Tsantoulis.***
605

606 R. Duhaime- I think this is to low I wanted to see this increased.

607

608 Cindy Robertson Conservation Commission – there is a finite amount of land in Hooksett a large portion of
609 funding comes from current use. That is starting to become stagnant. We continue to have trail
610 maintenance requirements and stewardship plan. The 426 acres right now, we do not have the finance
611 to implement the plan. We spent the money to do the stewardship plan. We have about \$100,000 total
612 in funds. While I agree that the 10k is minimal this time. Conservation will run out of funding at some
613 point.

614

615 C. Robertson- conservation as a commission will have to decide how to spend these funds.

616

617 J. Sullivan- the obligated funds will only be replenished up to \$36,000.

618

619 ***T. Tsantoulis motioned to make an amendment to change the amount to \$30,000 from \$10,000.***
620 ***For the Conservation Fund. Seconded by R. Duhaime.***

621

622 T. Tsantoulis- Hearing what we are hearing our CC land is a big asset and we need to act accordingly.

623

624 D. Boutin- I think the increase that you proposed is worthy, but it won't accomplish what they need to
625 get done. If we are going to do it, then we need to do the whole things.

626

627 **Roll Call Vote #9**

628 ***J. Durand Nay***

629 ***D. Boutin Nay***

630 ***C. Jones NP***

631 ***R. Duhaime Aye***

632 ***C. Karolian Aye***

633 ***A. Walczyk Aye***

634 ***T. Tsantoulis Aye***

635 ***R. Lapierre Aye***

636 ***J. Sullivan Aye***

637 ***Voted in favor (6-2)***

638

639 ***T. Tsantoulis motioned to see if the town will vote to raise and appropriate the sum of***
640 ***\$30,000.00 as amended to be added to the Conservation Land Improvements Capital Reserve***
641 ***Fund previously established. Seconded by R. Duhaime.***

642

643 **Roll Call Vote #10**

644 ***C. Karolian Aye***

645 ***T. Tsantoulis Aye***

646 ***R. Lapierre Aye***

647 ***C. Jones NP***

648 ***D. Boutin Nay***

649 ***J. Durand Aye***

650 ***A. Walczyk Aye***

651 ***R. Duhaime Aye***

652 ***J. Sullivan Aye***

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

654

655 ***T. Tsantoulis motioned to see if the town will vote to raise and appropriate the sum of***
 656 ***\$250,000.00 to be added to the Fire Apparatus Capital Reserve Fund previously established;***
 657 ***seconded by D. Boutin.***

658

659 R. Duhaime- can we get any savings here?

660

661 S. Colburn- based on the CIP we need to set aside funds.

662

663 R. Duhaime- can we stretch it to make it last longer?

664

665 S. Colburn- we could but I don't know that. The idea was to keep a level fund for when we need to
 666 replace equipment.

667

668 T. Tsantoulis- the capital reserve just means that we are setting aside the funds. It is not being spent
 669 now. It is saving for the day we do need it. By staying on this plan, we will have the funds available
 670 when we need it.

671

672 J. Sullivan- we are just putting money away in a fund.

673

674 R. Duhaime- just because you have the money does not mean you have to spend it. Are you keeping
 675 up with maintenance?

676

677 S. Colburn- yes, we are doing the necessary steps to keep them maintained.

678

679 **Roll Call #11**

680 ***T. Tsantoulis Aye***

681 ***R. Lapierre Aye***

682 ***J. Durand Aye***

683 ***C. Jones NP***

684 ***C. Karolian Nay***

685 ***A. Walczyk Aye***

686 ***R. Duhaime Nay***

687 ***D. Boutin Aye***

688 ***J. Sullivan Aye***

689 ***Voted in favor (6-2)***

690

691 ***R. Lapierre motioned to see if the town will vote to raise and appropriate the sum of \$62,500.00***
 692 ***to be added to the previously established Capital Reserve Funds and to apportion the sum***
 693 ***among several funds as listed below: Air Packs & Bottles \$ 27,500.00 Fire Rescue Tools &***
 694 ***Equipment 35,000.00 Total \$ 62,500.00 seconded by T. Tsantoulis.***

695

696 R. Lapierre- I've heard that you need to replace hoses, is this appropriate to replace hoses.

697

698 C. Tewksbury- there is a possibility, we would have to go back and look at the original article and what
 699 the intent was.

700

701 **Roll Call Vote #12**

702 ***D. Boutin Aye***

703 ***A. Walczyk Aye***

704 ***J. Durand Aye***

705 ***C. Karolian Nay***

706 **R. Lapierre Aye**
 707 **T. Tsantoulis Aye**
 708 **R. Duhaime Aye**
 709 **C. Jones NP**
 710 **J. Sullivan Aye**
 711 **Voted in favor (7-1)**

712
 713 **C. Karolian motioned to see if the town will vote to raise and appropriate the sum of \$71,000.00**
 714 **to be used to purchase and outfit a vehicle for the Hooksett Police Department K9 Unit.**
 715 **Seconded by T. Tsantoulis.**
 716

717 J. Bouchard- we brought back the K9 program. We have not asked for any taxpayer money since it
 718 started. His car is coming to the end of its life. We looked at different options on how to replace it. I felt
 719 a warrant article was the best option to let the voters have a say and since we have not asked the
 720 taxpayers to fund this program. The car is not big enough to hold all of the equipment.
 721

722 T. Tsantoulis- for clarification it does not specify they type of vehicle; it just says new vehicle will be
 723 bigger.
 724

725 R. Duhaime- if this passes does it save you on your budget next year.
 726

727 J. Bouchard- no cause that's not part of my plan for the replacement vehicles. We are just hoping this
 728 car will last. We don't want to convert another vehicle due to cost.
 729

730 **Roll Call Vote #13**

731 **C. Karolian Aye**
 732 **D. Boutin Aye**
 733 **T. Tsantoulis Nay**
 734 **R. Lapierre Aye**
 735 **A. Walczyk Aye**
 736 **R. Duhaime Aye**
 737 **J. Durand Aye**
 738 **C. Jones NP**
 739 **J. Sullivan Aye**
 740 **Voted in favor (7-1)**
 741

742 **J. Sullivan motioned to see if the town will vote to raise and appropriate the sum of \$50,000.00**
 743 **to be added to the Emergency Radio Communications Capital Reserve Fund previously**
 744 **established. Seconded by C. Karolian.**
 745

746 R. Lapierre- is this in addition to equipment that is in your annual budget?
 747

748 J. Bouchard- Yes
 749

750 **Roll Call Vote #14**

751 **R. Duhaime Aye**
 752 **J Durand Aye**
 753 **C. Jones NP**
 754 **R. Lapierre Aye**
 755 **A. Walczyk Aye**
 756 **D. Boutin Aye**

