



AGENDA

Town of Hooksett Town Council

Wednesday, September 22, 2021 at 5:00 PM

A meeting of the Town Council will be held Wednesday, September 22, 2021 in the Hooksett Municipal Building commencing at **5:00 PM**.

Page

1. **THIS AGENDA COMBINES ITEMS FROM THE COUNCIL'S 9/15/2021 & 9/22/2021 AGENDAS. ITEMS NOT ADDRESSED ON 9/22/2021 WILL BE ON A 9/29/2021 6:00PM SPECIAL MEETING AGENDA.**
2. **CALL TO ORDER**
3. **PROOF OF POSTING**
4. **ROLL CALL**
5. **PLEDGE OF ALLEGIANCE**
6. **AGENDA OVERVIEW**
7. **PUBLIC HEARINGS**
8. **SPECIAL RECOGNITION**
 - 8.1. Hooksett Municipal Longevity Employees (07/01/2020-06/30/2021) 5 yrs., 10 yrs., 15 yrs. 20 yrs.+
[Staff Report - SR-21-143 - Pdf](#) 5 - 6
 - 8.2. Hooksett Municipal Employee - New Hire
9. **PUBLIC INPUT - 15 MINUTES**
10. **BUDGET REVIEWS FISCAL YEAR 2022-2023**
 - 10.1. Library (Tab 16)
 - 10.2. Public Works (Tab 9)
 - 10.3. Fire-Rescue (Tab 7)
 - 10.4. Administration (Tab 2)
 - 10.5. Community Development (Tab 4)
 - 10.6. Finance (Tab 6)
 - 10.7. Debt & Leases (Tab 13)
11. **DELIBERATION - BUDGET FISCAL YEAR 2022-2023**
12. **SCHEDULED APPOINTMENTS**
13. **CONSENT AGENDA**
 - 13.1. Town Council to accept the reimbursement funds totaling \$1,202.84 from the NH Homeland Security and Emergency Management for an active shooter 7 - 8

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

training exercise and to be deposited into the town's general fund under RSA 31:95-b, III (b).

[Staff Report - SR-21-139 - Pdf](#)

- 13.2. Motion to accept reimbursements from the Federal Bureau of Investigation for overtime costs relating to the Hooksett Police Officer assigned to the FBI Task Force according to the limits outlined in the Cost Reimbursement Agreement. 9 - 12

[Staff Report - SR-21-142 - Pdf](#)

14. TOWN ADMINISTRATOR'S REPORT

15. NOMINATIONS AND APPOINTMENTS

16. BRIEF RECESS

17. OLD BUSINESS

- 17.1. Proposed Parks and Recreation Ordinance #2021-1 13 - 15

[Staff Report - SR-21-144 - Pdf](#)

- 17.2. Intoxicating Beverages Ordinance 00-9 Amendment – Tabled from 9/8/2021 Meeting 17 - 18

[Staff Report - SR-21-147 - Pdf](#)

- 17.3. Naming the Pedestrian Bridge 19 - 22

[Staff Report - SR-21-145 - Pdf](#)

- 17.4. 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 (Tabled at the Council's 8/11/2021 special meeting)

- 17.5. Hooksett Updated Classification Pay Plan to include MRI Wage Study Recommendations 23 - 26

[Staff Report - SR-21-148 - Pdf](#)

18. NEW BUSINESS

- 18.1. Motion to approve the purchase a new 2020 Ford Explorer PIU Hybrid, emergency equipment, wrapping and lettering and patrol pc docking station for a combined total of \$52,422.90 27 - 34

[Staff Report - SR-21-141 - Pdf](#)

- 18.2. 2021 MS-535 Financial Report of the Budget 35 - 48

[Staff Report - SR-21-140 - Pdf](#)

- 18.3. Motion to transfer \$316,287.08 from the School Impact Fee Special Revenue Fund to the Hooksett School District. 49 - 50

[Staff Report - SR-21-146 - Pdf](#)

- 18.4. Hooksett Police Chief Contract

19. APPROVAL OF MINUTES

- 19.1. Public: 09/01/2021 Budget Review 51 - 59

[09012021 TC Budget Review Minutes](#)

- 19.2. Public: 09/08/2021 61 - 70

[TC Minutes 09082021](#)

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

19.3. Non-Public: 07/28/2021 #1 5:45pm-5:59pm

19.4. Non-Public: 09/08/2021

20. SUB-COMMITTEE REPORTS

21. PUBLIC INPUT

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

23. ADJOURNMENT

PUBLIC INPUT

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

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

Town Council
STAFF REPORT



To: Town Council
Title: Hooksett Municipal Longevity Employees (07/01/2020-06/30/2021) 5 yrs., 10 yrs., 15 yrs. 20 yrs.+
Meeting: Town Council - 22 Sep 2021
Department: Administration
Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

The Town Council Rules of Procedures has a Special Recognition section "Longevity Employees" (at Council's last regularly scheduled meeting each September)". At the Council's September 22, 2021 meeting, the Council will recognize those Town of Hooksett municipal employees with consecutive employment anniversaries of 5 years, 10 years, 15 years or 20 years or more within this last fiscal year (July 1, 2020– June 30, 2021).

RECOMMENDATION:

Recognize Town of Hooksett municipal employees for their length of service with a certificate & Town pin presentation.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Town Council to recognize those town employees who have reach a longevity milestone in Hooksett.

ATTACHMENTS:

[2021 LONGEVITY EMPLOYEES](#)



**2021 TOWN OF HOOKSETT MUNICIPAL
LONGEVITY EMPLOYEES
(07/01/2020-06/30/2021)**

5 YEAR ANNIVERSARY

Seth Miller, Fire-Rescue 3/21/2021
Kristy Tobine, Fire-Rescue 2/29/2021
Angela Bergeron, Police 3/28/2021
Evelyn King, Police 1/25/2021
Erin Minihan, Police 7/6/2020
Travis Mannon, Police 7/6/2020
Brian Roche, Police 7/6/2020
Shawn Dumont, Public Works-Highway 4/11/2021
Matthew Gordon, Public Works-Highway 3/21/2021
William Perry, Public Works-Recycling & Transfer 1/6/2021

10 YEAR ANNIVERSARY

Deborah Ithier, Library 12/3/2020
Billie Hebert, Tax 10/18/2020

15 YEAR ANNIVERSARY

Janet Bouchard, Police 8/29/2020

20+ YEARS ANNIVERSARY

Tobey Gamache, Fire-Rescue 5/7/2021 = 20 years
LeeAnn Chase, Library 9/11/2020 = 20 years
Jake Robie, Police 1/2/2021 = 20 years
Bryce Knox, Fire-Rescue 3/3/2021 = 21 years
Steven Colburn, Fire-Rescue 7/1/2020 = 21 years
Kathleen Hebert, Library 3/20/2021 = 21 years
Thomas Bartula, Public Works-Highway 6/16/2021 = 21 years
Scott Tremaine, Wastewater 5/24/2021 = 22 years
Francine Swafford, Police 12/11/2020 = 31 years
Linda O'Keefe, Wastewater 10/26/2020 = 33 years
Brian Towle, Wastewater 4/6/2021 = 34 years
Jay Wilson, Police 4/27/2021 = 35 years
Gary Blanchette, Police 9/17/2020 = 36 years

Town Council

STAFF REPORT



To: Town Council
Title: Town Council to accept the reimbursement funds totaling \$1,202.84 from the NH Homeland Security and Emergency Management for an active shooter training exercise and to be deposited into the town's general fund under RSA 31:95-b, III (b).
Meeting: Town Council - 22 Sep 2021
Department: Fire and Rescue
Staff Contact: Joseph Stalker, Captain

BACKGROUND INFORMATION:

In May of 2021, Captain Wolinski and Lieutenant Stephan David of the Fire Department participated in an active shooter training exercise hosted by the Bedford Fire Department in Bedford, NH. This was a grant-funded training exercise (by Bedford FD) and the overtime costs to send these two individuals was reimbursable through their grant. We are seeking the acceptance of the returned overtime costs, as received from the NH Dept of Homeland Security and Emergency Management. These funds should be deposited into the town's general fund whereas this occurred in the previous fiscal year.

FINANCIAL IMPACT:

\$1,202.84 into the general fund.

POLICY IMPLICATIONS:

None

RECOMMENDATION:

To accept the funds of \$1,202.84 provided by the NH Dept of Homeland Security and Emergency Management and deposit them into the town's general fund.

SUGGESTED MOTION:

Town Council to accept the reimbursement funds totaling \$1,202.84 from the NH Homeland Security and Emergency Management for an active shooter training exercise and to be deposited into the town's general fund under RSA 31:95-b, III (b).

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[ExerciseAwardLetter](#)



State of New Hampshire Department of Safety

John J. Barthelmes, Commissioner
Robert L. Quinn, Assistant Commissioner
Richard C. Bailey, Jr., Assistant Commissioner

Homeland Security and Emergency Management

Perry E. Plummer, Director
Jennifer L. Harper, Assistant Director



December 13, 2018

Captain Benjamin Selleck & Sergeant Michael Monahan
Bedford Fire Department
55 Constitution Drive,
Bedford, NH 03110

Dear Captain Selleck & Sergeant Monahan,

The New Hampshire Department of Safety, Division of Homeland Security & Emergency Management CFDA # 97.067, has approved your grant application for the 2019-2020 Town of Bedford active threat training & exercise plan, under the:

- Federal Fiscal Year 2016 State Homeland Security Grant Program (SHSP) & Law Enforcement Terrorism Prevention Grant Program (LETPP), Federal Grant # EMW2016SS00053; and
- Federal Fiscal Year 2017 State Homeland Security Grant Program (SHSP) & Law Enforcement Terrorism Prevention Grant Program (LETPP), Federal Grant # EMW2017SS00023

We have set aside grant funds in the amount of **\$350,000.00** for this event, which covers the following expenses:

Consultants, Contractors & Vendors	\$ 100,000.00
Meals	\$ 14,000.00
Overtime, Backfill & Volunteers*	\$ 235,000.00
Supplies, Facilities & Equipment Rentals	\$ 1,000.00

The signature on the grant application indicates that your agency understands the Grant Terms & Conditions and the New Hampshire Division of Homeland Security & Emergency Management's Training & Exercise Grant Guidelines. All reimbursement materials must be submitted to the New Hampshire Division of Homeland Security & Emergency Management's Training & Exercise Unit no later than **March 1, 2021**. Specific milestones for this project will be established prior to **March 1, 2019**.

***Please keep in mind the Overtime, Backfill & Volunteer related expense category includes projected numbers for both Law Enforcement and Fire/EMS Overtime and Backfill. As of this date, HSEM does not have access to all hazards training funds and cannot guarantee that we will be able to fund the Fire/EMS Overtime and Backfill for this training and exercise series. Traditionally, in integrated classes we are not able to pay Overtime and Backfill for Fire/EMS then we will not pay for Law Enforcement either.**

If you have any questions, please do not hesitate to contact myself or your Field Representative Liz Gilboy.

Sincerely,

Meghan M. Geoffrion
State Exercise & Training Officer
New Hampshire Division of Homeland Security & Emergency Management
exercisettraining@dos.nh.gov
O: (603) 223-3651
C: (603) 931-0357

Office: 110 Smokey Bear Boulevard, Concord, N.H.
Mailing Address: 33 Hazen Drive, Concord, N.H. 03305
603-271-2231, 1-800-852-3792, Fax 603-223-3609
State of New Hampshire TDD Access: Relay 1-800-735-2964

Town Council

STAFF REPORT



To: Town Council
Title: Motion to accept reimbursements from the Federal Bureau of Investigation for overtime costs relating to the Hooksett Police Officer assigned to the FBI Task Force according to the limits outlined in the Cost Reimbursement Agreement.
Meeting: Town Council - 22 Sep 2021
Department: Police Department
Staff Contact: Janet Bouchard, Police Chief

BACKGROUND INFORMATION:

The Hooksett Police signed a Cost Reimbursement Agreement (CRA) with the FBI in May, 2021 indicating they would be reimbursed for the Officer's overtime. We have just recently received the reimbursements for the months of May and June in the amounts of \$478.32 and \$1,355.24 respectively. That total amount of \$1,833.56 will be deposited into budget year 2021-2022 Revenue account. Reimbursements from July 1, 2021 until October 31, 2022 will be deposited into the Police Department's overtime line. Maximum reimbursement limits outlined in agreement are outlined as follows: October 1, 2020 - September 30, 2021 \$1,598.35 per month, \$19,180.25 per year.
 October 1, 2021 - September 30, 2022 \$1,614.33 per month, \$19,372.00 per year.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Accept the funds

SUGGESTED MOTION:

Motion to accept funds from the Federal Bureau of Investigations for overtime reimbursement not to exceed \$1,598.35 per month until September 30th, 2021, then not to exceed \$1,614.33 per month each month thereafter. With funds received prior to July 1st, 2021 to be deposited into the Town of Hooksett's revenue account and all other funds received after July 1st, 2021 to be deposited back into the Hooksett Police Department's overtime line.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[20210908130917145](#)

NOTICE OF LIMITS
FOR
FY 2022 STATE AND LOCAL OVERTIME REIMBURSEMENTS

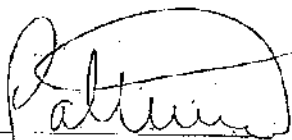
Subject to the availability of funding and legislative authorization, the FBI may reimburse state and local law enforcement agencies (LEA) for the cost of overtime incurred by officers assigned full-time to FBI-managed task forces provided the overtime expenses were incurred as a result of task force-related activities. Consistent with regulation and policy, a separate Cost Reimbursement Agreement (CRA) must be executed between the FBI and the LEA, and an underlying Memorandum of Understanding (MOU) must exist in support of the task force relationship.

For fiscal year 2022, the maximum limits for reimbursements under these CRAs are \$1,614.33 per month and \$19,372 per year for each officer assigned full-time to the task force. These limits are effective for overtime worked on or after October 1, 2021.

These reimbursements are limited to eligible officers' direct overtime salary expenses and shall not include any costs associated with the LEA's indirect expenses or officers' benefits such as retirement, social security, and similar related expenses.

FBI field offices and state and local law enforcement agencies may process overtime reimbursement requests under formally executed CRAs in accordance with the authority of this notice. This notice is issued unilaterally by the FBI's Budget Officer and does not require formal acceptance and signature by FBI field offices and state and local law enforcement agencies.

This notice does not represent an authorization to obligate or expend funds. The actual amount of overtime expenses that can and should be approved for each task force officer is also dependent upon the availability of funding and operational necessity.



