



AGENDA

Town of Hooksett Town Council

Wednesday, February 23, 2022 at 6:00 PM

A meeting of the Town Council will be held Wednesday, February 23, 2022 in the Hooksett Municipal Building commencing at **6:00 PM**.

Page

1. **CALL TO ORDER**
2. **PROOF OF POSTING**
3. **ROLL CALL**
4. **PLEDGE OF ALLEGIANCE**
5. **AGENDA OVERVIEW**
6. **PUBLIC HEARINGS**
 - 6.1. Continued Public Hearing - Tax Increment Finance District (TIF) to Discuss Funding Agreement between Town and Granite Woods Developer – February 23, 2022 - Peter Bartash, Granite Woods Development and David Mercier, Underwood Engineering will be available to answer any related questions. (see item #14.1 for details) (last discussed at 01/26/2022 TC Meeting)
[Staff Report - SR-22-021 - Pdf](#) 3 - 5
7. **SPECIAL RECOGNITION**
 - 7.1. **BICENTENNIAL MOMENT**
 - 7.2. Public Works Director, Earl Labonte - retirement (10/2018-02/2022)
 - 7.3. Hooksett Municipal Employee - New Hire
8. **PUBLIC INPUT - 15 MINUTES**
9. **SCHEDULED APPOINTMENTS**
10. **CONSENT AGENDA**
11. **TOWN ADMINISTRATOR'S REPORT**
12. **NOMINATIONS AND APPOINTMENTS**
13. **BRIEF RECESS**
14. **OLD BUSINESS**
 - 14.1. Tax Increment Finance District (TIF) to Discuss Funding Agreement between Town and Granite Woods Developer (last discussed at 01/26/2022 TC Meeting)
[Staff Report - SR-22-022 - Pdf](#) 7 - 14
15. **NEW BUSINESS**
 - 15.1. Quarterly Financial Report as of December 31, 2021
[Staff Report - SR-22-018 - Pdf](#) 15 - 33

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

15.2.	Tribute to Kathie Northrup Staff Report - SR-22-023 - Pdf	35
15.3.	NHMA 2023-2024 Legislative Policy Process Staff Report - SR-22-019 - Pdf	37 - 53
15.4.	Town Administrator Contract Effective May 2022	
16.	APPROVAL OF MINUTES	
16.1.	Public: February 5, 2022 Special Meeting TC Special Meeting Minutes 02052022	55
16.2.	Public: February 9, 2022 TC Minutes 02092022	57 - 65
17.	SUB-COMMITTEE REPORTS	
18.	PUBLIC INPUT	
19.	NON-PUBLIC SESSION NH RSA 91-A:3 II	
20.	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: Continued Public Hearing - Tax Increment Finance District (TIF) to Discuss Funding Agreement between Town and Granite Woods Developer – February 23, 2022 - Peter Bartash, Granite Woods Development and David Mercier, Underwood Engineering will be available to answer any related questions.
Meeting: Town Council - 23 Feb 2022
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

Open Public Hearing

The purpose of this agenda item is to provide information for a public hearing at the February 23, 2022 Town Council meeting of the Town Council where information will be presented and public comment taken on the proposed agreement between Granite Woods and the Town.

Description and background information provided in "Old Business" agenda item.

Notice of the Public Hearing was in the Union Leader and on the Town Website over 15 days before the public hearing.

Close Public Hearing

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Open Public Hearing, hold public hearing and close Public Hearing

SUGGESTED MOTION:

Motion to Open Public Hearing
Motion to Close Public Hearing

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

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

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council will hold a public hearing on Wednesday, February 23rd, 2022, at 6:00PM in Council Chambers of Hooksett Town Hall, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to discuss a proposed Memorandum of Understanding between the Town of Hooksett and Granite Woods Development JV LLC. The Memorandum of Understanding pertains to funding mechanisms for sewer and water infrastructure improvements associated with the proposed development of 47 Hackett Hill Road.

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

Town Council STAFF REPORT



To: Town Council
Title: Tax Increment Finance District (TIF) to Discuss Funding Agreement between Town and Granite Woods Developer – February 23, 2022
Meeting: Town Council - 23 Feb 2022
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The purpose of this agenda item is to provide information for the continued public hearing at the February 23, 2022 meeting of the Town Council where information will be presented and public comment taken on the proposed agreement between Granite Woods and the Town.

Project Description:

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

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

The improvements will also include the installation of water lines and other utility accoutrements necessary to complete the water utility work from the Granite Woods property down Hackett Hill Road, underneath Rte 93 and then cross country to Rte 3A, and also cross country across properties owned by the State of New Hampshire to Cross Road and then down to Rte 3A thus creating the loop.