757 C. Karolian Aye
 758 T. Tsantoulis Aye
 759 J. Sullivan Aye
 760 Voted in favor (8-0)
 761

762 R. Lapierre motioned Capital Reserve Funding – GIS Digital Parcel Recompile To see if the
 763 town will vote to raise and appropriate the sum of \$100,000.00 to be added to the Town Wide
 764 Digital Mapping Systems Capital Reserve Fund previously established. Seconded by A.
 765 Walczyk.
 766

767 Roll Call Vote #15

768 D. Boutin Aye
 769 C. Jones NP
 770 A. Walczyk Aye
 771 J. Durand Nay
 772 R. Duhaime Aye
 773 T. Tsantoulis Aye
 774 R. Lapierre Aye
 775 C. Karolian Aye
 776 J. Sullivan Nay
 777 Voted in favor (6-2)
 778

779 J. Sullivan motioned to see if the town will vote to raise and appropriate the sum of \$30,000.00
 780 to be added to the Revaluation Capital Reserve Fund previously established. Seconded by T.
 781 Tsantoulis.
 782

783 Roll Call Vote #16

784 A. Walczyk Aye
 785 R. Lapierre Aye
 786 C. Jones NP
 787 R. Duhaime Aye
 788 J. Durand Aye
 789 C. Karolian Aye
 790 T. Tsantoulis Aye
 791 D. Boutin Aye
 792 J. Sullivan Aye
 793 Voted in favor (8-0)
 794

795
 796 T. Tsantoulis Motioned to have the Town Administrator draft the warrant article for non-union
 797 employees, including Library employees, for a 1.6% COLA and funds to support a 2% internal
 798 equity adjustment. Seconded by A. Walczyk.
 799

800 A. Garron- conducted a wage study for 44 nonunion employees.
 801

802 C. Tewksbury- we looked at both scenarios. It would be very costly. The ranges are 40% from the mid
 803 to the high. In order to get to that you would need to give 2% each year.
 804

805 R. Lapierre- 2% over 10 years is xx. My point is 10 years this wage scale should be different from now.
 806

807 C. Tewksbury- once we address these inequity's, how do we maintain where they should be?
 808

809 A. Garron- phase 3 is as important as stage 2. We are establishing a cola. I believe the cola is at 5%.
810 So instead of taking the cola, we look at an average. I would suggest the cola and look at a
811 discretionary adjustment. We looked at a number of scenarios. We looked at longevity and we looked
812 at the numbers and it came out to 1%.

813

814 D. Boutin- what's the upside to the merit %.

815

816 A. Garron- 1 to 2 % plus the cola.

817

818 D. Boutin- does this imply that all that are entitled to an adjustment would get the same.

819

820 A. Garron- no some are where they should be and so no, they will not all be the same.

821

822 A. Garron- no it will not be the same. You have some that are highflyers, and some are not.

823

824 **Health Insurance FY2021 Surplus of Funds - Distribution of funds**

825

826 ***A. Walczyk motioned 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. Seconded by R. Lapierre.***

831

832 **Roll Call Vote #17**

833

834 ***T. Tsantoulis NP***

835

836 ***C. Jones NP***

837

838 ***R. Duhaime Aye***

839

840 ***A. Walczyk Aye***

841

842 ***R. Lapierre Aye***

843

844 ***C. Karolian Aye***

845

846 ***J. Durand Aye***

847

848 ***D. Boutin Aye***

849

850 ***J. Sullivan Aye***

851

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

853

854 **NEW BUSINESS**

855

856 **Old Home Day Committee - 2022 Special Event for Hooksett Bicentennial**

857

858 J. Sullivan – in the past the OHD Committee has wished to have it a 2-day event, but we have held off.
859 This year we are looking to having it a 3-day event.

860

861 A. Garron- this was discussed in 2018 as a 2.5-day event. In September the TC discussed and had
862 tabled it due to questions on impact of department services.

863

864 A. Walczyk- I see that there is a letter to be drafted to the neighbors.

865

866 J. Sullivan- in the past neighbors have asked that if we are going to hold events longer than 1 day that
867 they get notified.

868

869 Andrew Janis 39 Main Street- I am disappointed that no one from that committee didn't come tonight. It
870 seems like they put the cart before the horse. Why is Donati Park the only place that can hold events.
871 We are now looking at 8 days and expecting thousands of visitors you should ask the neighborhood
872 first. Then you are going to vote on this before letting us know.

873

874 J. Sullivan- of the Vietnam wall coming we felt that having the full coverage was appropriate and not in
875 a secluded area. Can OHD be held someplace else, that is a possibility.

868
869
870
871
872
873
874
875
876
877
878
879
880
881
882
883
884
885
886
887
888
889
890
891
892
893
894
895
896
897
898
899
900
901
902
903
904
905
906
907
908
909
910
911
912
913
914
915
916
917
918
919
920
921
922
923

A. Walczyk- do we know if a letter was sent to the neighbors on the changes to OHD or bicentennial events.

J. Sullivan- we will send a letter. As of now this is the only year it will be a 3-day event for 2022. If we approve this, it will be just for 2022 for OHD.

A. Garron- we can send out a letter.

J. Sullivan- if we vote on it tonight, it will be for the planned events.

C. Karolian – why wouldn't we schedule a Public Hearing on this? I would motion to schedule a PH to let them decide if it is a 1 day or 3-day event. Seconded by J. Durand.

R. Lapierre- has the newsletter gone out?

A. Garron- it may not be ready for this next newsletter.

***J. Sullivan motioned to extend the meeting, seconded by C. Karolian.
Voted in favor 6-1.***

PUBLIC INPUT

David Ross- I don't think the church gets a tax bill, and they should be the biggest one to be notified as they are a large abutter. This thing that I am hearing about the new financing. You cannot be committing this money without consulting DRA. Was it our engineer who drafted the MOU? Sounded like he was working for the developer not us.

J. Sullivan- no decisions have been made.

NON-PUBLIC SESSION #2 NH RSA 91-A:3 II (a.c.I)

Chair Sullivan motioned to enter non-public session at 9:39 pm in accordance with the provisions of RSA 91-A:3, II (a, c, I). C. Karolian seconded the motion.

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

(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.