Ambrosia Patterson
Budget Officer
Federal Bureau of Investigation

8/17/2021

Date

NOTICE OF LIMITS
FOR
FY 2021 STATE AND LOCAL OVERTIME REIMBURSEMENTS

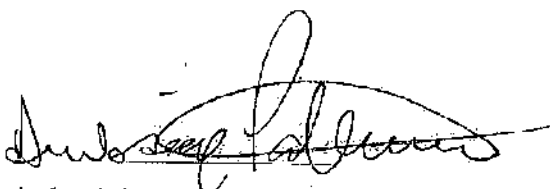
Subject to the availability of funding and legislative authorization, the FBI may reimburse state and local law enforcement agencies (LEA) for the cost of overtime incurred by officers assigned **full-time** to FBI-managed task forces provided the overtime expenses were incurred as a result of task force-related activities. Consistent with regulation and policy, a separate Cost Reimbursement Agreement (CRA) must be executed between the FBI and the LEA, and an underlying Memorandum of Understanding (MOU) must exist in support of the task force relationship.

For fiscal year 2021, the maximum limits for reimbursements under these CRAs are \$1,598.35 per month and \$19,180.25 per year for each officer assigned **full-time** to the task force. These limits are effective for overtime worked on or after October 1, 2020.

These reimbursements are limited to eligible officers' direct overtime salary expenses and shall not include any costs associated with the LEA's indirect expenses or officers' benefits such as retirement, social security, and similar related expenses.

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Ambrosia Patterson
Budget Officer
Federal Bureau of Investigation

9/30/2020

Date

Town Council STAFF REPORT



To: Town Council
Title: Proposed Parks and Recreation Ordinance #2021-1
Meeting: Town Council - 22 Sep 2021
Department: Public Works
Staff Contact: Earl Labonte, Director of Public Works

BACKGROUND INFORMATION:

At the last Town Council meeting, a Public Hearing was held to adopt the proposed Parks and Recreation Ordinance #2021-1.
1. The Public Hearing was not closed.

FINANCIAL IMPACT:

None.

POLICY IMPLICATIONS:

The adoption of Parks and Recreation Ordinance.

RECOMMENDATION:

1. Close Public Hearing.
2. Adopt the proposed Parks and Recreation Ordinance #2021-1 as presented effective 9/22/2021.

SUGGESTED MOTION:

1. Motion to close the Public Hearing.
2. Motion to adopt the proposed Parks and Recreation Ordinance #2021-1 as presented effective 9/22/2021.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Parks & Recreation Ordinance](#)

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

I. PARK OPERATING POLICY

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

II. PARK RULES AND REGULATIONS

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

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

ADOPTED:

Town Council STAFF REPORT



To: Town Council
Title: Intoxicating Beverages Ordinance 00-9 Amendment – Tabled from 9/8/2021 Meeting
Meeting: Town Council - 22 Sep 2021
Department: Public Works
Staff Contact: Earl Labonte, Director of Public Works

BACKGROUND INFORMATION:

At the last Town Council meeting, a Public Hearing was held to amend the Intoxicating Beverages Ordinance. The ordinance was amended to reflect what was discussed during the public hearing. All listed parks are town owned.

FINANCIAL IMPACT:

None.

POLICY IMPLICATIONS:

The ordinance was amended to include all parks and town owned properties.

RECOMMENDATION:

1. Remove the item from table.
2. Close the public hearing.
3. Adopt the amended Intoxicating Beverages Ordinance 00-9 as amended effective 9/22/2021.

SUGGESTED MOTION:

1. Motion to remove the item from table.
2. Motion to close the public hearing.
3. Motion to adopt the amended Beverages Ordinance 00-9 as amended effective 9/22/2021.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Intoxicating Beverages Proposed Changes](#)

CURRENT

**INTOXICATING BEVERAGES
ORDINANCE # 00-9**

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

ADOPTED: 09/06/1973

AMENDED: 07/17/1985

AMENDED: 06/23/2010

PROPOSED AMENDMENT

(Corrected/added parks' names and listed in alphabetical order)

**INTOXICATING BEVERAGES
ORDINANCE # 00-9**

Be it enacted this date, September 6, 1973, by the Board of Selectmen, Town of Hooksett, that no person over the lawful age of 21 shall possess or consume any alcoholic beverages in the area known as *Arthur Donati Memorial Field/Park, Boat Launch (by Hooksett District Court), Fraser Memorial Field, Heads Pond Trail, Heritage Landing, Hooksett Dog Park, Hooksett Skate Park, Jacob Square, Lambert Park, Lilac Bridge Monument, Peters Brook Park, Pinnacle Park, Quimby Mountain, Riverwalk Trail, Veterans' Park at Jacob Square and all town owned/controlled properties*. Signs shall be posted in said areas indicating the same. Any violations of this ordinance and/or of violation of New Hampshire laws not included herein, shall be duly enforced by the Hooksett Police Department. Any person violating said ordinance shall be fined not more than \$100.00, unless New Hampshire laws mandate applicable penalties.

ADOPTED: 09/06/1973

AMENDED: 07/17/1985

AMENDED: 06/23/2010

AMENDED:

Town Council STAFF REPORT



To: Town Council
Title: Naming the Pedestrian Bridge
Meeting: Town Council - 22 Sep 2021
Department: Administration
Staff Contact: Nick Germain, Project Coordinator

BACKGROUND INFORMATION:

On March 10th 2021, Town Council commissioned the Administration Department to prepare a community survey with regards to naming the new pedestrian bridge. Town Council set the following options in the survey:

- a) Lilac Pedestrian Crossing
- b) Lilac Pedestrian Bridge
- c) Lilac Walking Bridge
- d) Lilac Crossing

The survey was released digitally through town social media organs and the main website on August 16th. Google Forms was used, and available protections were utilized to limit the potential for multiple responses from individual respondents. **Town council voted that the name that receives the most votes as of the closure of the survey will be chosen as the landmark's official name.**

September 22nd at noon is the survey closure time. As part of community Bicentennial celebrations, a commemoration ceremony for the bridge is planned for Spring 2022. Staff will report survey results upon request.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

Officially naming the bridge will mean effective immediately it will be called the selected name in town documents and materials. May take some time to incorporate the change into the town's yearly GIS or third party company web browsers/systems.

RECOMMENDATION:

Vote to adopt the selected name as originally mandated by Town Council.

SUGGESTED MOTION:

"I motion to designate the pedestrian bridge spanning the Merrimack River centered on approximately Latitude 43° 5'44.36"N and Longitude 71°27'47.79"W. with the name '[state winning name here]'."

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Bridge](#)

[Bridge Map - 1](#)





Town Council

STAFF REPORT



To: Town Council
Title: Hooksett Updated Classification Pay Plan to include MRI Wage Study Recommendations
Meeting: Town Council - 22 Sep 2021
Department: Administration
Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

The Hooksett Municipal Non-union Wage & Classification Study was completed by Municipal Resources Inc. (MRI) and their findings presented to the Town Council at the Council's June 23, 2021 meeting. This study included a review of 40 non-union Town positions. A thorough job analysis process of reviewing responsibilities of all positions was conducted. Job descriptions were reviewed along with Position Analysis Questionnaires (PAQs) completed by the non-union employees to assist with the review along with some employee interviews for further clarification. A thorough salary market analysis was conducted utilizing comparable municipalities. The 12 municipalities analyzed were: Amherst, Bedford, Derry, Durham, Exeter, Goffstown, Lebanon, Londonderry, Merrimack, Milford, Plymouth and Windham. A comparison was made of the average minimum and maximum salaries. The job evaluation process establishes the relative value of jobs within an organization, whereby positions are analyzed, measured, and compared against a common set of criteria in a systematic and objective manner. A factor evaluation system was used that involved positions being reviewed on 10 criteria factors to provide internal equity. This MRI factor evaluation system may be used by the Town for future job analysis of new or existing positions. Department heads have met and provided their input on a Classification Pay Plan and the proposed version is presented to the Council at this time..

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

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

Town Administrator Garron will provide an overview on an implementation strategy for the Updated Classification Pay Plan to include:

- **Identified employees salaries to be increased to bring their positions to the minimum salary in the grade assigned & potential funding sources**
- **Internal equity calculation for placement of employees within the salary range & potential funding sources**

Note: The above is an overview now with details to include actual dollar amounts to be presented at the Council's October 27, 2021 meeting.

FINANCIAL IMPACT:

To be determined

POLICY IMPLICATIONS:

To be determined

RECOMMENDATION:

Review the proposed Updated Classification Pay Plan "20" grades and make a consensus "in favor" of this plan as presented. No motion at this time; seeking only a consensus of the Council so that Administration/Finance may move forward with costing out minimum salaries & internal equity for the October 27, 2021 Council meeting.

SUGGESTED MOTION:

No motion at this time; seeking only a consensus of the Council so that Administration/Finance may move forward with costing out minimum salaries & internal equity for the October 27, 2021 Council meeting.

TOWN ADMINISTRATOR'S RECOMMENDATION:

The MRI Wage Study Report was accepted by Council on June 26, 2021. The review of the proposed Updated Classification Pay Plan is the first step towards the proposed implementation plan scheduled for the October 27 Town Council mtg.

ATTACHMENTS:

[CLASSIFICATION PAY PLAN - MRI WAGE STUDY - 09222021](#)
[CLASSIFICATION PAY PLAN - TC Approved 04282021](#)

TOWN OF HOOKSETT
Classification Pay Plan 09/22/2021 (for effective date TBD)

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

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

Original adoption date: March 24, 2010.

Amendment date: September 22, 2021 for effective date TBD.

02/13/13 Town Council approved that from now on the maximum level amounts would automatically increase by the amount of any COLA or COLA-type increases, but not merit increases. 07/01/13 Town Council approved 2% COLA. 07/01/14 2% COLA per budget voted 5/13/14. 07/01/15 3% COLA per budget voted 5/12/15. 07/01/16 3% F/T & 2% P/T COLA per budget voted 05/10/16 & TC approval 05/25/16. 07/01/17 2% F/T & P/T COLA per budget voted 03/14/17 & TC approval 05/10/17. 07/01/18 2% F/T & P/T wage increase per warrant voted 03/13/18 & TC approval 05/23/18 to raise maximum levels by 2%. 07/01/19 2.25% F/T & P/T wage increase per TC approval 06/12/2019 to raise maximum levels by 2.25%. 07/01/2020 2.5% F/T & P/T wage increase per warrant article voted 03/10/2020 & TC approval 04/22/2020 to raise maximum levels by 2.5%. 07/01/2021 2.0% F/T & P/T wage increase per warrant article voted 03/9/2021 & TC approval 04/28/2021 to raise maximum levels by 2.0%. **09/22/2021 Classification Pay Plan includes MRI Wage Study Recommendations: minimum & maximum ranges to be updated each July 1st for a COLA increase & employees exceeding maximum level to receive COLA only increase when other non-union employees are eligible to receive an increase.**

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

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

TOWN OF HOOKSETT

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

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

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

Original adoption date: March 24, 2010.

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

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

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

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

Town Council
STAFF REPORT



To: Town Council
Title: Motion to approve the purchase a new 2020 Ford Explorer PIU Hybrid, emergency equipment, wrapping and lettering and patrol pc docking station for a combined total of \$52,422.90
Meeting: Town Council - 22 Sep 2021
Department: Police Department
Staff Contact: Janet Bouchard, Police Chief

BACKGROUND INFORMATION:

Voters approved the purchase of a new police vehicle in the 2021-2022 police budget. This vehicle is a 2020 and in stock at a dealer located in Vermont. All other vehicles would need to be ordered and have an extensive lead time. Vehicle and emergency equipment are state bid pricing. Vehicle price is \$36,972.00. Emergency equipment from Ossipee Mountain Electronics is \$13,166.60. Price to wrap the car and add lettering from BTA graphics is \$1,760.00 (wrapping was chosen over painting due to the considerable cost savings). A new computer docking station mount from patrol pc is \$524.30. Total \$52,422.90

FINANCIAL IMPACT:

52,422.90

POLICY IMPLICATIONS:

None

SUGGESTED MOTION:

Motion to approve the purchase a new 2020 Ford Explorer PIU Hybrid, emergency equipment, wrapping and lettering and patrol pc docking station for a combined total of \$52,422.90

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[20210907093145784](#)



Hooksett Police Department
15 Legends Drive
Hooksett, NH 03106

Memo

M E M O R A N D U M

TO: Chief Janet Bouchard
CC:
FROM: Richard Belanger
DATE: September 2, 2021

RE: Purchase of a new Police Cruiser

Please see the attached price quotes for the purchase of a new 2020 Ford Explorer PIU Hybrid.

McGee Ford of Montpelier Vermont \$36,972.00

The cost of the car is at Government Pricing which is the same as NH State bid pricing.

Ossipee Mountain Electronics \$13,166.60

This is the equipment for the car from Whelen Engineering and miscellaneous wires, connectors. This is NH State bid pricing from Whelen. **It should be noted that on or about October 1, 2021 there is an anticipated significant price increase from Whelen.**

BTA Graphics \$1,760.00

This is to wrap the car white and letter the vehicle. Wrapping the car is a considerable savings.

Patrol PC \$524.30

Docking station to go with the computer mount for the car. It is cheaper for us to purchase this separate from Patrol PC than have OME buy it and mark it up.

Total cost for the cruiser will be \$52,422.90


Richard A. Belanger
Dispatch Supervisor/Fleet Manager

Purchase Agreement

Your Friends at McGee Ford Montpelier
 McGee Ford of Montpelier
 265 River St
 Montpelier, VT 05602

Buyer	Co-Buyer	Vehicle
Hooksett Pd 15 Legends Dr Hooksett, NH 03106 D: (603) 624-1560, E: (603) 624-1560, C: (603) 624-1560		2020 Ford Police Interceptor Utility VIN: 1FM5K8AWXLGC63962 Stock #: Mileage: Color: Black

Purchase Details	
Accessories:	\$0.00
Service Contract:	\$0.00
Government Fees:	\$0.00
Proc/Doc Fees:	\$0.00
Total Taxes:	\$0.00
Total Sales Price:	\$36,972.00
Trade Allowance:	\$0.00
Trade Payoff:	\$0.00
Trade Equity:	\$0.00
Rebate:	\$0.00
Cash Down:	\$0.00
Cash Price:	\$36,972.00

X

Customer Signature

Date

X

Manager Signature

Date

Disclaimer:

Printed 9/1/21 11:59 AM



Ossipee Mountain Electronics, Inc.