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

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

Statement Regarding Granite Woods Easement. Regarding the sewer across the Granite Woods property. The main sewer trunk line will extend across the Granite Woods property to Hackett Hill Road where it may be extended east or west on Hackett Hill Road (at some point in the future). This will be a public sewer, and maintained by the Town (via the Sewer Commission).

The sewer service to the Granite Woods Development although connected to the sewer trunk line will be private.

The same goes for the water main line. The main line will be owned by the Hooksett Village Water Precinct and will cross the Granite Woods property to Hackett Hill Road and be connected to the water main on Rt 3A creating a looped water system. The service line to the development will be private.

Statement Regarding Construction Inspection. Regarding the inspection of the sewer installation. Inspection or "Construction Engineering" is included in the current engineering contract with Underwood Engineering under "Phase III". Phase I is the Engineering Study and Preliminary Design. This has been completed. Phase II is the Final Design which is currently underway. Phase III is the Construction Engineering portion of the Contract.

The typical way to proceed is to have Underwood Engineering provide the Town with a proposal based on the wage rates currently being used and with a scope of work based on the completed design. The benefit of having Underwood do the construction inspection is that they are intimately familiar with the design.

Although the Town Engineer has the experience to inspect the pipe installation, he has other responsibilities and will not have the time available to spend on this project. In addition, Underwood Engineering (or another consultant) should inspect the pump station work.

FINANCIAL IMPACT:

Future Taxation from the TIF District will be obligated to the Developer of the Granite Woods property. Completion of the infrastructure improvements will likely lead to future development in the area, resulting in an increase in the Town tax base.

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Vote to allow the Town Administrator to sign Memorandum of Understanding with the Granite Woods Developer the same night as the Public Hearing if TIF Expansion item has been adopted.

SUGGESTED MOTION:

Motion to allow the Town Administrator to sign Memorandum of Understanding with the Granite Woods Developer the same night as the Public Hearing if TIF Expansion item has been adopted.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[0 Granite Woods MOU 2-10-22](#)

MEMORANDUM OF UNDERSTANDING ("MOU")

This Memorandum of Understanding ("MOU") by and between the Town of Hooksett (the "Town") and Granite Woods Development JV LLC (the "Developer" or "Owner") and dated this ____ day of February 2022 (the "Effective Date") is intended to serve as an outline of the terms of an agreement related to the financing of certain public infrastructure within the Route 3A Tax Increment Finance ("TIF") district and will be used in the drafting of binding legal agreements between the parties.

WHEREAS, the Town has expanded the boundaries of the Route 3A TIF district to include properties in the area around Exit 11 of I-93.

WHEREAS, the TIF District intends to further economic growth and commercial development in the Town of Hooksett through the expansion of the water and sewer network.

WHEREAS, the Developer is the owner of property off Hackett Hill Road, adjacent to I-93 and near Exit 11 known as Parcel 17-7 (hereinafter "the Granite Woods Property", or "the Property").

WHEREAS, the Town has recently amended its TIF regulations to allow the financing of infrastructure improvements within the TIF district by private parties as an alternative to public bond issuance. Any private financing arrangements between the Town and a private party are to be negotiated on a case-by-case basis and approved by vote of the Town Council.

WHEREAS, the Developer has offered to finance and construct the expansion of sewer and water infrastructure (the "Improvements" or "Project") to the Exit 11 TIF properties, including the Granite Woods Property, under the terms and conditions outlined below.

Part 1: General.

- a) The Granite Woods Property has been in an idle and unimproved condition for many years. It is currently generating \$19,663 annually in property taxes to the town.
- b) The Developer intends to construct a 500,000 square foot Class A distribution facility (the "Facility") on the Property. The Developer anticipates the Facility will cost approximately \$67 million to complete not including the cost of any tenant improvements. Hooksett Zoning Board of Appeals, Planning Board, and Conservation Commission have reviewed and approved the proposed plans for this facility.
- c) The Developer desires to connect the Facility to municipal water and sewer utilities. Water and sewer utilities are currently unavailable to the Property and the Developer is proposing a financing agreement with the Town of Hooksett to fund construction of public water and sewer improvements in the area of Exit 11. The total direct economic benefit of this infrastructure project to the Town, including the on-site and off-site improvements and the incremental tax revenue in the TIF district is estimated to exceed \$15.9 million.
- d) The Town has previously engaged and paid a licensed and qualified 3rd party engineering consultant to design and document an expansion of the water and sewer system in the area of Exit 11. The system design is approximately 90% complete as of this MOU. A preliminary estimate of the cost to expand the sewer and water network in the area of Exit 11 as depicted on the Town TIF District water and sewer expansion plan is approximately \$7 million, not including financing costs and costs of water and sewer lines within the boundaries of the Granite Woods Property. This estimate of cost was provided by the Town's licensed and qualified 3rd party engineer at the request of the Developer and is assumed to include a +/-20% contingency factor.