(I) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

Roll Call Vote #18

J. Durand Aye

R. Lapierre Aye

C. Karolian Aye

D. Boutin Nay

C. Jones NP

T. Tsantoulis NP

A. Walczyk Aye

R. Duhaime Aye

J. Sullivan Aye

TC MINUTES

10-27-2021

17

924 ***Vote in favor (6-1)***

925

926 ***Chair Sullivan motioned to leave non- public session and return to public session at 10:06 pm.***

927 ***C. Karolian seconded the motion.***

928

929 **Roll Call Vote #19**

930 ***C. Jones NP***

931 ***C. Karolian Aye***

932 ***R. Lapierre Aye***

933 ***R. Duhaime Aye***

934 ***A. Walczyk Aye***

935 ***J. Durand Aye***

936 ***T. Tsantoulis NP***

937 ***D. Boutin Aye***

938 ***J. Sullivan Aye***

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

940

941 **ADJOURNMENT**

942

943 ***Chair Sullivan motioned to adjourn at 10:06 pm. C. Karolian seconded the motion.***

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

945

946

947 Respectfully submitted,

948 *Alicia Jipson*

949

950 Alicia Jipson

951 Recording Clerk

952

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

954

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, November 3, 2021**

The Hooksett Town Council met on Wednesday, November 3, 2021, at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 03 Nov 2021 to order at (6:00) pm.

PROOF OF POSTING

Town Administrator, Andre Garron provided proof of posting.

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor Clifford Jones, Councilor John Durand, Councilor Randall Lapierre, Councilor Roger Duhaime (6:08), Councilor Timothy Tsantoulis Councilor Clark Karolian, and Councilor Alex Walczyk.

Absent: Councilor David Boutin

PLEDGE OF ALLEGIANCE called for by Chairman Sullivan

Chairman Sullivan asked for a moment of silence for Staff Sgt. Jesse Sherrill.

AGENDA OVERVIEW

SPECIAL RECOGNITION

A. Garron- as you know our former project coordinator Nick Germaine left to be the Town Assistant for the Town of Wilton, we posted the position internally and we had only 1 applicant after interviews with staff we reviewed references and offered the position to Leann McLaughlin effective November 29th.

R. Lapierre- will you be posting an opening to back fill Leann's position.

A. Garron- yes, soon. We are reevaluating the position before we do to see if it will be the same position or something different.

PUBLIC INPUT - 15 MINUTES

David Ross 56 Sherwood Drive- I want my previous questions on tapings of meetings responded to. I haven't heard anything back. You need to make sure you are doing everything right.

J. Sullivan- your questions were brought forth to the Town Administrator which he will address later under the Town Administrators report.

C. Karolian- the audio that we have with these Bluetooth wireless mics is horrible, they fade in and out. They system is not engaging and getting loud enough, I recommend that we go back to wired mics.

SCHEDULED APPOINTMENTS

NHDOT Presentation of Hooksett Road Route 3 Widening - Tobey Reynolds - NHDOT Traffic Bureau.

A. Garron- we have currently been working with the NHDOT on a 10-year plan project scheduled in Hooksett at looking at road readjustments from Alice Ave to Whitehall Road and the various alternative

that have been over the last 6 months. D. Boutin, B. Thomas and myself, and several others have been active with the zoom calls on what the proposal is for route 3 is to be.

Toby Reynolds NHDOT- when this project 1st came into the 10-year plan in 2017. We developed a Public Advisory Committee. We have representative from the town, EMS, Town Engineer, Town Administrator, Police, Councilor Boutin, Rep from Southern NH University, Regional Planning Commission, Hooksett School District. The project goes from Alice Ave to Whitehall Road which is about 1.3 miles of Route 3. To date we have had 4 public advisory meetings all over zoom. They started off identifying issues on the corridor and we also developed a vision statement and a purpose and needs statement. Our vision statement is to improve roadway safety mobility and efficiency to promote safe, convenient, and comfortable travel for motorized vehicles, pedestrians, and bicycles. It has been the focus of the group to not only consider vehicles and progression through the corridor but also consider bicycles and pedestrians in the potential solutions. Since we have done the 4 pack meetings, we have started discussing alternatives. We are looking to schedule a public info meeting in the next few months probably in the new year. We have discussed having it here at the gym. We looked at West Alice Ave and Route 3 first. We would be looking at adding a left turn lane and change the other that is there to a thru right, also needed at this intersection would be a right turn lane. We also looked at the Martin's Ferry intersection. We would take the same approach and add a left turn lane and a thru right. Minor changes needed to make them acceptable. The other intersection that we looked at was on Mammoth Road. We are considering adding an additional thru lane and to lengthen the 2 lanes to allow for movement to move more freely. We also discussed a potential for a 2-lane roundabout. These are all very preliminary. It does fit to the existing footprint to some degree, with some encroachment onto the private property at the business at Gate City Collision. We also looked at segments between Alice and Mammoth and Mammoth and Whitehall. One alternative that we considered was a 3 lane typically which is essentially what is there today, one lane in each direction, a center, 2-way left turn lanes, adding consistent 5-foot shoulders to that, and then sidewalks on both sides. So, all the alts, include sidewalk on both sides through the whole project. The other alternative was a 5-lane typical, but it adds a lane in each direction, everything would get widened out 11 feet.

R. Lapierre- do we have to keep the center lane, or can we do like what was done in Bedford?

T. Reynolds- yes, we could do that. T. Reynolds went on to describe the level of service on the options and expressed the level of delay.

R. Duhaime- in Bedford what do you consider that?

T. Reynolds- we consider that 5 lanes, 2 lanes in each direction and a median island. At an intersection that median island becomes a turn lane.

R. Duhaime- right now from Martins Ferry down to Campbell where we have a lot of bottle necking. Is that considered 5 lanes?

T. Reynolds- Probably I am not fully aware of that full section. The difference between that section and this, you have longer stretches or roadway without intersections. In this case the one lane in each direction between the intersections could be a viable solution. With the 3-lane section you will have a lot more congestion and speeds will be lower. With lower speeds bikes and pedestrians will have a lower stress level associated with them using the facility. By width it has less impact on surrounding property. We are looking at what business will be impacted and what that impact looks like. Maintenance of traffic during construction, is that a 5-lane may work better because you can use some of the lanes for traffic. Don't get me wrong both of them won't be no congestion we are still a construction zone. Those are the tradeoffs between the 3 and the 5. The first public informational meeting will likely be planned in the beginning of the new year. That would likely be followed by a 2nd public informational meeting where we would get more input on the refinement of the alternatives, that would be middle of 2022, and then

106 provided we have support for an option we would move forward with a public hearing probably a year
107 from this January. After that we would move in what we call final design, because of the length of the
108 corridor and the property that may be impacted with either option our right of way process will take
109 some time, and so we would project that construction would take place in 2025, but more likely in
110 calendar year 2026, and in both options its likely to be more than a single construction season because
111 of the restrictions we have around traffic.

112
113 C. Karolian – there was a survey done back in 1995 that recommended a 5-lane option?

114
115 T. Reynolds- there was a corridor study done by a engineering firm hired by Lakes Region Planning
116 Commission, and one of the options was to go to a 5-lane alternative.

117
118 J. Sullivan- based on what you said there was some things that the state would put in automatically. In
119 regards to the scoop of 3 lane or 5 lane or a roundabout, what would give you the indication of the
120 green light? What would be the buy in aspect of going forward?