Quote QTE013489

Date 8/24/2021

Page 1 of 2

Bill To
Hooksett Police Dept 15 Legends Dr Hooksett, NH 03106

Ship To
Hooksett Police Dept 15 Legends Dr Hooksett, NH 03106

Customer No.	Salesperson	Shipping Method	Payment Terms
H00460	Brian Vastina	Northfield Install	Net 30

Item	Quantity	Item Number	Description	Unit Price	Ext Price
1	1.00	BW28888	Lightbar, 54" Lb II WCX Solo, BLU Cnrs	3,495.00	3,495.00
2	9.00	IWDLB	LED Solo Linear Assy, Flasher (1) Long Blue	0.00	0.00
3	1.00	IWDLR	LED Solo Linear Assy, Flasher (1) Long RED	0.00	0.00
4	4.00	IWDSB	LED, SOLO Series LED, 1 Short, BLUE	0.00	0.00
5	1.00	ITL12	Takedown Lights, 12 SuperLED Long, Pair	0.00	0.00
6	1.00	IA3	LED, SuperLED Alley Lights, Pair	0.00	0.00
7	1.00	MKEZ105	Hook Kit, 20 PI Utility, 34" 36'	0.00	0.00
8	1.00	C399	Siren, CanCom CORE, Amplifier w/OBDII Cable	0.00	0.00
9	1.00	CCTL6	Siren Control Head, WCX, with Rotary Knob	0.00	0.00
10	1.00	C399K4	install Kit, CORE, 20 Ford PIU, NO 61B	0.00	0.00
11	1.00	SA315P	Speaker, Siren, Whelen Nylon Composite, 123dB	0.00	0.00
12	1.00	SAK1	Bracket, Siren Speaker, Universal SA315P	0.00	0.00
13	1.00	CEM16	Module, Expansion, 16 Outputs CORE	170.10	170.10
14	1.00	OEW550	Outer Edge, Horiz, SOLO, 2pc, 20 PIU, Spcfy Lts	745.50	745.50
15	6.00	OIONB	LED, SOLO, for Outer Edge, BLUE	0.00	0.00
16	4.00	IONBB	ION Super LED, BLUE/BLUE Black Housing	98.00	392.00
17	2.00	MCRNSB	LED, Micron, BLUE, Surface Mount	88.90	177.80
18	2.00	IONK1B	Mounting Bracket, Swivel, ION - BLACK	25.20	50.40
19	4.00	VIX609B	LED, VERTEX Lighthouse, Mtg. 1" Hole, BLUE	83.30	333.20
20	2.00	VTX609R	LED, VERTEX Lighthouse, Mtg 1" Hole, RED	83.30	166.60
21	1.00	TLM1B	ION, T-Series Mini, Solo, Surface Mt, BLUE	91.70	91.70
22	1.00	TLM1R	ION, T-Series Mini, Solo, Surface Mnt, RED	91.70	91.70
23	2.00	GOCREGCS	Light, Compartment, w/Switches, RED/WHITE	149.80	299.60
24	1.00	USB2HABM6LA	Cable, USB A to Left Angle Mini B, 6'	8.00	8.00
25	1.00	LB3692	Cable, Power, PocketJet Printer, Car Adptr, 14'	24.00	24.00
26	1.00	USBEXTAA-6	Cable, USB 2.0 M-F Extension, 6'	8.00	8.00
27	1.00	TRD855BK-14	Cable, CAT5 Stranded Black, 14 Foot	8.80	8.80
28	1.00	TM-5126AP-PIU-20	Mount, Cmptr, Dash, Tablet MNT & KyBrd Mnt, 20 PIU, Inca	602.65	602.65
29	1.00	TT0242ITU20	Cargo Box Transfer Kit, 20+ PIU w/New 12VS	109.00	109.00
30	1.00	TPA9289	Cargo Box, Radio Tray	330.65	330.65
31	1.00	PI2185ITU201M	Cage Transfer Kit, RP, 1M, 2 Piece LEP 20+ PIU	296.65	296.65
32	1.00	PK0123ITU202ND	Partition, Rear Expanded Steel Screen, 20+ PIU	441.15	441.15
33	1.00	WK0514ITU20	Window Bars, Steel, Vertical, 20+ PIU	237.15	237.15

Quoted By: _____	Accepted By: _____	Date: _____	12,866.60
			0.00
			300.00
			13,166.60

*** Continued ***

Ossipee Mountain Electronics, Inc. PO Box 950 832 Whittier Highway Moultonboro, NH 03254
 TEL: (603) 476-5581 Toll Free: (800) 639-5081 Fax: (603) 476-5587
 www.omesbs.com



Ossipee Mountain Electronics, Inc.

Quote QTE013489

Date 8/24/2021

Page 2 of 2

Bill To:
Hooksett Police Dept 15 Legends Dr Hooksett, NH 03106

Ship To:
Hooksett Police Dept 15 Legends Dr Hooksett, NH 03106

Customer No.	Salesperson	Shipping Method	Payment Terms
H00460	Brian Vastine	Northfield Install	Net 30

Item	Quantity	Item Number	Description	Unit Price	Ext Price
34	1.00	800534ITU20	Push Bumper,PB400 2020+ Ford PIU,Aluminum	424.15	424.15
35	1.00	C-VS-1508-INUT	Console, 23" 15 degree, 20+ PIU	398.80	398.80
			C-EB25-XTEU APX 05		
			C-EB40-CC50 CCTLG		
			C-EP-40 4" Filler		
			C-EP-35 3.5" Filler		
			C-EP-41 4" Filler		
36	1.00	C-ARM-103	Armrest, Console, Hinged Pad	115.20	115.20
37	1.00	C-CUP2-1	Cup Holder, Dual Internal, 4" C Series Consoles	38.65	38.65
38	2.00	MMSU-1	Clip Magnetic Mic Hangup System, Single	34.95	69.90
39	1.00	2000522	Power Cable, DC, Sierra Wris ES/GX/MP/RV/LX ser	35.75	35.75
40	1.00	75432	Stinger LED HL Recharg. w/ Std. 12V DC Charger	148.30	148.30
41	1.00	74102	Charger Holder, Strion, Base Only	32.95	32.95
42	1.00	22050	Charger Cord, 12V DC Direct Wire, DC-2	14.30	14.30
43	1.00	T52217-BK	Seat Cover,Tiger Tough,Ford 20+ PIU Drivers,BLACK	195.00	195.00
44	1.00	BB1323	Antenna, HD 132-512MHz, 1/4Wave, Black, Flex Spr	60.95	60.95
45	1.00	MB8	Mount, Antenna, 3/4" Hole, 17' RG58 Cable, No Con	18.20	18.20
46	1.00	CMUHF58	Mini UHF Crimp Conn, RG58, MALE	2.50	2.50
47	1.00	600117	Antenna,Sharkee, 6-in-1 AirLink(SH-T900)	385.00	385.00
48	1.00	R1	Solenoid,12V, 85 A Continuous,S.P.S.T (24059-BP)	59.00	59.00
49	1.00	5025	Fuse Block,Blue Sea Sys 6 Gang w/Cover,Neg.Buss	58.25	58.25
50	1.00	8402	Fire Extinguisher, 5 LB, ABC, Amerex	67.50	67.50
51	1.00	818	Vehicle Mounting Bracket, 8402 Fire Extinguisher	28.70	28.70
52	1.00	05-502	Switch, Able2, 5 Amp SPDT Center Off Rocker	11.55	11.55
53	3.00	PEAWP3K-1	Connector, Weatherproof, 3 Pin, 1 Pr (1M/1F)	9.10	27.30
54	1.00	MISC-	Wire, wire ties, fuses, fuse holders, oom, etc.	195.00	195.00
55	1.00	LABOR	LABOR	2,400.00	2,400.00
			Install new and existing equipment into a new 2020 Ford PI Utility, Car 17.		

Quoted By: _____	Accepted By: _____	Date: _____	Subtotal	12,866.60
PRICE QUOTE GOOD FOR 30 DAYS DELIVERY: 30 DAYS ARO TERMS: NET 30 DAYS INSTALL AT OME			Additional Discount	0.00
			Freight	100.00
			Total	13,166.60

Ossipee Mountain Electronics, Inc. PO Box 950 832 Whittier Highway Moultonboro, NH 03254
TEL: (603) 476 5581 Toll Free: (800) 639-5081 Fax: (603) 476-5587
www.omesbs.com



HOOKSETT POLICE 2020 FORD EXPLORER

30-Aug-21

Estimate good for 30 days from indicated date.

Customer Info

TOWN OF HOOKSETT – RICK BELANGER

Job Details

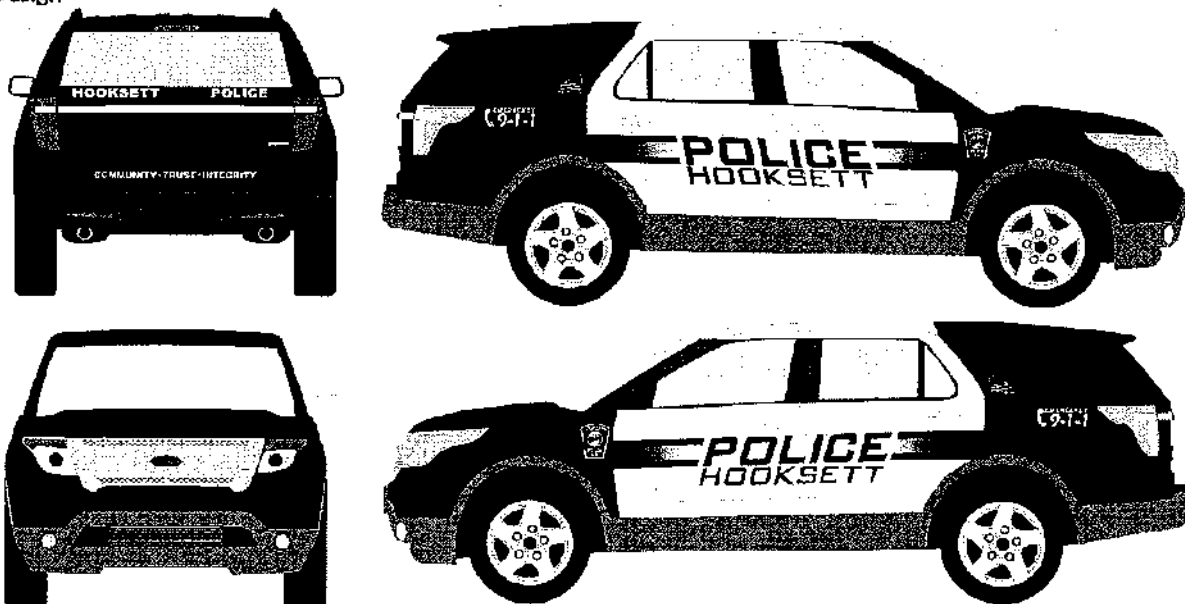
Production , Design Work , and Installation of all graphics for 2020 Ford Explorer Car 17. Full Print/Laminated Reflective gradient stripe with black reflective hooksett police text on both sides, hooksett police on back tailgate as well as emergency 911 piece on both rear ends of the vehicle. Front & back doors and roof would be wrapped in 3m 2080 series gloss white.

All Graphics will be installed by Bryce Drew, Manager located at Berubes Truck Accessories in Bow, NH.

Approval of quote and proof as well as a PO number are required in order to start production. Any changes or adjustments made after quote and proof approval will be charged accordingly.

Excessively dirty vehicles will be charged a minimum of \$50.

Design



Job Cost

2020 FORD F600 XL

GRAPHICS/MATERIALS (LETTERING)	\$450.00
WRAP MATERIAL (3M GLOSS WHITE)	\$500.00
INSTALLATION/LABOR \$90/HR	\$810.00

TOTAL \$1760.00

Please contact us if you have any questions or would like additional information.

A signature is required in order to start production.

Approved _____ Date _____

Estimate compiled by Bryce Drew, Manager.

Thank you.

BTA Graphics

A division of Berube's Truck Accessories, LLC

2 Tallwood Drive

Bow, NH 03304-3302

603.225.5282

signshop@berubes.com

berubes.com

NH - Town of Hooksett PD (QUO-4143)



Advanced Electronic Design Inc
344 John Dietsch Blvd, Unit 2
North Attleboro, MA, US 02763
(508) 699-0458

DRAFT



SRC 6 A 9 1 7 5 Z

QUOTE

QUO-4143

2021-08-16

Sales Agent: Tasha Lusardi

Email: tlusardi@patrolpc.com

Phone: (508) 699-0458 x103

Attention		
Rick Belanger	rbelanger@hooksettpolice.org	(603) 624-1560

Bill To	Ship To
NH - TOWN OF HOOKSETT PD 15 LEGENDS DR HOOKSETT, NH - 03106	NH - TOWN OF HOOKSETT PD 15 LEGENDS DR HOOKSETT, NH - 03106

Expiry Date	Shipping Rate	Payment Terms
2021-10-15	GROUND	NET 30

Item	Description	Type	Unit Price	Qty	Line Total
RD-V1	RhinoTab Value Dock (1 10/10W/13 Ethernet 4 USB 3.0, 4 RF Pass-Thru, 2 Ports for External Power Control and Ignition Sense)	SALE	\$499.00	1	\$499.00
Power Cable: CBL-PWR-6FT	6 FT Fused Power Cable		INCLUDED		INCLUDED
Warranty: WRNT-3YR-RD-V-1	3 Year RhinoTab Dock Warranty (RD-V-1 Dock Only)		INCLUDED		INCLUDED

☐ I have read and understood the following terms and conditions.

 Will a matching PO be issued for this order? YES ☐ NO ☐

Printed Name: _____

Date of Approval: _____

Signature of Approval _____

Subtotal: \$499.00

Shipping Cost: \$25.30

Total: \$524.30

Note:

Car 16

Terms & Conditions:

Sales tax, if applicable, will be invoiced in accordance with purchaser's tax rate. Unpaid balances accrue 1.5% interest per month.

NH - Town of Hooksett PD (QUO-4143)

1/1

Town Council **STAFF REPORT**



To: Town Council
Title: 2021 MS-535 Financial Report of the Budget
Meeting: Town Council - 22 Sep 2021
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

The Town is required to complete the State form *MS-535 Financial Report of the Budget* prior to setting the tax rate. This report is prepared following the NH Department of Revenue Administration Rev 1700 Rules for Financial Accounting for Cities and Towns.

The Finance Director using the unaudited trial balance for the period ending June 30, 2021 completed the form and believes it to be in accordance with the the NH DRA Rev 1700 Rules.

Attached is a reconciliation of the MS-535 to the June 30, 2021 Budget Summary and Revenues.

FINANCIAL IMPACT:

On the bottom of page 8 on the MS-535 is the Unassigned Fund Balance for June 30, 2021 which is **\$4,475,196**. This is an increase of \$104,432 from the prior year.