- e) The Town Assessor expects the Facility will generate annual gross tax revenues of approximately \$750,000. A conservative estimate for the purposes of this MOU, including incremental increases to the assessed value based upon the value of tenant improvements to the Facility after year one, would generate annual tax revenues in the amount of \$1 million. The final assessed value is subject to review by the Town Assessor upon completion of the Facility.

Part 2: Improvements. The Developer is offering to finance and construct specific sewer and water infrastructure improvements (the "Improvements") as outlined in the section below. The following is a general list prepared for the purposes of this MOU, as well as to serve as a framework for the development of a final engineering and construction agreement to be prepared jointly by the parties and their respective engineers. The list of improvements follows:

- a) The construction and installation of a sewer line and pump-station on the property of the Tri-Town Ice Arena connecting to an existing, but not yet activated, sewer line under the Merrimack River that connects to the Hooksett Wastewater Treatment Plant.
- b) The installation of sewer infrastructure as described by TIF District water and sewer expansion plan and necessary to complete the sewer connections from the pump station, through the neighborhood south of the pump station (including Westbank Road, Meadow Crest Road and West River Road), up Cross Road a short distance, then across land owned by others to the Granite Woods Property and Hackett Hill Road.
- c) The installation of water lines as described by TIF District water and sewer expansion plan and necessary to complete the water utility work to create a "looped" water line system connecting Hackett Hill Road, the Granite Woods Property, land owned by the State of NH, Cross Road and Route 3A. A map depicting the routes is available from the Town Engineer.

These Improvements are intended to benefit the entire TIF district in the Exit 11 area and are expected to attract further investment and development that will contribute to the tax base of the town.

Part 3: Summary of Key Terms.

- a) The Town and the Developer agree to prepare and execute a mutually agreeable formal Off-Site Development Agreement based upon this MOU within Thirty (30 Days of the effective date above. The Town Administrator, as an authorized representative of the Town Council and together **with** Town Counsel, shall work directly with the Developer and Developer's representatives to complete the Off-Site Development Agreement. Time is of the essence with regard to all aspects of this MOU.
- b) The Town will engage a licensed and qualified 3rd party consultant to provide the engineering and design work for the Improvements. The Improvements will meet or exceed the standards of the NH Department of Environmental Services, the NH Department of Transportation, the Hooksett Sewer Commission, the Hooksett Village Water District, the Town of Hooksett and any other regulatory agencies with jurisdiction.
- c) The Town will be responsible for obtaining commercially reasonable plan review and approval, as well as review of any related construction agreements, from the Hooksett Village Water District and the Hooksett Sewer Commission on a timely basis, and whose review and approval shall not be unreasonably withheld or delayed.
- d) The Town will be responsible for obtaining easements from the NH Department of Transportation for the installation of sewer and water utilities across their property on Cross Road, as well as any other permits or easements required for construction of the Improvements.

- e) The current estimate of the Improvements listed above is \$7 million and includes the costs of construction within the rights-of-way and easement areas. This estimate includes project bidding, construction project management, pipe, manhole, hydrant, gate valve installation, water and sewer services to the right-of-way lines or easement lines, all paving and pavement patching, erosion control, mobilization, construction inspection and traffic control and all other costs associated with such work (the "Construction"). The estimate does not include the costs of water and sewer utilities to serve the Granite Woods Property.
- f) The construction work and materials will be put out to bid by The Developer following standard industry practice. Once bids are received and reviewed the construction budget will be finalized and the Developer will secure the funding to construct the Improvements.
- g) The Developer, as guarantor of the funding, will oversee construction of the Improvement. The developer will select, with such selection subject to consent by the Town Engineer whose consent shall not be unreasonable withheld, and engage the licensed and qualified Contractor(s) to construct and otherwise complete the Improvements.
- h) The Town will engage a licensed and qualified engineering firm to represent the Town as inspector, construction monitor, and contract compliance advisor at the Town's expense. The Town's designated representative will not cause unreasonable delays to the Project schedule and will endeavor to protect the Project from unnecessary cost overruns. Any reasonable irregularities or issues of non-compliance reported by the engineers will be corrected by the contractors at the expenses of the project manager/Developer.
- i) Once completed, the Improvements would be granted to the Town along with any easement(s) across the Granite Woods property, and all fee revenue associated to sewer and water usage will accrue to the Town in perpetuity.

Part 4: Financing Agreement.

