

**ARPA – Local Fiscal Recovery Fund Subcommittee  
Town of Hooksett Municipal Building  
Council Chambers  
Friday, April 15, 2022  
Meeting Minutes**

**CALL TO ORDER**

Chair Lapierre called the meeting to order at 9:06 am.

**ATTENDANCE**

Present: Councilor Tim Tsantoulis, Councilor Randell Lapierre, Councilor David Boutin

Staff & Other Departments: A. Garron, Town Administrator; Christine Tewksbury, Finance Director; Thomas Bartula, Acting Director – DPW; Steve Colburn, Fire-Rescue Chief; Kim Blichmann, Tax Collector; Leann McLaughlin, Project Coordinator; Janet Bouchard, Police Chief; Jake Robie, Assistant Police Chief; Rick Belanger, Communications Supervisor; Bruce Thomas, Town Engineer;

Others: Brian Soucy, HYAA Chair; Cindy Robertson, Conservation Commission Chair; Alex Walczyk

**PROOF OF POSTING**

Kathleen Donnelly, Administration Secretary, provided proof of posting.

**PUBLIC INPUT**

Brian Soucy, HYAA Chair: We have committed to purchasing and installing two (2) new scoreboards for Petersbrook Park. One is 18 X 9 and the other is 10 X 4. The Town Council has approved this. The cost is estimated at \$18,500. We received a last minute discount of \$2,250, which should defray (or offset) costs for electricity. We would like to submit this project for your consideration. Thank you.

Chair Lapierre: Has the masterplan for Petersbrook been located?

T. Bartula: We have not found it yet.

Chair Lapierre: When it is located, it can be updated.

B. Soucy: An MOU has been signed and is in place.

**OLD BUSINESS**

- **Discuss NHDES Letter & Supporting Information on Well(s) Contaminated by PFAS – Prescott Heights Road/Rockforest Drive Area**

A. Garron: I had a call from a concerned resident regarding the status of the well testing done by Appletree. We used ARPA funds totaling \$12,000 to partner with the Central Water Precinct on a study of water service expansion. There are several programs available for the funding of these types of projects. I will be meeting with Appletree and Central Water on April 28<sup>th</sup> regarding this issue. It has not been forgotten, but it is beyond the scope of the ARPA funds to expand water service.

D. Boutin: What about Farmer Road?

A. Garron: Eleven residents responded to our survey. Of these, six would commit to hooking up to Central Water.

T. Tsantoulis: ARPA funds would not go far toward bring water to this area.

Chair Lapierre: I asked the Central Water representative about the cost and he said it would be about \$40 million.

## **NEW BUSINESS**

### **▪ Review of potential ARPA Funding Projects – Department Heads**

B. Thomas: Per our TIF agreement, we have committed \$300,000 to the Sewer Commission for an upgrade of the Martins Ferry Pump Station and \$300,000 to the Village Water Precinct for extension of pipes to Route 3A from Pinnacle Drive. The Town has already agreed to the commitment of these funds.

C. Tewksbury: The two (2) warrant articles approved in March were very specific about these allocations. Since revenue has been less than projected, we are unsure about funding other TIF district commitments. We are suggesting that \$600,000 from TIF funds be used for the projects approved in March and that ARPA funds totaling \$600,000 be allocated to the TIF district for other projects.

T. Tsantoulis: The optics are confusing.

Chair Lapierre: How much money regularly comes out of TIF funds for other projects? We must adhere to the deadlines for committing and expending ARPA funds.

C. Tewksbury: The ARPA money can fund the next phase of the TIF development and will be committed and spent within the ARPA guidelines.

A. Garron: Abatements have reduced the value of our TIF funds, unfortunately. We will continue to pursue grants.

D. Boutin: Is the water and sewer project for Granite Woods part of this \$600,000?

A. Garron: No, it is not.

B. Thomas: Next, I reviewed the proposal for a beach at Petersbrook. I am not in favor of this project. Crossing the railroad alone would cost about \$300,000, and they are not willing to grant us an easement. Also, there is a 40-foot drop from the field to the water, so a ramp would have to be constructed that is ADA compliant. This would be 560 feet long with several five-foot landings. A wetlands Permit by Notification would cost \$100,000. The project is inexpedient to pursue. The third project I looked into is a sidewalk on a section of Morrill Road. A survey would be required, at a cost of \$400,000. The drainage would need to be replaced.