121
122 J. Reynolds- there are some things that the state will put in automatically. When we do the public input,
123 we rarely have a consensus. We look at the overall thoughts. We don't typically present on something
124 that we don't think will work. We will also look to the Town decision makers for their input and what they
125 want to see work.

126
127 R. Lapierre- I live right off where that proposed roundabout will be so I may have more experience than
128 the other councilors, and Zipporah drive comes right off Mammoth just up the road from that
129 intersection and I was wondering if you looked at how far do you look at traffic impact. Do you look at a
130 roundabout or a singled intersection would affect residents coming off Zipporah to get into that lane.

131
132 T. Reynolds- eventually we would look at that. We would look at the backups

133
134 T. Tsantoulis- the option that you discussed with having a center lane, where do you determine where
135 you put a cut. What criteria would you use to make that decision?

136
137 T. Reynolds- we would not want to see any cuts. The median goes intersection to intersection.

138
139 R. Duhaime- on Route 3 coming down to mammoth lane. You have a lot of bottlenecking, so if you go
140 to a 5 lane are you going to keep another lane for turning.

141
142 T. Reynolds- I am not sure that we have got that far into details. We are looking at the possibility of
143 eliminating the islands that are there, having cars come down and make a stop then a turn.

144 145 146 147 148 **CONSENT AGENDA**

149
150 C. Karolian- Mr. Thomas on page 3 of your report it gives that dollar figure of \$154,424 to complete the
151 job that's left to be done who provided the estimates.

152
153 B. Thomas- the consultant. The estimate that you see is for roadway cul-de-sac off the main road. The
154 basic estimate is the original estimate for that street, and I just used the items that are left to complete,
155 and this should be enough to cover it, done in April.

156
157
158 ***T. Tsantoulis motioned to accept Federal Grant Funds (FEMA-PA) awarded to the Town of***
159 ***Hooksett, NH in the amounts of \$80,619.28 for Hooksett Fire Rescue Department overtime***
160 ***staffing from October 2020 - December 2020, and \$41,576.08 for Hooksett Fire Rescue***

161 Department overtime staffing from January 2021-February 2021, per RSA 21-P:43. *seconded by*
162 *A. Walczyk.*

163
164 *Vote in favor 7-1*

165
~~166~~
168 *T. Tsantoulis motioned to accept the grant in the amount of \$2,782.50 from the Bureau of*
169 *Justice Assistance; Patrick Leahy Bulletproof Vest Partnership, to the Town of Hooksett for the*
170 *Hooksett Police Department per RSA 31:91-b: III(b) and return the funds to the Police*
171 *Department's, 2021-2022, 2022-2023 and/or 2023-2024 fiscal budgets under the uniform*
172 *equipment line. seconded by A. Walczyk.*

173
174 *Vote in favor 8-0*

175
~~176~~
178 *T. Tsantoulis motioned to accept Summit View Development/Churchill Street (off South Bow*
179 *Road) Partial Surety Release of \$329,347.69 to the Developer. seconded by A. Walczyk.*

180
181 *Vote in favor 7-1*

182
183
184 **TOWN ADMINISTRATOR'S REPORT**

185
186 A. Garron- there is not much to report from last week to this week. I believe the question referred to a
187 meeting that happened a few meetings ago that was cut short.

188
189 D. Ross- that's what brought it to my attention, and when I asked about it I was told that the meeting
190 are recording somewhere else, and that when they stop recording, there is no way to retrieve what
191 happened. It should be on a local hard drive.

192
193 A. Garron- we did check into that 1 meeting. We did have a late meeting. The public meeting ended at
194 10:15 and the non-public ran till 10:30. We set a set time and unless the council extends the time and
195 Nick usually adds an extra hour to that so there was no laps in time. In this instance it ran over that
196 extra hour and was not caught in time and was captured in the minutes. But as far as archives you can
197 go to our website and see 100 of recorded meeting minutes if you choose to right now. I will say as far
198 as mics these really need to be close to your mouth. Every now and then the voices are hard to hear. I
199 want to institute some proper protocols first and then look further into what else needs to happen. Plus,
200 we always have the written minutes.

201
202 C. Karolian – one of the main issues with having these on the tables is when moving papers around
203 and then being reminded to turn on the mics.

204
205 T. Tsantoulis- be patient with the process. We do have a new operator who has stepped up to the plate
206 and I'd hate to see her get scared away because someone was not patience with her and learning.
207 There is a lot going on in here to learn and keep up with.

208
209 A. Garron- you can't point to many issues that the issues have happened occasionally you do have a
210 time when it does clock out on you.

211
212 A. Garron – it looks like the State updates their website on Wednesday. I believe the number that you
213 have in yours is 48 covid cases, and now it is at 68 covid cases which is still down from the last time at
214 78. The total covid cases is 1,643. The fully vaccinated and 1 dose hasn't really changed it changed
215 .5%. We talked about an expanded newsletter. The next newsletter is when a normal newsletter will go
216 out. I was hoping the board would authorize the chair to review the newsletter before it is sent out. We
217 have 1 meeting between now and when the newsletter has to go out. We can send a draft as soon as it

TC MINUTES

11-3-2021

4

is ready so the Board knows what will be in the newsletter. The online one isn't scheduled until the spring. This one is centered on the tax bill going out, therefore the time sensitivity.

There was a consensus of the council to allow the chair to review the newsletter before it was sent out.

A. Garron- ARPA- I know we haven't had a discussion on it since late September. I was hoping to put it on the next agenda for November 17th as a discussion item. I also have a nonpublic discussion with family services to discuss later.

NOMINATIONS AND APPOINTMENTS

J. Sullivan – I think we had 1 question from our nominations, I believe that we did get clarification on EDAC. That the alternate Michelle Gannon would like to be a full member. If that is the case, then that leaves an alternate.

T. Tsantoulis motioned to appoint Michelle Gannon to a full member from a alternat to the EDAC to a term expiring 6/20/2024 seconded by J. Sullivan.

Vote in favor 7-1

J. Sullivan there is now an alternate position open, and I'd like to nominate Jordan Davis as an alternate to the EDAC to a term expiring 6/20/2024 seconded by T. Tsantoulis.

R. Lapierre- he has an education background in finance and is part owner of the Blow Blow dry bar in Bedford NH, he has experience in pre-colonial restoration, grant writing

Vote in favor 8-0

OLD BUSINESS

FY 2022-23 Budget and Warrant Articles

C. Tewksbury- on October we received the renewal rates from Primex for property liability and workers comp. These are the last 2 pieces that we believe will have an impact on the operating budget. On page 15 is the staff report where we talk about the property liability amounts is not to exceed \$274,899 and in the proposed budget is \$250,000 and that is a shortfall of \$24,899. And then under workers comp the not to exceed amount is \$248,671 and the proposed budget is \$210,000 with a shortfall of \$38,671. So, we would be looking for a motion to increase your recommend budget by the total of those two shortfalls which is about \$63,570.