- a) The Developer secure 100% of the funding for the construction and completion of the Improvements.
- b) All risks associated with delays, materials costs, labor costs and other factors will be carried exclusively by the Developer.
- c) The Developer will pay all contractors and materials suppliers on a timely basis and will indemnify the Town against any claims or mechanic's liens related to the project.
- d) In the event the Developer defaults on its payments to its investors, creditors or contractors, or fails to complete the construction of the Improvements, the Town will not be held liable in any way for the payback of the financing and the Town will become the sole owner of the Improvements in whatever condition they may be in at that time, and without any liens or encumbrances.
- e) It is expected that the property taxes payable to the Town will exceed \$1 million per year and may reach up to **\$1.5** million per year depending on the assessment. The Developer, or its successors and assigns will be obligated to pay the taxes to the Town in full and on time.
- f) The Developer intends to construct its Facility and the Improvements concurrently. A 15-year reimbursement period (the "Reimbursement Term") will commence upon the first day of the new tax year, **i.e. April 1st**, following completion of Facility construction and issuance of an occupancy permit by the Town.

- g) During the Reimbursement Term, and upon receipt of the property tax payments from the Owner, the Town will reimburse the Owner within 30 days an amount equal to 60% of the net property taxes paid by Owner less the property taxes in effect at the time of the **commencement of the Reimbursement Term.**
- h) The cumulative reimbursement funds paid to the Owner during the 15-year Reimbursement Term shall not exceed \$15,374,760 and shall not be less than \$10,540,851. In Year 10, the Town Administrator will review the cumulative reimbursement funds paid to the Owner and, if necessary, meet with the Owner to discuss reasonable adjustments to the reimbursement percentage for the remainder of the Reimbursement Term to a) accelerate the rate of reimbursement in order to meet the minimum cumulative reimbursement funds if the then-current rate of reimbursement would fail to meet the minimum cumulative reimbursement funds within the Reimbursement Term or b) decelerate the rate of reimbursement in order to meet the maximum cumulative reimbursements funds if the then-current rate of reimbursement would cause the cumulative reimbursement funds to exceed the maximum cumulative reimbursement funds within the Reimbursement Term. The Town Administrator and Owner must mutually agree upon any adjustments to the reimbursement percentage for the remainder of the Reimbursement Term, which agree shall not be unreasonably withheld by either party.

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

- 1) Granite Woods Development JV LLC agrees to:
 - a) Provide the funding necessary to construct all sewer and water utility improvements as described above.
 - b) Provide for the construction (includes project management and traffic control) of the sewer and water utility improvements as described above.
 - c) Provide documentation of all payments to costs associated with the Improvements.
- 2) The Town of Hooksett agrees to:
 - a) Obtain all required easements and permits as described above.
 - b) Provide final design documents for the Improvements described above.
 - c) Provide construction observation services for the Improvements as described above.
 - d) Reimburse the incremental tax revenue increases received from the Property as described above.
- 3) The Parties hereby acknowledge that this MOU represents the terms and conditions that Parties agree to be the basis of an Off-Site Development Agreement between Granite Woods Development JV LLC and the Town of Hooksett (the "ODA"). The Parties do not rely upon any statement or representation made by any person, firm, or entity other than those set forth in this MOU.
- 4) **This MOU may be terminated by either party for any reason upon providing the other party fourteen (14) days advance notice. If exercised, neither party shall have any claim or legal recourse against the other.**
- 5) Each person signing this MOU hereby represents and warrants that he or she has the full authority and is duly authorized and empowered to execute this MOU on behalf of the party for which he or she signs, and further acknowledges that they have had the opportunity to review this MOU with an attorney of their choosing prior to signing this MOU.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Town of Hooksett and the Granite Woods Development JV LLC have executed this MOU as of the Effective Date.

Attest:

TOWN OF HOOKSETT

By: _____
Andre L. Garron, Town Administrator

Attest:

GRANITE WOODS DEVELOPMENT JVLLC

By: _____
Peter W. Bartash, Manager

DRAFT

Town Council
STAFF REPORT



To: Town Council
Title: Quarterly Financial Report as of December 31, 2021
Meeting: Town Council - 23 Feb 2022
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

TOWN ADMINISTRATOR'S RECOMMENDATION:

Listen to Christine Tewksbury, Finance Director, quarterly review of the budget.