RECOMMENDATION:

Motion to authorized the Town Council to sign the 2021 MS-535 Financial Report of the Budget for period ending June 31, 2021 as presented.

SUGGESTED MOTION:

Motion to authorized the Town Council to sign the 2021 MS-535 Financial Report of the Budget for period ending June 31, 2021 as presented.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[MS-535 Reconciliation](#)

[MS 535 Draft](#)

[June 30, 2021 Budget Summary](#)

[June 30, 2021 Revenues](#)

Reconciliation of form MS 535 to June 30, 2021 Budget Summary

	Adjusted Budget	Actual Expenditures
Total General Fund Expenditures (from page 5 of the MS 535)	\$ 55,835,899	\$ 55,429,191
Due to other Governments (County & School)	(34,333,262)	(34,333,262)
Wastewater		(2,329,482)
Fire Union contract fund by Ambulance Fund	(14,985.0)	-
Encumbrance from 2019-20, Grants, and Donations	1,005,553	-
Rounding	(1)	(3)
2020-21 Grand Total from Budget Summary	\$ 22,493,204	\$ 18,766,444

	Approved Revenues	Actual Revenues
Total General Fund Revenues (from page 7 of the MS 535)	\$ 54,974,535	\$ 55,533,623
Property Taxes (from page 9 of the MS 535)	(45,859,126)	(45,175,942)
Wastewater		(2,329,482)
Grants and Donations	725,644	
FEMA Reduced by K-9 Fund		10,765
Allowance for uncollected property taxes		63,471
2020-21 Total Adjusted Revenues from Budget Summary	\$ 9,823,595	\$ 8,102,435

Fund Balance use to reduce taxes in 2020	\$ (1,400,000)
Unspent budget FY 2020-21	\$ 1,024,612
Non-tax revenues surplus	\$ 608,074
FEMA Reduced by K-9 Fund	\$ (10,765)
Allowance for uncollected property taxes	\$ (63,471)
Change in Encumbrances (\$314,127- \$324,945)	\$ (10,818)
Net changes in other assets	\$ (43,200)
Total increase in Unassigned Fund Balance (From Page 9 of the MS 535)	\$ 104,432



New Hampshire
Department of
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Financial Report of the Budget
Hooksett

For the period ending June 30, 2021

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THIS IS A DRAFT REPORT FOR REVIEW PURPOSES ONLY
THE PROPOSED BUDGET PROCESS MUST BE COMPLETED IN
THE TAX RATE SETTING PORTAL BEFORE A FINAL REPORT CAN
BE GENERATED FOR THE PURPOSES OF CERTIFICATION AND
PUBLIC POSTING

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:
<https://www.proptax.org/>

For assistance please contact:
NH DRA Municipal and Property Division
(603) 230-5090
<http://www.revenue.nh.gov/mun-prop/>



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Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
General Government			
4130-4139	Executive	\$462,465	\$439,935
4140-4149	Election, Registration, and Vital Statistics	\$46,191	\$57,804
	<i>Explanation: CARES Grant \$31,686; Donation \$3,154</i>		
4150-4151	Financial Administration	\$708,697	\$797,425
	<i>Explanation: Budget Transfer \$1,000; GOFERR Grant \$104,496;</i>		
4152	Revaluation of Property	\$189,822	\$198,057
	<i>Explanation: Budget Transfer \$8,500</i>		
4153	Legal Expense	\$98,000	\$131,356
	<i>Explanation: Budget Transfer \$35,000; GOFERR Grant \$410</i>		
4155-4159	Personnel Administration	\$206,880	\$205,946
	<i>Explanation: DOJ Grant \$7,223; FEMA Grant \$8,751; ACE Grant \$9;</i>		
4191-4193	Planning and Zoning	\$382,592	\$364,694
4194	General Government Buildings	\$517,136	\$582,150
	<i>Explanation: GOFERR Grant \$20,131; FEMA Grant \$530; EOC Grant \$36,974</i>		
4195	Cemeteries	\$11,011	\$14,864
4196	Insurance	\$231,188	\$231,188
4197	Advertising and Regional Association	\$15,000	\$14,324
4199	Other General Government	\$1	\$3,449
General Government Subtotal		\$2,868,983	\$3,041,192
Public Safety			
4210-4214	Police	\$4,834,781	\$4,617,752
	<i>Explanation: Budget Transfer (\$44,500); GOFERR Grant \$20,276; FEMA Grant \$105,102; ACE Grant \$518</i>		
4215-4219	Ambulance	\$0	\$0
4220-4229	Fire	\$4,393,620	\$4,626,802
	<i>Explanation: DOJ Grant \$173,368; GOFERR Grant \$20,230; FEMA Grant \$175,720; Donation \$1,846</i>		
4240-4249	Building Inspection	\$99,359	\$91,678
4290-4298	Emergency Management	\$7,551	\$10,308
4299	Other (Including Communications)	\$0	\$0
Public Safety Subtotal		\$9,335,311	\$9,346,540
Airport/Aviation Center			
4301-4309	Airport Operations	\$0	\$0
Airport/Aviation Center Subtotal		\$0	\$0



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Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
Highways and Streets			
4311	Administration	\$248,886	\$241,532
	<i>Explanation: GOFERR Grant \$637</i>		
4312	Highways and Streets	\$1,931,547	\$1,695,554
	<i>Explanation: GOFERR Grant \$2,125</i>		
4313	Bridges	\$1	\$88,564
4316	Street Lighting	\$65,000	\$56,681
4319	Other	\$230,170	\$225,244
Highways and Streets Subtotal		\$2,475,604	\$2,307,575
Sanitation			
4321	Administration	\$165,398	\$102,717
4323	Solid Waste Collection	\$288,134	\$203,106
	<i>Explanation: GOFERR Grant \$373</i>		
4324	Solid Waste Disposal	\$786,617	\$855,389
4325	Solid Waste Cleanup	\$0	\$0
4326-4328	Sewage Collection and Disposal	\$0	\$0
4329	Other Sanitation	\$0	\$0
Sanitation Subtotal		\$1,240,149	\$1,161,212
Water Distribution and Treatment			
4331	Administration	\$0	\$0
4332	Water Services	\$0	\$0
4335-4339	Water Treatment, Conservation and Other	\$0	\$0
Water Distribution and Treatment Subtotal		\$0	\$0
Electric			
4351-4352	Administration and Generation	\$0	\$0
4353	Purchase Costs	\$0	\$0
4354	Electric Equipment Maintenance	\$0	\$0
4359	Other Electric Costs	\$0	\$0
Electric Subtotal		\$0	\$0
Health			
4411	Administration	\$2,000	\$0
4414	Pest Control	\$0	\$0
4415-4419	Health Agencies, Hospitals, and Other	\$0	\$0
Health Subtotal		\$2,000	\$0



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Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
Welfare			
4441-4442	Administration and Direct Assistance	\$131,935	\$43,122
	<i>Explanation: GOFERR Grant \$2,457</i>		
4444	Intergovernmental Welfare Payments	\$31,303	\$29,012
4445-4449	Vendor Payments and Other	\$0	\$0
	Welfare Subtotal	\$163,238	\$72,134
Culture and Recreation			
4520-4529	Parks and Recreation	\$631,602	\$534,811
	<i>Explanation: Donation \$500</i>		
4550-4559	Library	\$885,666	\$900,473
	<i>Explanation: GOFERR Grant \$14,807</i>		
4583	Patriotic Purposes	\$2,945	\$0
4589	Other Culture and Recreation	\$11,500	\$3,500
	Culture and Recreation Subtotal	\$1,531,713	\$1,438,784
Conservation and Development			
4611-4612	Administration and Purchasing of Natural Resources	\$1,817	\$1,817
4619	Other Conservation	\$0	\$0
4631-4632	Redevelopment and Housing	\$0	\$0
4651-4659	Economic Development	\$1,500	\$563
	Conservation and Development Subtotal	\$3,317	\$2,380
Debt Service			
4711	Long Term Bonds and Notes - Principal	\$230,000	\$355,000
4721	Long Term Bonds and Notes - Interest	\$139,448	\$105,698
4723	Tax Anticipation Notes - Interest	\$1	\$0
4790-4799	Other Debt Service	\$0	\$0
	Debt Service Subtotal	\$369,449	\$460,698
Capital Outlay			
4901	Land	\$1	\$0
4902	Machinery, Vehicles, and Equipment	\$150,000	\$0
4903	Buildings	\$208,390	\$110,932
4909	Improvements Other than Buildings	\$0	\$0
	Capital Outlay Subtotal	\$358,391	\$110,932



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Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
Operating Transfers Out			
4912	To Special Revenue Fund	\$0	\$0
4913	To Capital Projects Fund	\$0	\$0
4914A	To Proprietary Fund - Airport	\$0	\$0
4914E	To Proprietary Fund - Electric	\$0	\$0
4914O	To Proprietary Fund - Other	\$0	\$0
4914S	To Proprietary Fund - Sewer	\$2,329,482	\$2,329,482
4914W	To Proprietary Fund - Water	\$0	\$0
4915	To Capital Reserve Fund	\$825,000	\$825,000
4916	To Expendable Trusts/Fiduciary Funds	\$0	\$0
4917	To Health Maintenance Trust Funds	\$0	\$0
4918	To Non-Expendable Trust Funds	\$0	\$0
4919	To Fiduciary Funds	\$0	\$0
Operating Transfers Out Subtotal		\$3,154,482	\$3,154,482
Payments to Other Governments			
4931	Taxes Assessed for County	\$0	\$6,045,630
4932	Taxes Assessed for Village District	\$0	\$0
4933	Taxes Assessed for Local Education	\$0	\$24,421,421
4934	Taxes Assessed for State Education	\$0	\$3,866,211
4939	Payments to Other Governments	\$0	\$0
Payments to Other Governments Subtotal			\$34,333,262
Total Before Payments to Other Governments		\$21,502,637	\$21,095,929
Plus Payments to Other Governments			\$34,333,262
Plus Commitments to Other Governments from Tax Rate		\$34,333,262	
Less Proprietary/Special Funds		\$0	\$0
Total General Fund Expenditures		\$55,835,899	\$55,429,191



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Revenues

Account	Source of Revenues	Estimated Revenues	Actual Revenues
Taxes			
3110	Property Taxes	\$0	\$45,112,471
3120	Land Use Change Tax - General Fund	\$0	\$0
3121	Land Use Change Taxes (Conservation)	\$0	\$0
3180	Resident Tax	\$0	\$0
3185	Yield Tax	\$5,000	\$376
3186	Payment in Lieu of Taxes	\$0	\$0
3187	Excavation Tax	\$12,000	\$13,026
3189	Other Taxes	\$0	\$0
3190	Interest and Penalties on Delinquent Taxes	\$200,000	\$287,073
9991	Inventory Penalties	\$0	\$0
Taxes Subtotal		\$217,000	\$45,412,946
Licenses, Permits, and Fees			
3210	Business Licenses and Permits	\$250	\$500
3220	Motor Vehicle Permit Fees	\$4,350,000	\$4,512,274
3230	Building Permits	\$200,000	\$258,592
3290	Other Licenses, Permits, and Fees	\$22,051	\$34,242
3311-3319	From Federal Government	\$0	\$978,898
<i>Explanation:</i>		GRANTS - \$180,591 DOJ; \$177,790 GOFERR; \$31,686 CARES Election; \$290,103 FEMA; \$36,974 EOC	
Licenses, Permits, and Fees Subtotal		\$4,572,301	\$5,784,506
State Sources			
3351	Municipal Aid/Shared Revenues	\$158,010	\$158,010
3352	Meals and Rooms Tax Distribution	\$741,330	\$741,330
3353	Highway Block Grant	\$299,386	\$299,310
3354	Water Pollution Grant	\$0	\$0
3355	Housing and Community Development	\$0	\$0
3356	State and Federal Forest Land Reimbursement	\$574	\$573
3357	Flood Control Reimbursement	\$0	\$0
3359	Other (Including Railroad Tax)	\$1,632	\$2,156
3379	From Other Governments	\$0	\$0
State Sources Subtotal		\$1,200,932	\$1,201,379
Charges for Services			
3401-3406	Income from Departments	\$74,968	\$98,274
3409	Other Charges	\$0	\$0
Charges for Services Subtotal		\$74,968	\$98,274



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Revenues

Account	Source of Revenues	Estimated Revenues	Actual Revenues
Miscellaneous Revenues			
3501	Sale of Municipal Property	\$30,000	\$4,378
3502	Interest on Investments	\$30,000	\$20,403
3503-3509	Other	\$388,351	\$559,377
<i>Explanation: Donation \$5,500; TIF Bond payment</i>			
Miscellaneous Revenues Subtotal		\$448,351	\$584,158
Interfund Operating Transfers In			
3912	From Special Revenue Funds	\$214,985	\$106,345
3913	From Capital Projects Funds	\$0	\$0
3914A	From Enterprise Funds: Airport (Offset)	\$0	\$0
3914E	From Enterprise Funds: Electric (Offset)	\$0	\$0
3914O	From Enterprise Funds: Other (Offset)	\$0	\$0
3914S	From Enterprise Funds: Sewer (Offset)	\$2,299,482	\$2,299,482
3914W	From Enterprise Funds: Water (Offset)	\$0	\$0
3915	From Capital Reserve Funds	\$43,390	\$0
3916	From Trust and Fiduciary Funds	\$14,000	\$16,533
3917	From Conservation Funds	\$0	\$0
Interfund Operating Transfers In Subtotal		\$2,571,857	\$2,422,360
Other Financing Sources			
3934	Proceeds from Long Term Bonds and Notes	\$30,000	\$30,000
Other Financing Sources Subtotal		\$30,000	\$30,000
Less Proprietary/Special Funds		\$0	\$0
Plus Property Tax Commitment from Tax Rate		\$45,859,126	
Total General Fund Revenues		\$54,974,535	\$55,533,623