T. Tsantoulis: Who made this request?

Chair Lapierre: It came from a resident in my district.

A. Garron: These projects are not on the CIP list or any other project list.

C. Tewksbury: We might be able to find other funding for them.

B. Thomas: Fourth and last are several drainage projects. They are listed on the spreadsheet which I just distributed. The first three are under construction and funded. Two are currently advertised - a Sherwood Drive Pipe Repair (\$30,000) and a Corriveau Drive Drain (\$40,000). Sherwood Drive involves pipe repairs and Corriveau Drive is a sink hole.

D. Boutin: Are these shovel ready?

B. Thomas: Yes, they are out to bid. Future projects are a Sherwood Drive Pipe Repair (\$100,000) and a Lincoln Park Replacement of corrugated metal pipe (\$150,000).

C. Robertson: The Conservation Commission is seeking ARPA funds for the fourth and final phase of the Riverwalk Trail. This project started in 2014. We have just learned that Allenstown is actively working on its one-quarter mile of this trail. With the completion of our segment, the Hooksett portion will connect to the Allenstown portion, completing a five-mile round trip trail. We are proposing a 3,240 foot long trail with a 12-foot wide gravel path and a 26-foot long bridge. Stantec estimates a cost of \$384,000. We would pursue a Rail Trail Program (RTP) grant of \$80,000 and would provide \$35,000 from the Conservation Fund. We are asking the Town for \$270,000, which could come from ARPA funds. We have a June 17, 2022 deadline for requesting the State grant.

T. Bartula: The lighting project at Petersbrook is one-half complete, and we would like this subcommittee to consider recommending the completion of this project with ARPA funds. The cost is between \$370,000 and \$400,000.

T. Tsantoulis: Is the conduit in place?

T. Bartula: Yes, I believe it is.

C. Tewksbury: This is a CIP-approved project and additional funding would be available from Recreational Impact Fees fund. That balance is \$48,000.

T. Bartula: We also have a 2009 maintenance van which is at the end of its 13-year cycle. The amount earmarked for this was used for the plow truck.

Chief Bouchard: I am here with Assistant Chief Robie and Communications Supervisor Rick Belanger. Two vehicle replacements were cut from our budget in the past two years, so we are requesting ARPA funds for two new vehicles. In addition, one of our vehicles was recently totaled – not the fault of the officer, who was not in the vehicle when it was struck. One of the vehicles would cost \$49,000 and the other \$51,000. We have already received an insurance check for \$17,000, so the cost would be \$83,000. We also expect more money from the insurance settlement. We need to purchase these vehicles as soon as possible.

C. Tewksbury: For transparency, will you be purchasing a third vehicle when the new budget cycle begins in July?

Chief Bouchard: Yes, we will.

***R. Lapierre motioned to recommend to the Town Council the use of ARPA funds for the immediate purchase of two police vehicles. T. Tsantoulis seconded the motion.***

T. Tsantoulis: This would go to the full Town Council with our support. The Police vehicles put on a lot of mileage in Hooksett.

D. Boutin: I don't like this process of picking one project to support. I would rather wait for the full list.

T. Tsantoulis: There is a strong, immediate need, and it may not fly with the full Council. Availability of vehicles is an issue.

Chair Lapierre: Have you located the vehicles?

R. Belanger: We have found two vehicles and are waiting for a decision. State bidding in NH doesn't open until late September or October, so these are from Massachusetts.

A. Garron: The Massachusetts cooperative bidding process would have to be added to our approved list as a first step.

D. Boutin: How would you do this without ARPA funds?

Chief Bouchard: We wouldn't be able to do it.

D. Boutin: I want the complete list of projects first.

Chair Lapierre: At a meeting when you were not in attendance, I proposed a process which allowed for shortcuts for urgent needs. That would have been the time for you to speak against this process. We have already expended funds from ARPA for Broadband extension and for the Farmer Road water study.

D. Boutin: May I speak again?

Chair Lapierre: You have already spoken twice, so I am calling the questions.