ATTACHMENTS:

[PP Quarterly Financial Report for December 31, 2021](#)

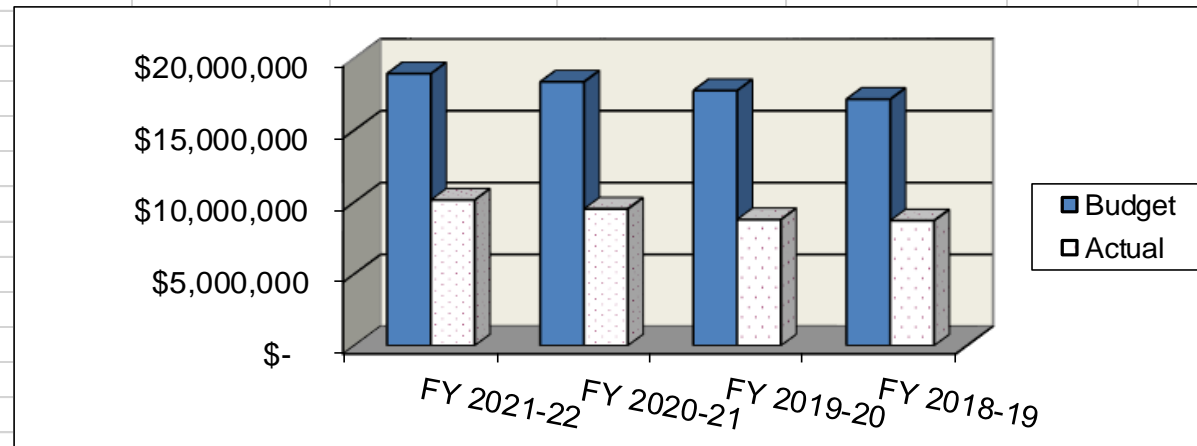
Quarterly Financial Report for December 31, 2021

SECOND QUARTER OF FY 2021-22

UNAUDITED

General Fund Operating Budget

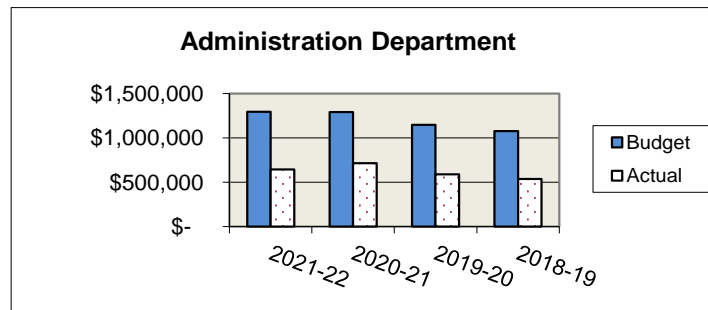
	Year	¹ Budget	Actual	Remaining Budget	%
	FY 2021-22	\$ 18,925,756	\$ 10,138,357	\$ 8,787,399	54%
	FY 2020-21	18,356,199	9,513,597	8,842,602	52%
	FY 2019-20	17,750,209	8,775,086	8,975,123	49%
	FY 2018-19	17,147,758	8,696,897	8,450,861	51%



1) Budget amounts include encumbrances, transfers, grants and donations approved by Council as of 12/31 of each year.

Administration Department Expenditure

Administration Department			
Year	Budget	Actual	%
2021-22	\$ 1,293,017	\$ 644,817	50%
2020-21	1,290,140	715,376	55%
2019-20	1,146,823	590,650	52%
2018-19	1,075,943	538,326	50%



This department is responsible for large town-wide expenditures, such as property liability insurance, workers compensation, legal services and computers.

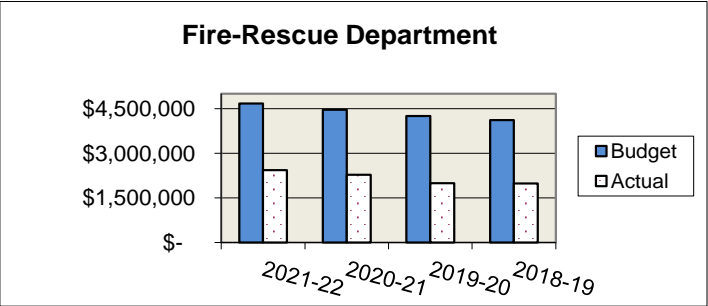
In FY 2020-21 there was \$64,942 in grant funding to offset COVID-19 expense as of December 2020. If you remove that funding from FY 2020-21, the budget would have been \$1,225,198 (\$1,290,140 less \$64,942), which is about \$68,000 less than the current FY 2021-22 budget. The current year budget increased largely due to the Bicentennial Celebration and additional software costs.

FY 2018-19 was a default budget year, but did include about \$60,000 for encumbrances related to IT projects.

As of December 31th the legal line was 30% spent. This compares to December 31, 2020 when the legal line was 61% spent and December 31, 2019 when the line was 52% spent.