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Balance Sheet

Account	Description	Starting Balance	Ending Balance
Current Assets			
1010	Cash and Equivalents	\$3,039,493	\$17,573,470
	<i>Explanation: Pooled Cash</i>		
1030	Investments	\$3,714,935	\$5,549,517
	<i>Explanation: Pooled Cash</i>		
1080	Tax Receivable	\$18,821,874	\$4,321,982
	<i>Explanation: Allowance for Uncollectable \$811,386</i>		
1110	Tax Liens Receivable	\$1,930,039	\$1,791,653
1150	Accounts Receivable	\$1,228	\$362
1260	Due from Other Governments	\$468,478	\$225,636
1310	Due from Other Funds	\$293,319	\$98,938
1400	Other Current Assets	\$59,445	\$49,087
1670	Tax Deeded Property (Subject to Resale)	\$584,785	\$584,785
Current Assets Subtotal		\$28,913,596	\$30,195,430
Current Liabilities			
2020	Warrants and Accounts Payable	\$911,991	\$940,329
2030	Compensated Absences Payable	\$0	\$0
2050	Contracts Payable	\$0	\$0
2070	Due to Other Governments	\$1,494	\$1,373
2075	Due to School Districts	\$0	\$0
2080	Due to Other Funds	\$0	\$10,964
2220	Deferred Revenue	\$22,007,554	\$23,078,055
2230	Notes Payable - Current	\$0	\$0
2270	Other Payable	\$114,573	\$119,824
Current Liabilities Subtotal		\$23,035,612	\$24,150,545
Fund Equity			
2440	Non-spendable Fund Balance	\$643,649	\$633,872
2450	Restricted Fund Balance	\$0	\$0
2460	Committed Fund Balance	\$86,606	\$327,576
2490	Assigned Fund Balance	\$688,361	\$545,772
2530	Unassigned Fund Balance	\$4,459,368	\$4,475,196
Fund Equity Subtotal		\$5,877,984	\$5,982,416



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Tax Commitment

Source	County	Village	Local Education	State Education	Other	Property Tax
MS-535	\$6,045,630	\$0	\$24,421,421	\$3,866,211	\$0	\$45,112,471
Commitment	\$6,045,630	\$0	\$24,421,421	\$3,866,211		\$45,859,126
Difference	\$0	\$0	\$0	\$0		(\$746,655)

General Fund Balance Sheet Reconciliation

Total Revenues	\$55,533,623
Total Expenditures	\$55,429,191
Change	\$104,432
Ending Fund Equity	\$5,982,416
Beginning Fund Equity	\$5,877,984
Change	\$104,432



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Long Term Debt

Description (Purpose)	Original Obligation	Annual Installment	Rate	Final Payment	Start of Year	Issued	Retired	End of Year
2018 NHMBB (Safety Center Renovations & Fire Pumper)	\$976,750	\$0	2.56	2028	\$875,000	\$0	\$105,000	\$770,000
2019 TD Note (Route 3A TIF)	\$2,500,000	\$0	2.55	2029	\$2,500,000	\$0	\$2,500,000	\$0
2021 NHMBB (refinanced 2019 TD Note) (Route 3A TIF)	\$1,904,000	\$0	.912	2030	\$0	\$1,904,000	\$0	\$1,904,000
SRF Loan (Upgrade Wastewater Plant)	\$3,500,000	\$0	2.728	2030	\$2,122,323	\$0	\$172,251	\$1,950,072
SRF Loan (Upgrade Wastewater Plant)	\$927,284	\$0	2.00	2023	\$671,663	\$0	\$162,961	\$508,702
SRF Loan (ARRA) (Upgrade Wastewater Plant)	\$6,212,940	\$0	1.104	2013	\$1,708,560	\$0	\$155,325	\$1,553,235
	\$16,020,974				\$7,877,546	\$1,904,000	\$3,095,537	\$6,686,009

Budget Status Report FY 2020-21

Department	Approved Budget	Budget Transfers	Budget Increases	Adjusted Budget	Encumbered	Year to Date Expenditures	(Over) Under Spent	Percent Expended
Administration								
Executive	\$ 462,465	\$0	\$0	\$ 462,465	\$0	\$ (439,935)	\$ 22,530	95%
Computers	188,601	0	103,302	291,903	(6,700)	(280,083)	5,120	98%
Legal	98,000	35,000	410	133,410	0	(131,356)	2,054	98%
Benefits	206,280	0	15,983	222,263	0	(205,946)	16,317	93%
Insurance	231,188	0	0	231,188	0	(231,188)	0	100%
Planning	15,000	0	0	15,000	0	(14,324)	677	95%
Other General Gov't	1	0	0	1	0	(3,449)	(3,448)	344850%
Patriotic	2,946	0	0	2,946	0	0	2,946	0%
Other Culture	11,500	0	0	11,500	0	(3,500)	8,000	30%
Economic Development	1,500	0	0	1,500	0	(563)	938	38%
Land Purchases	1	0	0	1	0	0	1	0%
Administration Total	1,217,482	35,000	119,695	1,372,177	(6,700)	(1,310,343)	55,134	96%
Assessing	189,822	8,500	0	198,322	0	(198,057)	265	100%
Bonded Debt Principal & Interest	369,448	0	0	369,448	0	(460,698)	(91,250)	125%
Budget Committee	6,820	0	0	6,820	0	(5,551)	1,269	81%
Capital Leases	36,456	0	0	36,456	0	(36,279)	177	100%
Cemetery Commission	1,011	0	0	1,011	0	(520)	491	51%
Community Development								
Planning & Engineering	378,993	0	0	378,993	0	(360,551)	18,442	95%
Building Inspections	102,958	0	0	102,958	0	(93,401)	9,557	91%
Public Health	2,000	0	0	2,000	0	0	2,000	0%
Community Development Total	483,951	0	0	483,951	0	(453,952)	29,999	94%
Conservation Commission	1,817	0	0	1,817	0	(1,817)	0	100%
Family Services	163,238	0	2,457	165,695	0	(72,134)	93,561	44%
Finance	246,238	0	4,780	251,018	0	(243,370)	7,648	97%
Fire-Rescue								
Fire	4,379,235	0	386,594	4,765,829	(16,900)	(4,626,802)	122,128	97%
Emergency Management	7,551	0	0	7,551	0	(10,308)	(2,757)	137%
Fire-Rescue Total	4,386,786	0	386,594	4,773,380	(16,900)	(4,637,109)	119,371	97%
Library	885,666	0	14,807	900,473	0	(900,473)	0	100%
Police	4,834,781	(44,500)	125,896	4,916,177	0	(4,617,752)	298,425	94%
Public Works								
Highway	2,956,284	0	228,590	3,184,874	(122,522)	(2,853,446)	208,907	93%
Parks, Recreation & Cemeteries	641,601	0	500	642,101	0	(549,155)	92,946	86%
Recycling & Transfer	1,240,149	0	373	1,240,522	(1,248)	(1,054,866)	184,408	85%
Public Works Total	4,838,034	0	229,463	5,067,497	(123,769)	(4,457,467)	486,261	90%
Tax Anticipation Interest	1	0	0	1	0	0	1	0%
Tax Collector	267,038	1,000	414	268,452	0	(268,421)	31	100%
Town Clerk	46,191	0	34,840	81,031	0	(57,804)	23,227	71%
Wastewater Department	2,329,482	0	0	2,329,482	0	0	2,329,482	0%
Total Operating Budget	\$ 20,304,262	\$0	\$ 918,946	\$ 21,223,208	\$ (147,369)	\$ (17,721,747)	\$ 3,354,093	84%
Warrant Articles								
Sewer and/or other Infrastructure on Westside	\$0	\$0	\$ 86,606	\$ 86,606	(\$84,186)	\$ (2,420)	\$0	100%
Solid Waste Truck Trailer	150,000	0	0	150,000	0	(106,345)	43,655	71%
Scale System Recycling & Transfer	115,000	0	0	115,000	0	(110,932)	4,068	96%
P&R Pavilion	93,390	0	0	93,390	(93,390)	0	0	100%
Fire Apparatus CR	250,000	0	0	250,000	0	(250,000)	0	100%
Public Works Vehicles CR	200,000	0	0	200,000	0	(200,000)	0	100%
Town Building Maintenance CR	100,000	0	0	100,000	0	(100,000)	0	100%
Air Pack and Bottles CR	25,000	0	0	25,000	0	(25,000)	0	100%
Emergency Radio Communications CR	50,000	0	0	50,000	0	(50,000)	0	100%
Fire Equipment CR	35,000	0	0	35,000	0	(35,000)	0	100%
Fire Cisterns CR	20,000	0	0	20,000	0	(20,000)	0	100%
Drainage Upgrades CR	50,000	0	0	50,000	0	(50,000)	0	100%
Automated Collection Equipment CR	30,000	0	0	30,000	0	(30,000)	0	100%
Revaluation CR	30,000	0	0	30,000	0	(30,000)	0	100%
Parks & Recreation Facilities Development CR	25,000	0	0	25,000	0	(25,000)	0	100%
Conservation Land Improvements CR	10,000	0	0	10,000	0	(10,000)	0	100%
Total Warrant Articles	\$ 1,183,390	\$0	\$ 86,606	\$ 1,269,996	\$ (177,576)	\$ (1,044,697)	\$ 47,723	
Grand Totals	\$ 21,487,652	\$0	\$ 1,005,552	\$ 22,493,204	\$ (324,945)	\$ (18,766,444)	\$ 3,401,816	85%

Submitted by:

Christine Tewksbury, Finance Director (603)-485-2712

All expenditures are preliminary and unaudited.

Revenue to Offset Taxes FY 2020-21

Type	Source	Budget		Year to Date Collected	Over (Under) Collected	Percent Collected
		Approved	Unanticipated			
Taxes						
	Yield Tax	\$ 5,000	\$0	\$ 376	\$ (4,624)	8%
	Excavation Tax	12,000	0	13,026	1,026	109%
	Interest and Penalties on Taxes	200,000	0	287,073	87,073	144%
Licenses, Permits & Fees						
	Business Licenses an Permits	250	0	500	0	200%
	Motor Vehicles Permits	4,350,000	0	4,512,274	162,274	104%
	Building Permits	200,000	0	258,592	58,592	129%
	Other Licenses, Permits & Fees	22,051	0	34,242	12,191	155%
From Federal						
	CARES, FEMA, EMPG, BPV	0	717,144	989,663	272,519	138%
From State						
	Shared Revenues	158,010	0	158,010	0	100%
	Meals & Rooms Tax	741,330	0	741,330	(0)	100%
	Highway Block Grant	299,386	0	299,310	(76)	100%
	State & Federal Forest Land	574	0	573	(1)	100%
	Other - Railroad, Grants	2,158	0	2,157	0	100%
Charges For Services						
	Assessing	18	0	4	(14)	22%
	Community Development	38,500	0	34,552	(3,948)	90%
	Fire	12,400	0	36,938	24,538	298%
	Police	10,000	0	9,801	(199)	98%
	Public Works	14,000	0	16,132	2,132	115%
	Town Clerk	50	0	847	797	1695%
Miscellaneous						
	Sale of Town Property	30,000	0	4,378	(25,622)	15%
	Interest on Investments	30,000	0	20,403	(9,597)	68%
	Rental of Town Property	76,501	0	77,568	1,067	101%
	Court Fines	12,515	0	8,565	(3,950)	68%
	Insurance Dividends and Reimbursements	36,234	0	127,200	90,966	0%
	Gifts and Grants	1	8,500	13,435	4,934	158%
	Elderly Lien Payoff	1	0	0	(1)	0%
	Welfare Reimbursement	10,000	0	11,483	1,483	115%
	Other	27,600	0	7,376	(20,224)	27%
Other Funds						
	Special Revenue Funds - Solid Waste	108,750	0	106,345	(2,405)	98%
	Special Revenue Funds - Rte. 3A TIF	313,750	0	313,750	0	100%
	Capital Reserve	43,390	0	0	(43,390)	0%
	Enterprise Fund - Wastewater	2,329,482	0	0	(2,329,482)	0%
	Trust Funds	14,000	0	16,533	2,533	118%
Totals Revenues		\$ 9,097,951	\$ 725,644	\$ 8,102,435	\$ (1,721,408)	82%

Submitted by:

Christine Tewksbury . Finance Director (603) 485-2712

All revenues are preliminary and unaudited.

Town Council
STAFF REPORT



To: Town Council
Title: Motion to transfer \$316,287.08 from the School Impact Fee Special Revenue Fund to the Hooksett School District.
Meeting: Town Council - 22 Sep 2021
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

The Town of Hooksett collects school impact fees at the time the Town issues occupancy permits. These fees are collected in order to offset the cost of growth from new developments.

Each year at this time, the Town transfers the fees collected during the year to the School District to offset the cost of the Cawley Middle School and renovations at Memorial School. Back in 2003, these two projects were funded with a 20-year bond and it was determined they met the criteria for impact fee use. The final bond payment is due on July 15, 2022.

As of August 31st, the School Impact Fee Specials Revenue Fund had a balance of \$316,287.08. A transfer of the full amount is recommended at this time.

FINANCIAL IMPACT:

No impact on the Town budget. The school does include these revenues to reduce the property taxes needed to support the school district.

SUGGESTED MOTION:

Motion to transfer \$316,287.08 from the School Impact Fee Special Revenue Fund to the Hooksett School District.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[School Impact Fees as of 8-31-21](#)

Town of Hooksett's Impact Fee Summary

9/9/2021

SCHOOL IMPACT FEEZoning Ordinance posted on 3/8/01**Use or return date: October 2026**

Revenue Collected	\$ 3,100,218.48
Interest Earned	20,246.43
Amount Refunded	(16,227.00)
School Funding Dec 2003	(500,000.00)
September 22, 2004 School Funding Nov 2004	(250,000.00)
December 14, 2005 School Funding Jan 2006	(75,000.00)
September 13, 2006 School Funding	(70,000.00)
September 26, 2007 School Funding	(80,000.00)
September 24, 2008 School Funding	(85,000.00)
September 23, 2009 School Funding	(43,000.00)
September 8, 2010 School Funding	(55,000.00)
September 28, 2011 School Funding	(118,107.31)
September 12, 2012 School Funding	(85,964.17)
September 25, 2013 School Funding	(250,511.30)
September 10, 2014 School Funding	(124,223.25)
October 15, 2015 School Funding	(94,812.32)
September 14, 2016 School Funding	(91,274.36)
October 11, 2017 School Funding	(171,417.31)
October 18, 2018 School Funding	(167,910.47)
September 25, 2019 School Funding	(240,302.56)
October 28, 2020 School Funding	(285,427.78)
Balance as of August 31, 2021	\$ 316,287.08

**Town of Hooksett
Town Council Budget Review Meeting Minutes
Wednesday, September 1, 2021**

The Hooksett Town Council met on Wednesday, September 1, 2021, at 6:02 in the Hooksett Municipal Building.

CALL TO ORDER

PROOF OF POSTING

Administrative Services Coordinator Donna Fitzpatrick provided proof of posting.

ROLL CALL

Councilor James Sullivan, Councilor Clifford Jones, Councilor Roger Duhaime, Councilor Timothy Tsantoulis, Councilor Clark Karolian, and Councilor Alex Walczyk, and Councilor John Durand,

ABSENT

Councilor Randall Lapierre, Councilor David Boutin, Councilor Clifford Jones.