T. Tsantoulis motioned to increase the FY 2022-23 Town Councils' recommended budget by \$63,570 to cover the changes in Property & Liability and Workers' Compensation costs. Total recommended budget will be \$19,161,615. seconded by C. Jones.

C. Karolian- if the town council does not increase their budget recommendations these 2 numbers would come from where?

C. Tewksbury- we would have to work within the budget to find the money, I would assume that it would come from unspent wages as we have vacancies.

270 R. Lapierre- I know we do a lot of work with Primex, and I was wondering if this was competed and how
 271 often.
 272
 273 C. Tewksbury- this was put out to bid maybe 2 years ago and the last 2 times we have put it out Primex
 274 was really the only one to send back bids.
 275
 276 R. Duhaime- you're talking a \$38,000 increase that a large increase.
 277
 278 C. Tewksbury- workers comp is based on our wages, and over the years we have been able to keep
 279 more employees hired, therefore our payroll has been up. Therefore, it has increased the amount of
 280 workers comp.
 281
 282 R. Duhaime- so is the increase not from the insurance company its just on the payroll?
 283
 284 C. Tewksbury- it's a combination of both, there are reinsurance involved as well, they go out and shop
 285 for coverage on things like cyber security and weather events.
 286
 287 J. Sullivan- what is the standard practice for rebidding.
 288
 289 C. Tewksbury- we usually do it every 3-4 years.
 290
 291 J. Sullivan- so you will be looking to rebid it out in the year or so.
 292
 293 C. Tewksbury- again the last 2 times Primex has been the only one to bid. It is a lot of work to put
 294 together, but I am happy to do so.
 295
 296 C. Karolian- I want to confirm that it cannot come out of the town unassigned fund balance?
 297
 298 C. Tewksbury- correct.
 299
 300 **Roll Call Vote #2**
 301 ***R. Duhaime Aye***
 302 ***J Durand NP***
 303 ***C. Jones Aye***
 304 ***R. Lapierre Aye***
 305 ***A. Walczyk Aye***
 306 ***D. Boutin NP***
 307 ***C. Karolian Nay***
 308 ***T. Tsantoulis Aye***
 309 ***J. Sullivan Aye***
 310
 311 **Vote in favor 6-1**
 312
 313 **Non-Union Wages Warrant Article**
 314
 315 C. Tewksbury- at the last council we voted to have the Town Administrator to draft the warrant articles
 316 for the non-union raises. It doesn't have to be voted on tonight, but it has been drafted.
 317
 318 T. Tsantoulis- we don't see the tax rate impact.
 319
 320 C. Tewksbury- I am thinking it is .9. again, we haven't set the tax rate so that is still up in the air.

TC MINUTES

11-3-2021

6

321
322
323
324
325
326
327
328
329
330
331
332
333
334
335
336
337
338
339
340
341
342
343
344
345
346
347
348
349
350
351
352
353
354
355
356
357
358
359
360
361
362
363
364
365
366
367
368
369
370
371
372

R. Duhaime- so these wages will also increase our workers comp.

C. Tewksbury- yes it will.

A. Walczyk motioned to put the non-union wage warrant article on the ballot for March 2022 seconded by C. Jones.

R. Lapierre- can we still change the wording in the voters' guide?

C. Tewksbury- yes.

C. Karolian- are you talking about the voters' guide verbiage explanation?

Roll Call Vote #3

D. Boutin NP

C. Jones Aye

A. Walczyk Aye

J. Durand Nay

R. Duhaime Aye

T. Tsantoulis Nay

R. Lapierre Aye

C. Karolian Nay

J. Sullivan Aye

Vote in favor 5-3

C. Tewksbury- the proposed councils recommended budget is 2.69% over the current year budget and its 3.37 over the default.

C. Karolian- I thought the council voted the default budget did we not in the past? Or was that department specific.

C. Tewksbury- that was one department only and then the changes in the health insurance changes.

NEW BUSINESS

Unassigned General Fund Balance History and Tax Rate

C. Tewksbury- we still have not set the tax rate. As of June 30, the unassigned fund balance is 8.19% or \$4,475,196. The policy is to maintain a minimum balance of 5% with a target of 8%. I did see that the school did apply \$896,000 in surplus. Moving forward I think we should apply the same amount of unassigned fund balance each year so that we can increase our fund balance up to that 8% and also, we can alleviate the ups and downs of how much we actually apply to the tax rate so it's more steady and we have more of a projection of where we are going. My recommendation would be 1 million dollars.

A. Garron- our tax rate setting info is into DRA, it is just working its way down the DRA train to make the decisions as to what our tax rate is going to be. Just wanted you to know that we have done our part.

C. Karolian – what can the unassigned fund balance be used for?

373 C. Tewksbury- it can be used to lower the tax rate, if we had some type of an event that would be
 374 catastrophic to our budget and we were going to overspend that bottom line, we would ask DRA to use
 375 those funds to get us through the event. It can fund a warrant article.
 376
 377 C. Karolian- so it cannot be used to fund budgetary items within our overall budget.
 378
 379 C. Tewksbury- not within the operating budget you can put it on a warrant article.
 380
 381 A. Garron- we were contemplating last year during covid that if we were not going to get our revenue to
 382 match our target budget then we would need to considered taping into this if we had to. But it happens
 383 our budget was in good shape even during covid.
 384
 385 T. Tsantoulis- one of the statements that you make is that a change in the fund balance can create a
 386 roller coaster in the tax rate, yet you are recommending \$400,000 less than last year. I see that as a
 387 roller coaster.
 388
 389 C. Tewksbury- on page 23 in the 5th column over you can see in the 2000's we used 1 million plus and
 390 then it dropped off then we didn't put in any then back up and down. I went to the 1 million because I
 391 wanted to see the increase in the fund balance go up a little bit. If you put the 1.4 million we were
 392 stagnant on meeting that goal of getting our fund balance up to the 8%.
 393
 394 R. Duhaime- \$400,000 how many cents is that on the tax rate?
 395
 396 C. Tewksbury- \$400,000 should be like .20.
 397
 398 J. Sullivan- if it went to the 1.4 million what would the fund balance be?
 399
 400 C. Tewksbury- its closer to the 5.69%.
 401
 402 T. Tsantoulis- the action we took a few moments ago with Primex and workers comp, when you
 403 calculated this was that amount included in this? I am looking for a number and getting as close to
 404 getting a number.
 405
 406 C. Tewksbury- the motion to increase next year's budget won't have an effect on this year. It will impact
 407 next years. You don't have to make a decision tonight but if you don't what will happen is if we have a
 408 chance to set the tax rate before the 17th, we won't know how much to put on from fund balance so we
 409 won't be able to set the tax rate till after the 17th which will delay getting the tax bill out.
 410
 411 R. Lapierre- I have looked at the DRA guidance and the GFOA AND 8% is the suggested minimum.
 412 They recommend municipalities retain between 8% and 17%
 413
 414 C. Tewksbury- DRA is 5% to 8%.
 415
 416 R. Lapierre- again I don't think the 8% is anything that we have agreed to that is just the minimum
 417 suggested by GFOA.
 418
 419 C. Tewksbury- one point of clarification, there is a fund balance policy that the board adopts every year
 420 that says the minimum will be 5% the target will be 8%.
 421
 422 C. Karolian- did we have a loss in revenue from covid for the Town?
 423

424 C. Tewksbury- the loss was in last November. In this budget year we lost some revenue in highway
425 block grant funds was down by \$17,000, and interest income is down. But we did pick up some extra
426 funds in registration and meals and room and refunds in property and liability.