Fire-Rescue Department Expenditure

Fire-Rescue Department			
Year	Budget	Actual	%
2021-22	\$ 4,677,604	\$ 2,437,466	52%
2020-21	4,467,158	2,278,706	51%
2019-20	4,255,331	1,999,080	47%
2018-19	4,120,634	1,985,029	48%



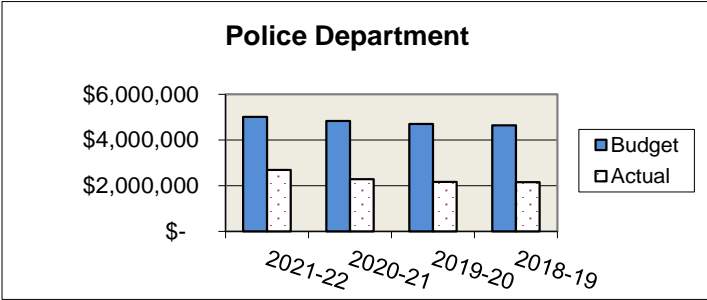
Over the last four fiscal years, this budget has increased \$556,970 or 13.5%. This increase is due to a 8.5% in wages and overtime; a 3% increase in the employer share of NH Retirement and health insurance costs and another 2% increase in general operations for items such as hydrant rentals, vehicle maintenance and new equipment.

Spending is just above the December's benchmark of 50%. This is due to extra shifts being filled due to COVID-19. Transporting patients and disinfecting ambulances and equipment requires more resources. Some of these extra costs are may be reimbursed by grants.

Included in the FY 2020-21 department's budget is \$64,942 in grant funding to offset COVID-19 expenses.

Police Department Expenditure

Police Department			
Year	Budget	Actual	%
2021-22	\$ 5,018,898	\$ 2,688,192	54%
2020-21	4,840,784	2,291,660	47%
2019-20	4,709,950	2,162,461	46%
2018-19	4,640,410	2,150,656	46%



The overall increase in the Police budget for the last four fiscal years was just under \$400,000 or 8%. Wages and overtime increased 4%; health insurance increased 2%; employer's share of retirement has increased 3% and general operations decreased 1%.

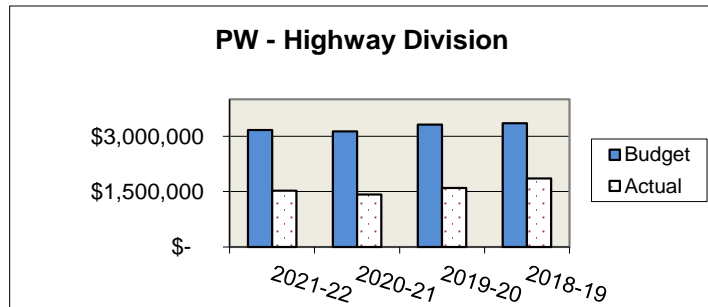
General operations has decreased, largely due to the fact that the Town has historically replaced two cruiser each year. When preparing the FY 2020-21 budget, Council was concerned about the economic impacts of the COVID pandemic and reduced the replacement to one cruiser. FY 2021-22 budget also only has one cruiser scheduled for replacement.

The department historically underspends its budget due to vacant positions. Since April of 2021, the department has been fully staffed, add to that the increase cost of fuel and vehicle maintenance explains why the department is over the 50% benchmark.

The FY 2020-21 department's budget received \$6,003 in grant funding to offset COVID-19 expenses.

PW – Highway Division Expenditures

PW- Highway Division			
Year	Budget	Actual	%
2021-22	\$ 3,170,220	\$ 1,521,012	48%
2020-21	3,131,911	1,422,117	45%
2019-20	3,317,103	1,593,854	48%
2018-19	3,355,371	1,856,770	55%



This division of Public Works includes Administration, Roads, Fleet and Building Maintenance.

Each year part of the budget is encumbered into the following year's budget for projects like road paving and building maintenance.

Encumbrances:

FY 2021-22 budget includes \$122,522 from FY 2020-21.
FY 2020-21 budget includes \$174,091 from FY 2019-20.
FY 2019-20 budget includes \$374,540 from FY 2018-19.
FY 2018-19 budget includes \$644,908 from FY 2017-18.

If you remove all of the encumbrances from each of the budget years and \$112,700 from FY 2021-22 for the sidewalk tractor that was replaced from insurance proceeds and capital reserves funds, the actual budget has increased approximately \$224,000 or 8% over the four years.

PW – Highway Division Expenditures, continued

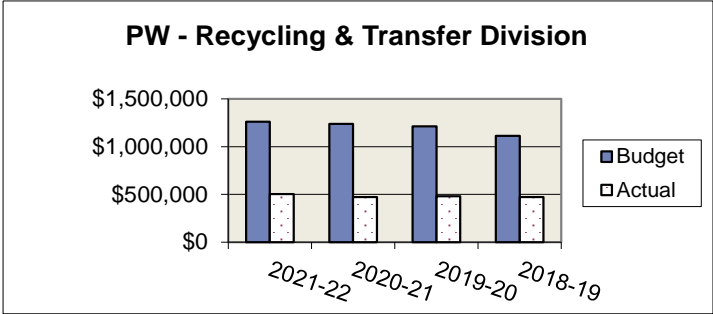
The \$224,000 or 8% breaks down as follows: 2% on wages and overtime; 0.5% increase in health insurance; 1.5% increase in employer share of NH Retirement and \$118,000 or 4% increase in general operations.