PLEDGE OF ALLEGIANCE

BUDGET OVERVIEW OF FISCAL YEAR 2022-2023

A. Garron- Went over his PowerPoint Presentation as presented below:

- The Town Administrator's recommended operating budget of **\$17,554,225**, (excluding Wastewater, Library, committees, commissions, and debt) is an increase of **\$275,083** or **1.59%** from the current FY 2021-22 budget.
- This recommended budget supports: 1) a new full-time Executive Assistant and additional costs for IT Tech Support in Administration 2) a part-time Administrative Assistant in Fire-Rescue and 3) a reclassification of a Patrol Officer to a Lieutenant and two replacement vehicles in the Police Department (*Third Police vehicle, as approved in CIP, is recommended being purchased using ARPA Local Fiscal Recovery Funds*).
- The Administrator's recommendation includes level funding the employee health and dental insurances. We anticipate receiving the new rates in October or November and will update Council once known.
- The budget includes the following staff:
119 Full-time employees, which includes one additional full-time employee and 24 Part-time employees, which includes one additional employee in the Fire-Rescue Department and a reduction of three part-time patrol officers in the Police Department.
- The **Administration** budget increased in total approximately \$123,000. The increases are primarily from: 1) adding one full-time Executive Assistant and 2) increasing in the computer tech support and legal services lines. Last year the Executive Assistant position was part-time, and we have a need for a full-time admin.
- The **Assessing** budget reflects an increase of approximately \$500 mainly in office supplies.
- The **Community Development** budget reflects an increase of \$17,078 from last year. This increase is due to staff turnover and supports current staffing.
- The **Family Services** budget reflects a decrease of approximately \$17,000 from the current year. This decrease is due to a reduction in the welfare line offset by current staffing changes due to staff turnover.
- The **Finance** budget reflects a decrease of approximately \$200. This is directly related to the cost of the GASB 45/75 actuary study that was in last year's budget and not needed in the current budget. This savings is offset by the additional cost of the new classification pay plan that identified the Finance Clerk's position to be under the minimum pay scale.
- The **Fire-Rescue** budget has increased by approximately \$122,000. Changes to the budget include an additional \$106,000 for union raises approved by the voters, increases due to the

- 53 reorganization of the department and adding one part-time Administrative Assistant position.
 54 The Rental & Leases line was reduced based on actual cost of hydrant rentals and the new
 55 equipment line supports the regular replacement of hose and PPE gear.
- 56 ■ The **Police** budget has increased by approximately \$205,000. Changes to the budget include
 57 an additional \$100,000 for union raises approved by the voters, an additional \$16,000 to
 58 reclassify a Patrol Officer to a Lieutenant, and an additional \$35,000 in overtime. Also, the
 59 budget has a reduction of three part-time patrol officers. These positions have never been filled
 60 and would leave the current two part-time officers funded. If one of the police cruisers does not
 61 get funded by the ARPA funds, I recommend putting in back in the budget.
 - 62 ■ Fuel had been budgeted at \$3.00 a gallon, which is almost double the current budget, but is just
 63 slightly more than the FY 2020-21 budget. The Vehicle & Related Purchases line has an
 64 increase of \$53,466 to support the replacement of two police cruisers.
 - 65 ■ The **Public Works** budget decreased approximately \$193,000 over the current year's budget.
 66 This budget supports \$30,000 in approved union raises that span all three divisions.
 - 67 ■ The **Highway Division** has a reduction of \$326,000 for road reconstruction bringing that line
 68 down to \$300,000. A warrant article recommends adding \$600,000 for maintenance of Town
 69 roads for the next five years. A similar warrant article was approved by the voters back in 2016
 70 and passed (261 Yes to 85 No). The NPDES Stormwater line (aka Municipal Separate Storm
 71 Sewer Systems aka MS4) has been level funded at \$25,000 and there is \$30,000 budgeted for
 72 guard rail replacements. This was looked at as a capital item, but we put it back in as a
 73 maintenance item.
 - 74 ■ The **Highway Division** also has funding to bring the custodians up to the minimum pay scale
 75 and \$20,000 for the second half of the Old Town Hall design. The **Parks, Recreation and**
 76 **Cemeteries Division** has increases in water and fuel costs. The **Recycling and Transfer**
 77 **Division** has approximately \$36,000 increase in tipping fees. This increase accounts for
 78 additional trash collections and an increase in the tipping fee rate.
 - 79 ■ The **Tax Collector** budget reflects an increase of \$2,500 for postage and office supplies.
 - 80 ■ The **Town Clerk and Elections** overall budget reflects an estimated increase of \$15,000 for the
 81 upcoming year. The increase is due to the fact that there is one scheduled State election in the
 82 FY 2022-23 budget year.
 - 83 ■ DEFAULT: The recommended operating budget is \$375,873 or 2.19% higher than the working
 84 default. The main changes in the default are increases for the union contracts (Police, Fire and
 85 DPW), the repayment of the TIF Sewer & Other Infrastructure bonds approved by the voters
 86 and a decrease of \$300,000 for reconstruction of Town Roads approved by the voters in 2016.
 - 87 ■ **In 2018 Chapter 241 (HB 1307)** changed the definition of "Contracts" for default Budget
 88 Calculation. The new law limits "contracts" to only those contracts "previously approved, and in
 89 the amount so approved, by the legislative body in either the operating budget authorized for the
 90 previous year or . . . a separate warrant article for a previous year."
 - 91 ■ Estimated revenues, which will impact the tax rate, show an increase of approximately \$450,000
 92 in the FY 2022-23 budget.
 - 93 ■ **Increases:** The proposed budget reflects an increase of \$200,000 in motor vehicle registration
 94 and State Meals & Room Tax is estimated to increase \$255,297 in the FY 2022-23.
 - 95 ■ The remaining revenue lines are all level fund at last year estimates, which have been reduced
 96 over the last two years based on the economic crisis cause by the pandemic. The hope is that
 97 the economy will improve, and additional revenues can be considered when setting the tax rate
 98 in November 2022.

100 C. Karolian- Under the police budget, it says to reclassify a patrol officer to a lieutenant. Are we taking a
 101 patrol officer out and adding a lieutenant? Or are we talking about a promotion? When we talk about
 102 another police cruiser you want the 3rd one to come out of the rescue funds.? Does that meet the
 103 criteria under allowable uses under the rescue funds? The TIF Sewer bond is there currently money
 104 bonded for the project?

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A. Garron- Yes based on the acceptance of using it under loss revenue.

Police Chief Jennifer Bouchard- We are not adding any positions. It will be a promotion from a sergeant to a lieutenant. We have 6 sergeants, 2 lieutenants. Keeping the 30.

T. Tsantoulis- I would like clarification on the rescue funds. We have \$1.5 million are we confident that these funds can be used for this.

A. Garron- Yes, we talked about this a lot, we are very confident that it can be used for this.

J. Sullivan- When we bring it off the table can you just bring up the criteria and allowable uses again to refresh our minds.

C. Karolian- The formula that the town is using to allocate the funds to buy the car is that being ran by the feds?

A. Garron- We were all given a handbook , which I also passed along to you all, that covers all the bases on how and where to spend the money, and how to use the formula.

C. Tewksbury- The federal site had a calculator to figure out what the loss revenue was going to be, and then the League of cities came up with one based on the federal guidelines. We used both calculators. I consulted with other communities to see how they were doing it. They want you to spend the dollars and not save it. They said if loss revenue was how you are going to accept the funds, then you can use it for any municipal purpose. Any municipal purpose to all seems to mean those that are on your chart of accounts.

T. Tsantoulis- To make it clear to those watching and in the audience, we are confident that we know the process.

BUDGET REVIEWS

Cemetery Commission (Tab 14)

No questions.

A. Walczyk motioned to approve the Town Administrators proposed budget as presented for the Cemetery Commission in the amount of \$750.00; seconded by T. Tsantoulis.

Roll Call Vote #2

R. Duhaime Aye

J Durand Aye

C. Jones Not present

R. Lapierre Not present

A. Walczyk Aye

D. Boutin Not present

C. Karolian Nay

T. Tsantoulis Aye

J. Sullivan Aye

Voted unanimously in favor (5-1).

A. Walczyk- I see that the headstone repairs was requested in the amount of \$5,000.

A. Garron- The headstone repairs will fall under DPW, because they will be the ones doing the work.

Conservation Commission (Tab 15)

Conservation Commission Chairperson Cindy Robertson- The difference was in training and dues as a decrease. If you look historically, his number is accurate. Last year many did not attend training due to Covid-19. We did not have members last year attend some trainings. I think the \$1,000 that we have in place does get used by our members. The scholarship in the last 2-years has not been used as we had no one go to camp due to Covid-19. We do have someone interested in starting the camp back up again. It indicates that we have not spent monies last year mainly due to covid and we cannot guarantee using it in the future if camps are not running. And we removed office supplies.

J. Durand motioned that we amend the Town Administrators proposed budget for the Conservation Commission as being presented to increase it to \$12,019; seconded by C. Karolian.

Roll Call Vote #3

D. Boutin Not present

C. Jones Not present

A. Walczyk Aye

J. Durand Aye

R. Duhaime Aye

T. Tsantoulis Aye

R. Lapierre Not present

C. Karolian Aye

J. Sullivan Nay

Voted unanimously in favor (5-1).

C. Karolian called the question J. Durand seconded.

R. Duhaime- You had some plans for trails last year. Is there anything planned for this year?

C. Robertson-No we do not just the standard warrant article for \$10,000 that we typically ask for.

Assessing (Tab 3)

Town Assessor Jon Duhamel- We are looking at a \$500 increase in office supplies and with what we are suggesting we believe we can maintain the same level service.

T. Tsantoulis motioned to approve the Town Administrators proposed budget as presented for Assessing in the amount of \$212,217.00 for 2022-2023, seconded by J. Durand.

C. Karolian- What is the difference between yours and the TA budget?

J. Duhamel- There was a reduction in OT, and insurance and FICA and retirement.

A. Garron- The deduction in overtime was based on the actual spent.

Roll Call Vote #4

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210 **A. Walczyk** *Aye*
 211 **R. Lapierre** *Not present*
 212 **C. Jones** *Not present*
 213 **R. Duhaime** *Aye*
 214 **J. Durand** *Aye*
 215 **C. Karolian** *Nay*
 216 **T. Tsantoulis** *Aye*
 217 **D. Boutin** *Not present*
 218 **J. Sullivan** *Aye*

219
 220 ***Voted unanimously in favor (5-1).***

221
 222
 223
 224 **Tax Collector (Tab 10)**

225 Tax Collector Kim Blichmann- We reviewed and made changes; I have no concerns made to my
 226 budget.

227
 228 J. Durand- You have no issues on the Town Administrators recommendations?
 229

230 C. Karolian- The difference between the TA recommendation is \$5,916. My question is why you are
 231 recommending \$5,916 less.
 232

233 A. Garron- The approach that I looked at the actuals and the patterns and the 5-year historical. We look
 234 at the amount spent vs amount requested. I leave room in the budget, but it brings it back to an actual
 235 closeness to the figures.
 236

237 A. Walczyk- Printing says handwritten what is that?
 238

239 K. Blichmann- We have a computer program that prints statements, but we have some that have
 240 payment arrangements. We buy those once every couple of years.
 241

242 ***T. Tsantoulis motioned to approve the Town Administrators proposed budget as presented for***
 243 ***the Tax Collector in the amount of \$288,695.00 for 2022-2023; seconded by J. Durand.***
 244

245 **Roll Call Vote #5**

246 **T. Tsantoulis** *Aye*
 247 **C. Jones** *Not present*
 248 **R. Duhaime** *Aye*
 249 **A. Walczyk** *Aye*
 250 **R. Lapierre** *Not present*
 251 **C. Karolian** *Aye*
 252 **J. Durand** *Aye*
 253 **D. Boutin** *Not present*
 254 **J. Sullivan** *Aye*

255
 256 ***Voted unanimously in favor (6-0).***

257
 258
 259
 260 **Town Clerk (Tab 11)**

261 Town Clerk Todd Rainer- This is a smaller budget. There were areas we could save in by using the 5-
 262 year average. The state election line for 2022-2023 is bigger than the previous year due to a State
 263 election. We added an item. We discussed in terms of the deliberative session how it was done this

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264 year with the professional audio and video. It enhanced things. So, we added that in the budget for the
265 deliberative session. That \$5,000 is an estimate on what that might cost.

266

267 T. Tsantoulis- We did the video last year because of covid, are the plans of continuing that moving
268 forward, as a way to enhance the programming of the deliberative session.

269

270 T. Rainer- Having done it once and seeing how it went was something we want to implement moving
271 forward.

272

273 A. Garron- The sound and output was great. The \$5,000 was for our half of the audio and visual at the
274 deliberative session.

275

276 T. Tsantoulis- What do you have that is tangible to support this request.

277

278 T. Rainer- Well I throw the question back; you were there what did you think? Is this something that we
279 want to implement moving forward?

280

281 J. Sullivan- I would make a suggestion and see what they provided and maybe reach out to the school
282 system and see what they provide. I suggest that we vote on it now and then come back to it at a
283 different time.

284

285 A. Walczyk- Do you have an estimate on the e-poll books?

286

287 T. Rainer- No the ones who have been using it have been using it on a loan system. At the state level
288 the secretary will get involve before there is any implementation of this and will include all the
289 communities in this buy in. This has been in my budget for a long time.