427
428 C. Karolian- so overall we lost revenue towards our budget.
429

430 C. Tewksbury- yes, I would say it has gone down. I would say it was down maybe \$50,000 to \$60,000.

431
432 A. Walczyk- could you tell me what amount we would need to apply to hit the 8%.
433

434 C. Tewksbury- if would be very minimal it would be about \$100,000.
435

436 R. Lapierre- it would be \$104,000.
437

438 ***T. Tsantoulis motioned to apply 1.2 million dollars to the unassigned fund balance to the 2021***
439 ***tax rate. Seconded by C. Jones.***

440
441 T. Tsantoulis- the reason why I am making this suggestion is we are in a current financial situation all
442 over the country. The cost of goods is higher. Being able to minimize the amount of money that will hit
443 the taxpayers is important.
444

445 **Roll Call Vote #4**

446 ***A. Walczyk Nay***

447 ***R. Lapierre Aye***

448 ***C. Jones Aye***

449 ***R. Duhaime Aye***

450 ***J. Durand Aye***

451 ***C. Karolian Nay***

452 ***T. Tsantoulis Aye***

453 ***D. Boutin NP***

454 ***J. Sullivan Nay***

455

456 ***Vote in favor 5-3***

457

458 ***R. Lapierre motioned to amend the previous motion to an amount of 1.1 million dollars to the***
459 ***unassigned fund balance to the 2021 tax rate. seconded by R. Duhaime.***

460

461 R. Lapierre- taking into DRA consideration and using their figures. They suggest taking 2 months of
462 your operating budget and taking our budget as is and dividing by 12 multiplying by 2 gets 3.3 million
463 dollars which would be 4.4 subtract 1.1. at that level of 1.1 million we are at the absolute recommended
464 level.
465

466 C. Karolian- on the recommendation it says the 1 million dollars. Based on the information available if
467 this money is applied to the tax rate, we anticipate the total rate to increase by .30 to 22.51 to 22.81 if it
468 was the 1 million dollars. So, the tax rate will go up.

469

470 J. Sullivan- it will go up .25 vs .30.

471

472 **Roll Call Vote #5**

473 ***T. Tsantoulis Aye***

474 ***C. Jones Aye***

475 **R. Duhaime Aye**
 476 **A. Walczyk Nay**
 477 **R. Lapierre Aye**
 478 **C. Karolian Nay**
 479 **J. Durand Aye**
 480 **D. Boutin NP**
 481 **J. Sullivan Nay**

482
 483 **Vote in favor 5-3**
 484

485 C. Tewksbury- in all transparency the tax rate has not been set and I was very conservative on that .30.

486

487 T. Tsantoulis- is it likely that the tax rate could be closer aligned to last year's rate?

488

489 C. Tewksbury- Yes

490

491 R. Duhaime- what's the average home in Hooksett valued at?

492

493 A. Garron- I had received from the assessor the median home price had gone from \$254,00 to
 494 \$354,000.

495

496 **Quarterly Financial Report as of September 30, 2021**

497

498 C. Tewksbury- this report is as of September 30th. That FEMA money that you voted on tonight was
 499 \$80,000 and \$40,000 and that was really represented in FY2021 so the \$286,000 includes the funds
 500 that you accepted tonight. We do anticipate receiving more FEMA funds. The American rescue plan
 501 and the local fiscal recovery that 15 million that we talked about. Questions had come up on how we
 502 can use that money and how the projects that we pick are going to be approved. The scutter is that
 503 there is no way of verifying that if we spend the money on project x that it would be consider a
 504 qualifying project. What the interim final rules are that it gives recipients latitude to use funds for
 505 provisions of government services. Government services can include, but are not limited to,
 506 maintenance of infrastructure or pay-go spending for building new infrastructure, including roads;
 507 modernization of cybersecurity, including hardware, software, and protection of critical infrastructure;
 508 health services; environmental remediation; school or educational services; and the provision of police,
 509 fire, and other public safety services. The final rules have not come out and the scuttle butt will be
 510 maybe about maybe possibly replenishing our reserve funds, but I have not heard anything that it would
 511 tweak that. HB2 said that the local recovery funds are off books, it will not be reported to DRA, we will
 512 not report it in our budget. It will be reported in our financial statements in a different place. Looking at
 513 our 4 years you can see that our general operating budget is about 27% spent. Under the
 514 administration department again the FY2021-2022 is 26% and is related to the larger expense to the
 515 property liability that has quarterly expenses. Fire rescue is at 25% spending 1.1 million they have
 516 incurred extra cost during covid and have a number of vacancies which is not typical. That 25% being
 517 at that point is a little concerning. Police is 25% of their budget and historically they are under spent due
 518 to vacant positions. The highway department is at 24%. This has to do with when we pave and when
 519 we pay for the paving. They highway department does have several vacant positions. Recycling &
 520 transfer is at 19% spent, they also have several vacant positions. The recycling and tipping fees rate
 521 had gone up to \$76.16 which is 4.5% increase over the 4 years, that is anticipated because it is a
 522 contract. What is not anticipated is the amount of trash that we are getting. during the covid year we
 523 saw more people stay home and clean out their homes and create more trash and caused the tipping
 524 fees to go up that year. I'm not sure where we are at with the amount of trash that is coming in this
 525 year. With the vacant positions I don't see it being a big concern. We do know that our salt rates were a
 526 dramatic increase and with winter coming and not really knowing how to plan DPW will really need to
 527 manage their budget and make sure they stay within. I don't see any red flags in the general operating

TC MINUTES

11-3-2021

10

line. We are moving through the budget as anticipated. On the family services side while they don't have as many clients coming in to request services their expenditures seem to be a little bit larger as they are playing catchup.