Year to date actuals are 48% of the budget. In the fall of 2020 the Town paved Mason Avenue, Medewcrest Road, Orchard Drive, Coaker Avenue, Hall Avenue, Emerson Street, Viewpoint Drive, Thompson Avenue and Crane Way.

Staffing levels for the Highway Division have remained level for the past three years. As of December 31, 2021 there were five truck drivers and one part-time custodian position vacant.

PW – Recycling & Transfer Division Expenditures

PW- Recycling & Transfer Division			
Year	Budget	Actual	%
2021-22	\$ 1,262,096	\$ 502,897	40%
2020-21	1,240,149	472,721	38%
2019-20	1,213,158	480,310	40%
2018-19	1,114,714	472,448	42%



This budget has increased about \$150,000 or 13.5% over the past four years. Wages and overtime have increased 3%. The Town added one full-time Administrative Assistant in the FY 2020-21 budget as approved by the voters. Health insurance has increased by 1%. The Town's share of NH Retirement has increased 1.5%. General operations have increased by \$90,000 or 8%, largely due to tipping fees.

Position vacancies explain why actuals are at 40% and the December's benchmark is 50%. As of December 31st all full-time positions were filled, however; a truck driver and a crew chief's positions were vacant for one month, the heavy equipment operator's position was vacant for six months and the administrative assistant's position was vacant for five months before being filled.

PW – Recycling & Transfer Division Expenditures, continued

The cost to dispose of trash has increased over the last four years by approximately \$100,000 for two reasons.

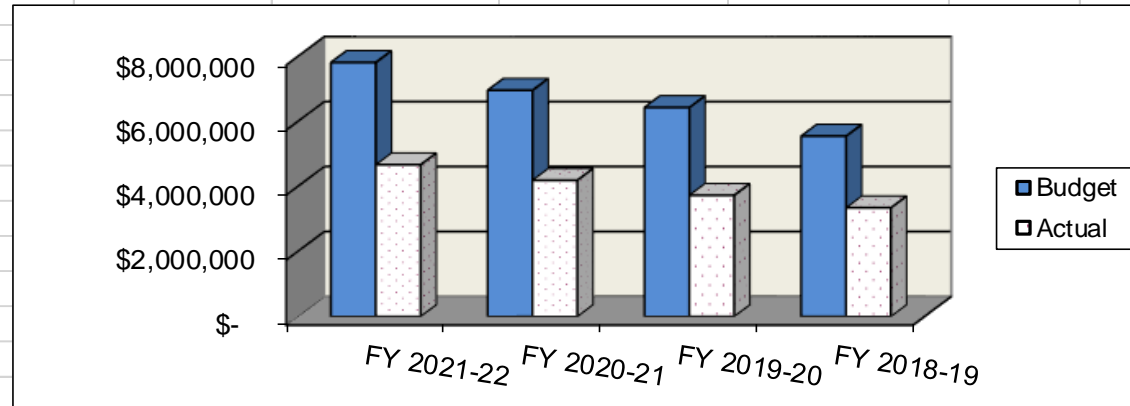
First, the contractual rate for tipping fees has increased. The Town is in a long term contract to dispose of trash. The rate was \$71.77 per ton in 2018 and is now \$74.66 which is a 4% increase in four years.

Second, more trash is being disposed due to the change in the recycling market. For many years recycling was less expensive than trash to dispose of. Currently it costs more to recycle materials than to dispose of as trash, which led the Town to end single stream curbside collection on April 2019.

Cardboard recycling is mandatory as of November 2019 and the Town still recycles items such as metals and aluminum cans whenever possible.