290

291 ***T. Tsantoulis motioned to approve the Town Administrators proposed budget as presented in***
292 ***the amount of \$45,246 for Town Clerk and Elections for 2022-2023; seconded by A. Walczyk.***

293

294 **Roll Call Vote #7**

295 ***C. Jones Not Present***

296 ***C. Karolian Aye***

297 ***R. Lapierre Not Present***

298 ***R. Duhaime Aye***

299 ***A. Walczyk Aye***

300 ***J. Durand Aye***

301 ***T. Tsantoulis Aye***

302 ***D. Boutin Not Present***

303 ***J. Sullivan Aye***

304

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

306

307 **Family Services (Tab 5)**

308 Family Services Director Peter Flynn- The budget has gone down this year. The salary and benefits
309 have stayed the same. Supplies have stayed the same. The big change is the direct assistance such as
310 shelter, utilities, medical supplies. Last year we spent \$18,000. It has consistently gone down. With the
311 covid payouts from the government that number went down to that \$18,000, and that is not a real
312 representation of that number. That is all going to change. The governor is going back to the original
313 methods of unemployment. The housing is changing, and I feel if something changes in the next 30 or
314 60 days I can come back and seek a change. I have not lived in the position long enough to know any

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6

315 different as far as the budget. I think we are safe with the \$60,000 down from \$80,000. We have put the
316 VNA in the budget but in the past has not been billed by them, but we will leave it in case we do.
317

318 A. Garron- Last year we went from \$90,000 to \$80,000. Starting in 2017 we spent \$56k, 2018 we spent
319 \$62,529 and in 2019 we spent \$45,416, and in 2020 we spent \$18,000.
320

321 R. Duhaime- Mr. Flynn I think the reason the budget has gone down a few years ago a housing unit
322 was removed, and a population has been removed using less services.
323

324 P. Flynn- The direct assistance is the main area, but I am also charted with assisting in the coordination
325 of other services that are provided by other volunteer organizations. We just completed the backpack
326 program we gathered 100 backpacks to various school children. I look forward to the other services that
327 we provide and getting involved with assisting those programs. I went to a meeting with the Southern
328 Regional NH Planners. We are the number one town that utilizes that bus service, so it is money well
329 spent on that program.
330

331 C. Karolian- Has this position as director historically been a part time position? And has it been 25
332 hours a week?
333

334 P. Flynn- They go to Manchester, Goffstown the hospitals, Bedford.
335

336 ***T. Tsantoulis motioned to approve the Town Administrators suggested budget as presented in***
337 ***the amount of \$141,210 for Family Services for 2022-2023; Seconded by J. Durand.***
338

339 **Roll Call Vote #8**

340 ***R. Lapierre Not Present***

341 ***R. Duhaime Aye***

342 ***T. Tsantoulis Aye***

343 ***A. Walczyk Aye***

344 ***J. Durand Aye***

345 ***C. Jones Not Present***

346 ***D. Boutin Not Present***

347 ***C. Karolian Aye***

348 ***J. Sullivan Aye***
349

350 ***Voted unanimously in favor (6-0)***
351
352

354 **Police (Tab 8)**

355 Police Chief Jennifer Bouchard- The budget is straight forward from last year. 93% is salaries and
356 benefits, and those totals have already been voted on. Since I have been chief, I have not made any
357 staff changes at all. I started looking at where I could make improvements. I didn't want to add any
358 patrol at that time. I looked at where most of the work was and what was happening. This new position
359 would be an evening shift lieutenant. I looked at what we have for staff and future retirement. We want
360 to retain the officers that we have. We have 7 or 8 officers who were eligible for sergeant. After the 7- or
361 8-year period they typically stay. So, we want movement for them to go. It is a salaried position. There
362 will be a savings for OT.
363

364 C. Karolian- The budget that you prepared for us is top notch and easy to read and easy to explain.
365 You have it in your budget for 3 police vehicles. 1 vehicle coming from the rescue funds and a warrant
366 article for a vehicle.
367

368 J. Bouchard- That warrant article would be for a K9 vehicle strictly. We are tight for vehicles. We had 2
369 officers riding in one car last night.

370

371 Car 1- Fully outfitted

372 Car 2-K9

373 Car 3-Fully outfitted

374 Car 4- Not fully outfitted, does not have a computer, use it as a supervisor car. Next plan is for a
375 detective use.

376 Car 5- fully outfitted

377 Car 5 and car 9 are scheduled for replacement.

378

379 J. Durand- car 8 only has 8,000 miles.

380

381 J. Bouchard- Those are our hybrids that we got last year.

382

383 J. Durand- Cars can handle more mileages these days and seems these cars are being turned over
384 sooner than later.

385

386 J. Bouchard- You are also not going to an emergency call, and I would not go to an emergency call in a
387 car with 130,000 miles on it.

388

389 C. Karolian- When I look at car 6 it doesn't seem to be any major work being done. When officers get
390 involved in a pursuit, high speed chase, do we have a policy to check the vehicles after.

391

392 J. Bouchard- We shy against a pursuit. We don't like it. If it did happen Mario would then check it after.

393

394 R. Duhaime- I want to cut your budget. Where can you give me a savings?

395

396 J. Bouchard- There is nothing that is pumped up. I won't use all the fuel; you can cut that. With all the
397 new growth in town it has increased a large amount on the department. The town is growing and all the
398 new business and that has cause and increase in extra work on our officers, and I have not increased
399 my personnel. You are putting a lot on the department by the town getting busier with business an
400 homes.

401

402 A. Garron- We really went through this budget with a fine-tooth comb. We are also looking at innovative
403 ways to get back on track. We have looked at hybrids and saved on fuel and maintenance. My
404 proposed budget is still \$100,000 less than what was requested. The cars are also passed on to other
405 departments when the PD is done with them.

406

407 J. Sullivan- If we look at the 2 contracts that is \$206,000 from voter approved contracts. So, if you take
408 that this year's budget is only \$68,000 more. The budget is certainly fair compared to last year, was still
409 larger than what is presented today.

410

411 ***T. Tsantoulis motioned to approve the Town Administrators proposed budget as presented in***
412 ***the amount of \$5,217,661 for the Police Department for 2022-2023; seconded by A. Walczyk***

413

414

415 **Roll Call Vote #9**

416 ***J. Durand Nay***

417 ***D. Boutin Not Present***

418 ***C. Jones Not Present***

TC MINUTES BUDGET REVIEW 09-01-2021

8

419 **R. Duhaime** *Nay*
 420 **C. Karolian** *Nay*
 421 **A. Walczyk** *Nay*
 422 **T. Tsantoulis** *Aye*
 423 **R. Lapierre** *Not Present*
 424 **J. Sullivan** *Aye*

425
 426 **Vote failed 2-3**

427
 428 J. Sullivan- At the point if the plan was successful, 2 vehicles in the budget, 1 from other funds, and 1 on
 429 the warrant article. If we take one car out of the operating budget. At this point I am going to approve a
 430 budget that is reduce by \$51,000 from the suggested budget. \$5,166,661.00.

431
 432 **J. Sullivan motioned to reduce the Town Administrators suggested budget for the Police**
 433 **Department by \$51,000 to a total budget of \$5,166,661 suggested by the Town Council;**
 434 **seconded by R. Duhaime.**

435
 436 **Roll Call Vote #10**

437 **C. Karolian** *Nay*
 438 **T. Tsantoulis** *Aye*
 439 **R. Lapierre** *Not Present*
 440 **C. Jones** *Not Present*
 441 **D. Boutin** *Not Present*
 442 **J. Durand** *Aye*
 443 **A. Walczyk** *Nay*
 444 **R. Duhaime** *Aye*
 445 **J. Sullivan** *Aye*

446
 447 **Voted in favor (4-2).**
 448
 449
 450

451 **ADJOURNMENT**

452
 453
 454
 455
 456
 457 **Chair Sullivan motioned to adjourn at 8:29 pm. C. Karolian seconded the motion.**

458
 459 **Voted unanimously in favor (6-0).**

460
 461
 462 Respectfully submitted,
 463 *Alicia Jipson*
 464 Alicia Jipson
 465 Recording Clerk

466
 467
 468 Please see subsequent meeting minutes for any amendments to these minutes.

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, September 8, 2021**

The Hooksett Town Council met on Wednesday, September 8, 2021, at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 08 Sep 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, Councilor Randall Lapierre, Councilor Roger Duhaime (6:11), Councilor David Boutin, Councilor Timothy Tsantoulis, Councilor Clark Karolian, and Councilor Alex Walczyk.

Absent: Councilor Clifford Jones

PLEDGE OF ALLEGIANCE and moment of silence for the 20th anniversary of 9/11.

AGENDA OVERVIEW

PUBLIC HEARINGS

The Hooksett Town Council will be holding a public hearing on Wednesday, September 8, 2021 @ 6:00pm at the Hooksett Town Hall – Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to discuss, (1) the proposed amendments to Intoxicating Beverages Ordinance #00-9 and (2) the proposed Parks and Recreation Ordinance #2021-1. This notice is per Chapter 231:132-a of the NH Revised Statutes annotated, and section 3.6 of the Hooksett Town Charter. The full texts of the proposed ordinance amendment and the new ordinance are available on the Town Clerk web pages via www.hooksett.org for your inspection. Questions should be directed to the Hooksett Public Works Department at 603-668-8019.

Public Hearing to discuss

1.) The proposed amendments to Intoxicating Beverages Ordinance # 00-9

Earl Labonte Director of Public Works- The original ordinance did not include all of the parks in it. it gave an issue enforcing it. It also did not include the trails. The ordinance covers the use of alcoholic beverages in the area known as Jacobs Square, Donati Field, Fraser Memorial Field, Veterans Park, head's Pond Trail, Pinnacle Park, Lilac Bridge Monument, Hooksett Dog Park, Peters brook, Hooksett Riverwalk Trail and Lambert's Park. It added several parks into the ordinance.

A. Walczyk- Do we want to limit it to just these parks? Cause there are more parks that are not listed. I am happy to send you the list and go over it with you. Should we include the Hooksett skate park and Heritage Landing. Should we add them now? I'd like to not stop this.

J. Sullivan- Does adding parks stop us from moving forward with the Public Hearing, or do we stop and start a new Public Hearing?

50 A. Garron- I would gather that if we were to receive good information during public comment, I don't
51 think anything prohibits the council from amending the ordinance as long as those things are added,
52 and people have a opportunity to voice their opinion one way or the other.

53
54 A. Walczyk- I would add Hooksett Skate Park, Quimby Mountain, Heritage Landing.
55

56 D. Boutin- A. Walczyk is Quimby Mountain Town owned or private?
57

58 A. Walczyk- Quimby is listed as a conservation land and so is Hedge Pond.
59

60 T. Tsantoulis- Why don't we just add a sentence that says any and all town owned facilities. I don't think
61 that we have to get tied up with specifically naming every park and this covers any and all facilities.
62

63 ***J. Sullivan motioned to amend the Intoxicating Beverages Ordinance # 00-9 to add Hooksett***
64 ***Skate Park, Quimby Mountain, Heritage Landing, and all other town owned property, seconded***
65 ***by D. Boutin.***
66

67 J. Sullivan- Police Chief we are looking at an ordinance for the parks having a specific list that you can
68 enforce or can it be a more generic list.
69

70 J. Bouchard- It can be specific or generic. We can enforce it as no open containers on any town land, it
71 works either way.
72

73 T. Tsantoulis- With that being said if something opens up on the other side of town then we are
74 covered, and we don't have to go through this process again.
75

76 C. Karolian- Before I can vote on this I need to know are these conversation lands are they town owned
77 property or are they owned by an association that is not town owned property, do we know for sure that
78 he is adding our town owned property?
79

80 A. Garron- I am unsure I would have to get clarification.
81

82 ***C. Karolian- Based on the TA's response I motion that we table this until we get a definitive***
83 ***answer seconded by T. Tsantoulis. This will be tabled till September 22 as a Public Hearing.***
84

85 **Roll Call Vote #2**
86

86 ***R. Duhaime Aye***

87 ***J Durand Aye***

88 ***C. Jones Not Present***

89 ***R. Lapierre Nay***

90 ***A. Walczyk Nay***

91 ***D. Boutin Nay***

92 ***C. Karolian Aye***

93 ***T. Tsantoulis Aye***

94 ***J. Sullivan Aye***
95

96 ***Vote in favor 5-3***
97

98 2.) The proposed Parks and Recreation Ordinance #2021-1.
99

100 Earl Labonte Director of Public Works - This is the parks operating policy and sets curfew hours. The
 101 purpose is to put the curfew into effect at the parks that are scheduled for activities that require
 102 permits, and it coincides with the noise ordinance it says the curfew is from 9pm to 7am and gives the
 103 law enforcement the authority to "chase" people out. In the past there was nothing supporting the
 104 ordinance other than the permit.

105
 106 R. Duhaime- Do we need it; do we have a problem with people in the parks. I don't know if the police
 107 have been called for any issues.

108
 109 J. Bouchard- The ordinance is always helpful, and it is easy to enforce and helpful to ask those to
 110 leave after hours. Nothing good happens after 9:00pm in a park.

111
 112 C. Karolian- If we do let's say fireworks in the summertime and it is after 9:00pm, and people are still
 113 around what do we do then?

114
 115 J. Bouchard-You can get a waiver, or choose not to enforce it for that day, it is common sense in that
 116 event, or they will get a special permit.

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 119 **SPECIAL RECOGNITION**

120 Hooksett Municipal Employee – No New hires.

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 123 **PUBLIC INPUT - None**

124
 125 **SCHEDULED APPOINTMENTS**

126 Jon Lyscars - Hooksett Community Center Project

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 128
 129 Jon Lyscars president of the Hooksett Community Center with Matt Barrett and Dave Scarpetti-It is a
 130 Non-profit established in 2019. We have a small presentation for you. The intent of the Non-Profit is to
 131 build a community center for Hooksett without the taxpayers being affected. The Non- Profit will do all
 132 the fundraising and grant writing and working with all the business within the center to continue to
 133 generate revenue. Our mission is to build a community center and bring people together. The citizens
 134 of Hooksett are our bosses, we are not experts. We found out about North Conway's Community
 135 Center they have been successful for over 40 years; they have a great relationship with the Town and
 136 work with the town on programs. We are being transparent and posting all minutes and agendas on our
 137 website. We take input from the citizens and want the public to participate. We are in the gathering
 138 input stage. We will reach out more formally in the future. We need to look at the programing first to
 139 know what we want and need. We are looking at a piece of land to purchase. While we gather the land,
 140 we will need experts. We have a pro-bono attorney working with us and a pro-bono architecture
 141 working on the renderings. The programs are the most important thing. We have had requests for
 142 music, an indoor waterpark, trips. We want to bring the history of Hooksett into the fold. We have
 143 discussed a small museum. We have also talked about a small police and fire substation that they
 144 could interact with the citizens, and possibly receive and answer calls if necessary. We want to promote
 145 businesses. We are discussing small venues such as a barber shop, business incubators work and is a
 146 great way for small businesses to get started. Fundraising such as naming rights, pavers, grants, estate
 147 donations, yearly pass sales, daily passes, building donations. What does Hooksett want? When asked
 148 they wanted cooking classes, art classes, music classes, dance classes, ski trips, beach trips, hiking
 149 trips daycare, wedding venue, rock climbing wall, fitness center, banking substations, game room, tours
 150 and trips. I know we have a sign ordinance, and we need to get permission to post signs on town land,
 151 we are seeking permission to do so to advertise.

152
 153 C. Karolian- Is the location the same as the last time we had a Non-Public and discussed the location?

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 155 J. Lyscars- I really do not remember, oh actually yes it will be the same location.

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J. Duhaime- Your main building what are you looking at for cost?

J. Lyscars- We are in the phase of programming, the programming will determine the building size have heard figures around 5 to 10 million, but that is not set in stone yet. We need to establish the programming first and then build in stages.

A. Garron- The same ask is being of them to display the signs just as the parents asked for permission to post the senior graduation signs.