D. Boutin: You are abridging my freedom of speech. I am not intending to be argumentative, but I have never hear of the rule. This is not constitutional

Councilor Boutin left the meeting at 10:20 am.

***Chair Lapierre called for a vote on the motion to recommend to the Town Council the purchase of two (2) Police vehicles using ARPA funds. T. Tsantoulis seconded the motion. Voted unanimously in favor.***

K. Blichmann: We have had two demos of property tax and motor vehicle software because we would like to upgrade our software, which is very old. The estimated cost is \$45,000 and an increase of \$600 in the annual cost. We are requesting that this be added to the list of possible ARPA-funded projects. We would need an RFP for this but are looking at local NH companies. They offer excellent support and we would be able to take credit card payments.

Chair Lapierre: What about the credit card fees?

K. Blichmann: Those are paid by the customer, per State law. Some of the files for the State are done by hand now and would be done electronically with updated software. New software would be more efficient for the Assessor and cleaner for the residents. We would not have to enter data twice and errors would be reduced.

T. Tsantoulis: I assume you would save manhours to offset the \$600 per year.

Chair Lapierre: I favor projects which provide better service to residents.

A. Garron: Our projects include an automatic switch for the generator. Leann McLaughlin found a contractor who can provide one. The cost is \$25,000, versus \$100,000 for a new generator. We have an office conversion project which will cost between \$6,000 & \$10,000, and we are requesting \$20,000 in order to develop a plan for renovation & use of Old Town Hall.

T. Tsantoulis: The manual generator switch is dangerous, both for personnel and for the equipment. That generator is about 20 years old. It could be subject to an OSHA fine.

L. McLaughlin: It only has 95 hours on it and it is in good condition.

Chief Colburn: We are looking to replace the old weight/workout equipment at the Safety Center and add a couple pieces of equipment at Station 1. We would also like to have new flooring. The equipment we have is donated, used equipment. It is worn out. We want to make the area more efficient.

Chief Bouchard: That room is used constantly and the upgrade will be a great benefit for Police and Fire-Rescue personnel.

A. Garron: Here is a recap of the projects:

▪ Police Vehicles	\$ 83,000
▪ TIF District	\$600,000
▪ Drainage	\$320,000
▪ Merrimack Riverwalk Trail	\$270,000
▪ Petersbrook Lighting	\$400,000
▪ Generator	\$ 25,000
▪ Old Town Hall	\$ 20,000
▪ Tax Office Software	\$ 45,000
▪ Office Conversion	\$ 10,000
▪ Workout Room	\$ 46,000
▪ DPW Van	\$ 40,000
▪ Scoreboards	\$ 18,500

T. Tsantoulis: We should consider the two most urgent drainage projects.

T. Bartula: Those would be the Corriveau Drive sink hole and the Sherwood Drive pipe replacement, totaling \$70,000. We are not fully staffed – down four employees - and cannot handle these projects inhouse.

C. Tewksbury: For the Petersbrook Lighting, there is currently \$48,000 in the Recreational Impact Fees fund.

#### **APPROVAL OF MINUTES**

***R. Lapierre motioned to approve the minutes of the February 18, 2022 meeting as written. T. Tsantoulis seconded the motion. Voted unanimously in favor.***

#### **PUBLIC INPUT**

A. Walczyk, 7 Heritage Drive: I have attended a few meetings of the Parks & Rec Committee and want to suggest a couple of projects. I do not have the costs for them. First is the Donati Field Bridge, which is in disrepair. Second would be a bathroom and/or a clubhouse for Petersbrook.

Chair Lapierre: There is a larger version of the building at Donati for the ADA bathrooms – a pre-fab concrete building.

A. Garron: We are currently working on the feasibility of a Solar Project. The preliminary investigatory work would cost about \$75,000.

C. Tewksbury: That is on the CIP list.

T. Tsantoulis: I would like to thank those of you who came today.

Chair Lapierre: I also want to thank you for being here. There are more projects on the list than can be funded, but that was expected.

#### **ADJOURNMENT**

***T. Tsantoulis motioned to adjourn at 11:04 am. R. Lapierre seconded the motion. Voted unanimously in favor.***