Revenue- we are at 23% collected during the year which is inline where we have been at in the budget. The motor vehicles revenue over the past 4 years has gone up 1 million dollars. That we believe is due to the fleet vehicles coming in. the interest and penalties on tax revenue is at 10%. This one is hard to predict. There is no steady where we should be at a specific time of year. Building permits is 33% collected which is in line with where we have been at the number of permits have steadily increased. The state revenues 9% collected we do anticipate the meals and room will increase next year and the following year. HB changed how much the state distributed to municipalities. It is anticipated that we will see the 30% increase next year. For interest on deposits, the interest rates are low, we do anticipate the feds moving interest rates possibly next year.

R. Duhaime- how is meals and room % calculated for Hooksett.

C. Tewksbury- it is based on population of the town not by the industry your town.

A. Garron- we don't get the full 40% that we were supposed to get. We were getting around 20% so to go from \$700,041 to over 1 million dollars is a good revenue and then increase in 2023 to 1.8 million dollars.

J. Sullivan- I think you have it reversed the meals and room tax rate went down to 8.5%. it was always 9%.

Transfer Station Holiday Schedule

R. Lapierre motioned to approve closing Transfer Station this year over the 3-day weekend in observance of Christmas December 25th the day after the town observed holiday and New Year's Day Jan 1st the day after the observed holiday December 31st seconded by A. Walczyk.

C. Karolian- I want to make sure that the employees do want this day off and this isn't taking away from overtime.

E. Labonte- just like we said last year they are the ones asking for it.

Vote in favor 8-0

Recycling & Transfer Advisory Board Duties Clarification

C. Karolian motioned to approve the duties as recommended by the Recycling & Transfer Advisory Committee which are to authorize and advise the department director on landfill, transfer, and recycling functions as well as budget preparation, equipment purchases, major repairs, acceptance of demolition materials, setting of tipping fees. Seconded by T. Tsantoulis.

R. Lapierre- in our packet there is a recommendation from the department and the Board the only difference is the word authorize, and correct?

C. Karolian- no it was removing the superintendent and the closing of the land fill.

R. Lapierre- no I am looking at the suggested motions, and I am asking the difference between the 2 and what is the intent. Is it to authorize and advise not just advise?

585 C. Karolian- yes to authorize and advise.

586

587 A. Walczyk- I'd like to ask the director his thoughts.

588

589 E. Labonte- to me an advisory committee is to advise not to authorize and direct. He's asking under
590 that motion that the advisory committee is the deciding factor on what gets purchased, how the budget
591 is done and all functions of that division. It basically takes that division out of Public Works. The charter
592 says that the committees are to advise not to control. This configuration that is on the motion now is
593 basically establishing a commission.

594

595 R. Duhaime- I've been on this board. I believe that people have been on that committee a long time. I
596 think so decisions in the past were not considered.

597

598 C. Karolian- the word authorize is not new language. The word authorize has been in there for many
599 years it is existing language. We updated to remove superintendent and remove the closing of the
600 landfill which has been done for many years.

601

602 R. Duhaime- one other thing we have final say on what is purchased not the advisory board.

603

604 J. Durand- how long have they had the word authorize there?

605

606 C. Karolian – since the 90's.

607

608 C. Karolian – initially how this was brought about was the committee had said that they are not being
609 included in the loop when it comes to all these things like purchases. I believe it is in the administrative
610 code and the Charter says another. As far as the committee was concerned was that if they were not
611 included in the loop to make decisions, then why are they there.

612

613 T. Tsantoulis- the motion as presented are we creating another layer of oversight. The advisory board
614 offers input.

615

616 R. Lapierre- the word authorize shows up on the website but does not show up in the administrative
617 code.

618

619 R. Duhaime- basically we have taxpayers on these advisory boards looking out for the taxpayers.
620 Multiple taxpayers did a lot of research and got single stream to this town.

621

622 A. Garron- the conflict in this area is that the website does say authorize and the administrative code
623 does not. The other committees do also say advise. What I also hear is the issue on being heard. The
624 advisory role works. The conflict on the website and the administrative code can be addressed. I think
625 the system is working.

626

627 C. Karolian- the reason I moved forward with this motion is that it was the feeling of the advisory
628 committee. What will be the steps of the committee be of the advisory committee? Will the director go
629 before the advisory then the advisory brings it to the town council?

630

631 R. Lapierre- in response to what C. Karolian said I think it would be great that they have some sort of
632 indication of how they are supported by the advisory committees.

633

634 A. Walczyk- so is the website wrong?

635

636 E. Labonte- yes, the website is wrong, and it is 10 years old and outdated and we wanted to get it
637 corrected. To say authorize means they have full decisions.

638
639 R. Lapierre- point of information where are we changing this information. Is this changing the
640 administrative code? Or just the duties as shown on the website?

641
642 J. Sullivan- they have to be the same. This would be to change the administrative code to reflect the
643 changes and include authorize. If we vote no, then the administrative codes stays the same to make it
644 consistent across.

645
646 A. Garron- I like the recommendation of adding the recommendation of the advisory boards. We have
647 had that happen in the past.

648
649 C. Karolian – the purpose on the motion that I made was to get clarification of what they wanted the
650 advisory committee to be. As far as making recommendations, they have not been receiving the
651 information to make recommendations.

652
653 J. Sullivan- if the motion passes wherever the duties appear they will be consistent.

654
655 C. Karolian withdrew his motion.

656
657 ***J. Sullivan motioned that the council request that the town administrator includes the***
658 ***recommendations and thoughts of the advisory committees when items arise to their***
659 ***committees. Seconded by R. Duhaime.***

660
661 ***Vote in favor 8-0***

662
663 ***C. Jones motioned to have the website mirror the administrative code seconded by T.***
664 ***Tsantoulis.***

665
666 ***Vote in favor 7-0-1 C. Karolian abstained from voting due to being on the committee.***

667
~~668~~
670 ***Juneteenth Holiday***

671
672 ***J. Sullivan motioned to add Juneteenth to town paid holiday list in Town Personnel Plan and***
673 ***union contracts effective June 2022. Seconded by A. Walczyk.***

674
675 J. Durand- all too often holidays are not followed as they should be, they usually follow on a 3-day
676 weekend.

677
678 T. Tsantoulis- what I look at is the financial impact. What will this cost to have safety personnel work on
679 a holiday?

680
681 C. Karolian – if we are going to add a holiday, I think it needs to be negotiated in the contracts. These
682 holidays it should be observed on the day.

683
684 T. Tsantoulis- there is a reason why we only have 10 holidays. There is a cost to this. I'd like to know
685 what this is going to cost.

686
687 J. Sullivan- if we do add the Juneteenth to the schedule, it will change the contracts and a cost.