R. Duhaime motioned to grant permission to Hooksett Community Center to place signs on town property; seconded by T. Tsantoulis.

Vote unanimously in favor 8-0.

CONSENT AGENDA

NOMINATIONS AND APPOINTMENTS

Library Trustee- Francis Broderick is leaving town we are fortunate to have Sandra Mack interested in the position. We will miss Mr. Broderick. You have Sandra's application in front of you she will bring important skills and great advocacy to the library and tour board.

Sandra Mack- I've been before the board for various reasons in the past and for different events in Hooksett and on part of boy scouts and Hooksett Kiwanis. I have been a resident of Hooksett since 1998. For 17 years I have been a classroom teacher for 2nd grade and 3rd grade, I am now an administrator for a preschool Pre-K. I am also currently the immediate past president of the Kiwanis and their community service committee chair. I've been a member of Hooksett Kiwanis club since 2014. I believe that my dedication, my community skills, work experience, leadership, and organization skills really make me a good fit for this position on the board of trustees.

R. Lapierre motioned to wave the Council's Rules of Procedure and appoint Sandra Mack to the Library Trustees to a term set to expire 6/30/2022; Seconded by D. Boutin.

Roll Call Vote #3

D. Boutin Aye

C. Jones Not Present

A. Walczyk Aye

J. Durand Aye

R. Duhaime Aye

T. Tsantoulis Aye

R. Lapierre Aye

C. Karolian Aye

J. Sullivan Aye

Vote unanimously in Favor 8-0

N. Germain- You have a choice to make tonight, Sheena Gilbert came to your last meeting and Mr. Lacasse was unable to show up, but you have both of their applications. Both are being considered for 1 open alternate position on the Planning Board.

208 **C. Karolian motioned to appoint Sheena Gilbert as an Alternate to the Planning Board with a**
 209 **term expiring 6/30/2024; Seconded by T. Tsantoulis.**

210
 211 **Roll Call Vote #4**

212 **A. Walczyk Aye**

213 **R. Lapierre Aye**

214 **C. Jones Not Present**

215 **R. Duhaime Aye**

216 **J. Durand Aye**

217 **C. Karolian Aye**

218 **T. Tsantoulis Abstain Process not fair**

219 **D. Boutin Abstain Process not fair**

220 **J. Sullivan Aye**

221

222 **Vote in favor 6-0-2**

223

224 J. Sullivan- I vote yes but I want to make a clarification on when voting on 2 applications for 1 open
 225 position and the proper procedure.

226

227 R. Duhaime- I looked at the applications, and Sheena was the first person to fill out her application and
 228 I feel she should get the appointment.

229

230 N. Germain- I would suggest that the town recruit someone to serve on southern NH Planning
 231 Commission, which is a very important body that represents Hooksett, currently has no one
 232 representing Hooksett. That position is not always exciting, but they talk about a lot of interesting
 233 things. There is a lot of macro planning at the state level, and they may have some say in this.

234

235 R. Lapierre- do you know where and how they meet.

236

237 N. Germain- they meet in Manchester on the 2nd bridge street. I can't remember when the meetings are
 238 but I think it is once a month.

239

240 J. Sullivan- Are we allowed 2 representatives to serve on the Committee?

241

242 N. Germaine- You are actually allowed 3.

243

244 J. Sullivan- D. Boutin can you ask someone on the Planning Board if anyone would be interested in
 245 serving.

246

247 A. Garron- This may be an alternative for the other person who did not get the alternate on the Planning
 248 Board seat. My understanding that it does not have to be a member of the Planning Board, but it can be
 249 anyone.

250

251 J. Sullivan- Can you reach out to Mr. Lacasse and thank him for his interest and ask him about his
 252 interest on this.

253

254 R. Duhaime- So for clarification we have 3 openings, and you don't have to be a member of the
 255 Planning Board.

256

257 N. Germain- Yes there are 3 opening to my knowledge.

258

259 **TOWN ADMINISTRATOR'S REPORT**

260 A. Garron presented his report update below:

261

262 Covid 19- We have one less case than at our previous meeting. 1,385 total cases in Hooksett since
263 March of last year, as you know the number of cases continues to grow in NH. Our fully vaccinated is at
264 75% in Hooksett. We are in the top 5 in the state.

265

266 Little League Parade- We had to cancel this last event last week due to the rain. We have rescheduled
267 it for Saturday, September 18 starting at 5pm. The parade route will still be the same starting at the
268 Holy Rosary and will proceed to the entrance to Donati park to the field, and the ceremony to take place
269 at the field.

270

271 Projects- Water feasibility study- They are still working on getting me those numbers. In the interim we
272 are looking at getting a small survey out to the 19 residents on Farmer Road to give us a fair
273 assessment of who would hook up if the facilities were provided.

274

275 NHDOT- I spoke with NHDOT, I believe in 2018 there was a roadway improvement plan for route 3a
276 and Hackett Hill Road and that particular project was going to receive 2/3rd funding from the state and
277 1/3 would come from other means, such as local if not impact fees. That was in the 2016-2026 state
278 10-year plan. That proposal was \$1.8 million dollars but that particular swelled proposal o 4.8 million for
279 the roundabout proposal that had been drawn up by TF Meran. Since that time a warrant article was
280 put on for town vote that was not successful. My recommendation that we reapproach the state and
281 reinstate that plan. It is a failed intersection. I have written a letter to the state to have them consider
282 reinstating the program. I sent along the traffic study that identified key areas, and I sent in information
283 on accidents that have occurred. I intend to go to the GASET meetings to advocate the issue.

284

285 Trimbur- I received some news from our attorney that I suggest we go into Non-Public to discuss.

286

287 **OLD BUSINESS-**

288

289 R. Duhaime- What is the status on the bucket, have we received the bucket yet for the loader?

290

291 A. Garron- Not to my knowledge we have not.

292

293 **NEW BUSINESS**

294 **Signage Placement and Inventory**

295

296 Earl Labonte Director of Public Works- According to the town ordinance we are to have an inventory
297 maintained at the Town clerk's office and public works office of all regulatory signs. In searching for that
298 inventory, we had not been able to get a good list, it had not been maintained in years. The purpose is
299 to try to get an inventory list on record, and if we can't get an approval document this council will be the
300 approval document as they are already placed out there.

301

302 ***T. Tsantoulis motioned to accept the signage listing to be kept on file in the Town Clerks Office***
303 ***and at Public Works. Public Works will update this listing at least semi-annually to add all new***
304 ***signage as approved through the Planning process and when the new streets are accepted by***
305 ***the town as town-maintained roadways; seconded by D. Boutin.***

306

307 ***Vote unanimously in favor. 8-0***

308

309 J. Durand- I was looking at the list and there are signs that are listed that I know there are no signs.

310

311

312 E. Labonte- It is possible they may have been stolen. We have moved some signs around and taken
313 some away that may be why you hadn't noticed them, and some will be replaced.

314 .

315 R. Duhaime- When will the town engineer have a GIS map of where these signs are?

316

317 E. Labonte-I do not know I don't control the Town Engineers time.

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Speed Limit sign request for Hills Road at Hooksett/Auburn town line

E. Labonte- We had a couple of requests from residents out there. Hills Road 2 or 3 years ago was completely connected to Auburn, and Auburn has upgraded their side of Hills Road and the residents have complained that travelers are traveling a higher speed. We went out and looked at the area. It meets the requirement per RSA to have a 30 mile an hour speed limit. We did screen the police, fire and planning to see if they had any objections to that speed limit, and they did not.

D. Boutin motioned to approve the request for a 30 MPH speed limit sign on Hills Road on the Hooksett Auburn town line as you enter Hooksett; Seconded by A. Walczyk.

Vote unanimously in favor 8-0

T. Tsantoulis- I will say there is not an increase in traffic more so it is an increase in speed due to the new pavement.

Illicit Discharge Detection Elimination (IDDE) Plan

E. Labonte- This is a federal requirement that we have one. Established legal authority. This is when a septic is overflowing into a storm drain or a basement drain tied into the either the storm or the sewer, which is not authorized. This gives us the ability to enforce the law as they are indicated, this law should have been established 2 years ago, but we are trying to get it into place now.

T. Tsantoulis motioned to adopt the Illicit Discharge Detection and Elimination (IDDE) plan as presented; seconded by C. Karolian.

Vote unanimously in favor 7-0

T. Tsantoulis- We really have no choice but to follow through with this, this is a requirement.

Hooksett Salt Reduction Plan

E. Labonte- This is also a mandated requirement from EPA. We have some chlorine impacted waterways; they are mainly over near Manchester. We have an outfall in Hooksett that is affected. We had to come up with a plan that will help reduce the salt use in that area. In the plan that you have there is a couple of errors. On page 35 section 3 needs to be taken off that sheet, as you can see there is nothing there and thought it best to remove it so that there are not any questions, and you can see it is not included in the rest of the plan. The index 2.2 B&P was spelt out. B&P means "best practices". Section 2 B&P was spelt out again. In Section B use of alternate icing calcium magnesium acetate is applied "to" was missing and it was put back in. Roadways was changed to walkways on both bullets. Those will be changed before the plans are published on the web.

D. Boutin motioned to adopt the proposal as amended of the Salt Reduction plan as presented; Seconded by C. Karolian

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Vote unanimously in favor 7-0

R. Duhaime- Do we have the equipment to implement this plan?

E. Labonte - We don't need any special equipment. We are not doing brine, we do have a calcium tank. We will go with what we have now.

Town Council Discussion on Hooksett Recycling

R. Lapierre- I didn't have any part in the preparation of this material but I am in favor of depending on what we hear.

A. Garron- I was under the impression that the Council wanted to discuss the recycling, as we don't do recycling as we did in the past. We have gotten away with single source recycling due to costs.

R. Lapierre- I wanted to understand the economics behind it and understand the dynamics that could lead to having single serve recycling back to the residents.

E. Labonte- we would have to hire more people and purchase additional trucks. We also picked up two condos, we don't have the manpower, curbside was costing us 2x as much as normal trash collection. It was more costly to do curbside that is why we got rid of it. We were paying more to collect recycling than normal trash.

J. Sullivan- for our questions and concerns to have the advisory committee to see if they need to change that is where it should start.

T. Tsantoulis- The fact that we are having this conversation is good. I receive lots of calls about why we do not recycle. A lot of things must change on a larger scale. We are talking about this now. If the opportunity comes around again, we should look into it, and people can still recycle at the transfer station if they wish.

E. Labonte- We recycle plastics, glass, cans aluminum, metal, used oils, clean cardboard, white paper, ect. The list can be found on the website.

R. Duhaime- It is apparent that I have noticed in the last year, with my daughters they order from amazon and Walmart we have more cardboard than I have ever had. Maybe we consider recycling just cardboard only.

C. Karolian- We did have last year we had issues with vendors doing drop and hook and we found a vendor that was going to pay us for the cardboard. I will run that by the recycling committee if that is an option. I think that is a good idea. We also talked about the subcommittee and their duties. The town website indicates the duties for the recycling and transfer committee. The administrative code advises the council on matters to the management of the municipal solid waste and recycling center. One is more detailed, and one is short, and we need to straighten it out. We should also change the town ordinance to allow the department head to set the rates of collection, because it changes, and the town should not be paying because they are stuck with an ordinance at a set price.

423 **APPROVAL OF MINUTES**

424

425 *D. Boutin motioned to approve the public minutes of the August 25, 2021, as amended;*
 426 *seconded by T. Tsantoulis.*

427

428 Line 440- A. Garron spoke on this and his name should be added.

429 Line 468- "the councilors that went how did they get invited and no one else: should be moved to line
 430 478.

431

432 *Vote unanimously in favor 8-0*

433

434 *D. Boutin motioned to approve the non-public minutes of the July 28, 2021, #2 10:01-10:20pm;*
 436 *seconded by T. Tsantoulis.*

437

438

439 *Vote unanimously in favor 8-0*

440

441 **Non-Public: 07/28/2021 #1 5:45pm-5:59pm did not vote on.**

442

443 *D. Boutin motioned to approve the non- public minutes of the August 25, 2021; seconded by T.*

446 *Tsantoulis.*

447

448

449 *Vote unanimously in favor 7-0-1 C. Karolian abstained due to not present.*

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452 **SUB-COMMITTEE REPORTS**

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454 R. Lapierre- I made it to the first budget meeting I only made it fo the adjournment motion, but it was
 455 just an organizational meeting our real work begins at the end of the month.

456

457 A. Walczyk- Park n Rec met we do need members; the pavilion is in the process of being set up. The
 458 electricity is getting ready to be installed. The Conservation Commission met and did their annual report
 459 and announced the Hooksett walking trail to open in the end of October.

460

461 C. Karolian- Who is erecting the pavilion? Is it the Town of a separate company?

462

463 A. Garron- It is a contractor. When we settled on it, it was bid by a contractor. Not done by the town.

464

465 C. Karolian - Is there a timeframe for when that is to be done?

466

467 A. Garron- No we do not.

468

469 T. Tsantoulis- The board of assessors, has been busy with abatements. The Cigna building valuation
 470 has been reduced by a significant amount based on the sale price. This is alot of tax revenue the town
 471 will not be seeing for a while. It was probably reduced by 60% 65% of its value.

472

473 J. Sullivan- The bicentennial calendar is filling up. We talked about hosting some walks, and maybe the
 474 recycling center can have an open house. If any committees would like to have a bicentennial
 475 component let us know.

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477 **PUBLIC INPUT NONE**

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

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J. Sullivan motioned to enter non-public session of 9/8/2021 at 7:51pm in accordance with NH RSA 91-A:3 II a&e. The motion was seconded by T. Tsantoulis.

(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.

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

Roll Call Vote #5

T. Tsantoulis Aye

C. Jones Not Present

R. Duhaime Aye

A. Walczyk Aye

R. Lapierre Aye

C. Karolian Aye

J. Durand Aye

D. Boutin Aye

J. Sullivan Aye

Vote unanimously in favor 8-0

J. Sullivan motioned to exit the non-public session of 09/08/2021 at 8:31 pm. Seconded by D. Boutin.

Voted unanimously in favor (8-0)

Back in Public Session at 8:32pm.

J. Sullivan motioned to seal the non-public session of 09/08/2021; Seconded by D. Boutin.

Voted unanimously in favor (8-0)

ADJOURNMENT

J. Sullivan motioned to adjourn the public session of 09/08/2021 at 8:33pm. Seconded by D. Boutin.

Voted unanimously in favor (7-0)

Respectfully submitted,

Alicia Jipson

Alicia Jipson

Recording Clerk

Please see subsequent meeting minutes for any amendments to these minutes