688

689 **J. Durand motioned to table the previous motion till we get a cost associated with this change.**
 690 **Seconded by C. Karolian.**

691
 692 **Vote in favor 7-1**
 693

694 J. Sullivan- what additional questions do we have for the Town Administrator?

695
 696 J. Durand. What are the total costs and union implications?
 697

698 C. Karolian- police have 11 paid days, is there a floating holiday?

699
 700 J. Sullivan- yes, I see that they do get the floating holiday.
 701

702
 703
 704 **Town Charter Amendments March 2022 - Sections 8.2 Initiative Petitions & 8.6 Recall of**
 705 **Officeholders (Councilor Walczyk)**
 706

707 **8.2 Initiative Petitions**
 708

709 A. Walczyk- I think what was added into the packet seems more confusion so please ignore what is on
 710 page 75. On page 72 we are only changing town clerk to supervisors of the checklist.
 711

712 T. Rainer-with the few petitions that I have received I have already done this practice.
 713

714 J. Sullivan- so your current practice is if an initiative petition comes in you have the supervisors of the
 715 checklist check the signatures.
 716

717 T. Rainer- The SOS states that Supervisors of the checklist must be a 3-member board. They are not
 718 taking any actions to make any changes to a checklist. They are just performing an exercise to check
 719 signatures. The right to know law would have us post a meeting.
 720

721 **8.6 Recall of Officeholders**
 722

723 A. Walczyk- the town received this on December 5th, 2015, and effectively makes 8.6 invalid according
 724 to this judgement, we should remove section 8.6 from the town charter.
 725

726 J. Sullivan – it says a recall of officers so if we remove this from the charter what is the protocols or the
 727 mechanisms for the citizens to recall a office holder.
 728

729 T. Rainer- it goes to the state constitution. In the state of NH does not allow a recall of office holders by
 730 a petition. Officer holders can be removed if there is a conflict.
 731

732 C. Karolian- I believe the judgement indicated if you wanted to remove an elected official at the ballot
 733 box.
 734

735 T. Rainer- the way the law is they are stuck with us till their term is up.
 736

737 R. Lapierre- is there a suggested action or motion that came with this?
 738

739 A. Walczyk- not specifically. The group discussed gaining legal counsel to get their advice if we should
 740 make some adjustments.
 741

742 J. Sullivan- if we want to proceed with this then we should direct the administration to follow the
743 process.

744
745 C. Karolian – I think we need to follow the judgement and remove it from the town charter.
746

747 J. Sullivan- what initiated the change What was the protocol that initiated that change?
748

749 T. Rainer- it was initiated here, and the town attorney weighed in before it came to me, I think we
750 certainly need to involve the town attorney at the next juncture.

751
752 ***C. Karolian motioned to remove 8.6 from the town charter and going about doing so and going***
753 ***by the charter and charters referenced by section 10.8. changes seconded by J. Durand.***
754

755 **Roll Call Vote #6**

756 ***J. Durand NP***

757 ***R. Lapierre Aye***

758 ***C. Karolian Aye***

759 ***D. Boutin NP***

760 ***C. Jones NP***

761 ***T. Tsantoulis Aye***

762 ***A. Walczyk Aye***

763 ***R. Duhaime NP***

764 ***J. Sullivan Aye***

765

766 ***Vote in favor 6-0***

767

768 ***A. Walczyk motioned to revise 8.2 Initiative Petitions to change the word of Town Clerk to***
769 ***Supervisors of the Checklist as presented on page 72 of 82 on the 2nd paragraph seconded by T.***
770 ***Tsantoulis.***

771

772 **Roll Call Vote #7**

773 ***C. Jones NP***

774 ***C. Karolian Aye***

775 ***R. Lapierre Aye***

776 ***R. Duhaime Aye***

777 ***A. Walczyk Aye***

778 ***J. Durand Aye***

779 ***T. Tsantoulis Aye***

780 ***D. Boutin NP***

781 ***J. Sullivan Aye***

782

783 ***Vote in favor 6-0***

784

785 **SUB-COMMITTEE REPORTS**

786

787 C. Jones- Hooksett Village water they are still working on the master plan.

788

789 A. Walczyk- we had the Brick Kill Loop open on the river walk trail open. We have some bricks there
790 that are savable we might use those for the pavilion. The Parks n Rec committee will host a table at the
791 Friends of the Hooksett Library fair. I got questions from the parks and rec committee wanting some
792 directions and guidelines from the bicentennial committee.

793

794 J. Sullivan- we reached out to all the committees and asked if they had anything that they would like to
795 do.

796

797 J. Sullivan- Bicentennial. We are doing a passport souvenir, if you go to each event, you will get your
798 passport stamped and acknowledge those that have the most stamps. The Vietnam wall will be coming,
799 and we will do a nighttime vigil. All the events are falling into order. Working on finalizing those details.

800

801 **PUBLIC INPUT**

802

803 David Ross 56 Sherwood Drive- 8% is one month, It's not holding it back. It's the security blanket for
804 this town. Things do happen. Oversight by advisory boards is a good thing. Its oversight over the
805 money. I would hope that no one takes any of those bricks out. Those are protected lands. But
806 removing something that has been there in preserved land. I'd advise any public entities not to pull any
807 bricks out of that property.

808

809 J. Sullivan- nothing has been done on what they are thinking.

810

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

812

813 *Chair Sullivan motioned to enter the non-public session of 11/3/2021 at 9:10 pm in accordance*
814 *with the provisions of RSA 91-A:3, II (c). R. Lapierre seconded the motion.*

815

816 RSA 91-A:3, II (c) Matters which, if discussed in public, would likely affect adversely the reputation of
817 any person, other than a member of this board, unless such person requests an open meeting. This
818 exemption shall extend to include any application for assistance or tax abatement or waiver of a fee,
819 fine or other levy, if based on inability to pay or poverty of the applicant.

820

821 **Roll Call Vote #8**

822 ***R. Lapierre Aye***

823 ***R. Duhaime Aye***

824 ***T. Tsantoulis Aye***

825 ***A. Walczyk Aye***

826 ***J. Durand Aye***

827 ***C. Jones Aye***

828 ***D. Boutin NP***

829 ***C. Karolian Aye***

830 ***J. Sullivan Aye***

831

832 ***Vote in favor 8-0***

833

834 ***R. Lapierre motioned to adjourn the non-public session of 11/3/2021 at 9:31 pm seconded by T.***
835 ***Tsantoulis.***

836

837 ***Vote in favor 8-0***

838 ***R. Lapierre motioned to seal the non-public minutes of 11/3/2021; seconded by T. Tsantoulis.***

839 ***Vote in favor 6-2***

840

841 ***Chair Sullivan motioned to adjourn at 9:11 pm. seconded the motion.***

842

843 ***Vote in favor 8-0***

844

845

846 Respectfully submitted,

847 *Alicia Jipson*

848

849 Alicia Jipson

850 Recording Clerk

851

852

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