General Fund Revenues

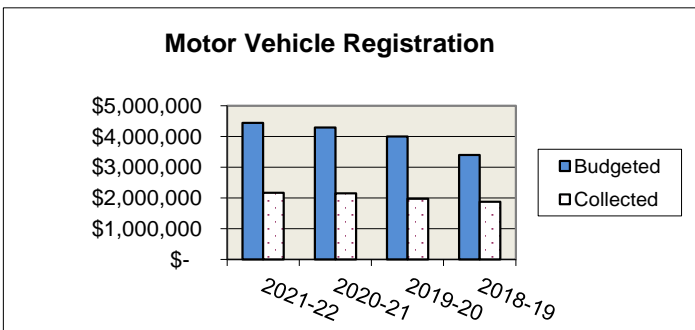
Year	¹ Budget	Actual	Uncollected Budget	%
FY 2021-22	\$ 7,821,182	\$ 4,671,814	\$ (3,149,368)	60%
FY 2020-21	6,964,737	4,195,892	(2,768,845)	60%
FY 2019-20	6,434,463	3,732,053	(2,702,410)	58%
FY 2018-19	5,553,579	3,347,381	(2,206,198)	60%



1) Budget amounts include encumbrances, transfers, grants and donations approved by Council as of 12/31 of each year.

Motor Vehicle Registration Revenues

Motor Vehicle Registration			
Year	Budget	Actual	%
2021-22	\$4,450,000	\$ 2,175,782	49%
2020-21	4,300,000	2,152,980	50%
2019-20	4,000,000	1,974,147	49%
2018-19	3,400,000	1,882,864	55%



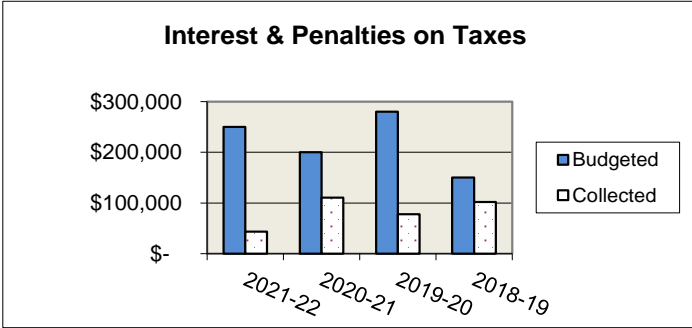
The top revenue source for the Town is fees collected for registering motor vehicles. The budget increases are based on year-end collections.

As of June 2021 the Town collected \$4,460,804
June 2020 collections were \$4,082,084
June 2019 collections were \$3,873,297
June 2018 collections were \$3,481,730

In FY 2019-20 the number of fleet registrations increased.

Interest & Penalties on Tax Revenues

Interest & Penalties on Taxes			
Year	Budget	Actual	%
2021-22	\$ 250,000	\$ 43,239	17%
2020-21	200,000	110,663	55%
2019-20	280,000	77,961	28%
2018-19	150,000	102,088	68%



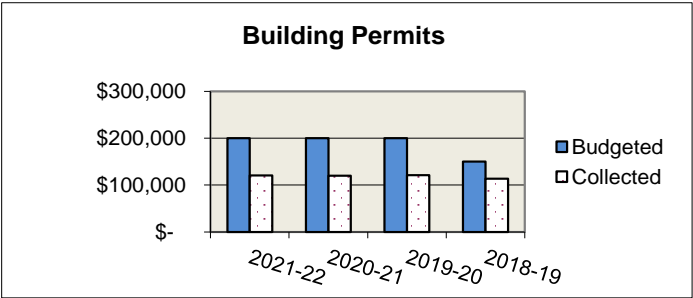
This interest comes from property taxes not being paid timely and the penalties are fees to execute liens and notices. Many property owners pay off delinquent taxes in the spring to avoid the Town deeding their property and also when they want to sell their property.

Collections for the last four years are as follows

June 2021	\$287,072
June 2020	\$188,143
June 2019	\$304,891
June 2018	\$171,195

Building Permit Revenues

Building Permits			
Year	Budget	Actual	%
2021-22	\$ 200,000	\$ 120,421	60%
2020-21	200,000	119,652	60%
2019-20	200,000	121,249	61%
2018-19	150,000	113,733	76%



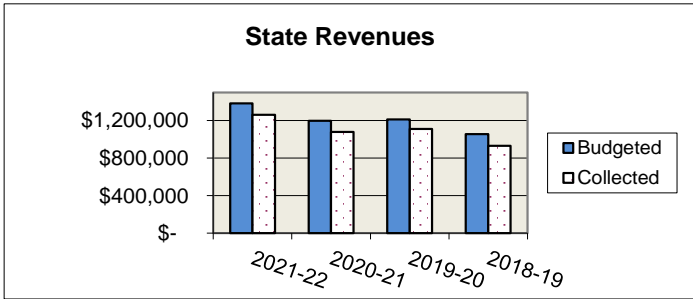
These fees are paid for residential and commercial construction. Collections have increased over the last four fiscal years. In FY 2021-22 the town issued permits for Platinum Truck & Equipment, Bluebird Self Storage's 2nd building, Multi-Tenant on Londonderry Turnpike and a vehicle storage building for PSNH.

Number of permits issued in the first half of the year are as follows:

7/1/21 to 12/31/21	770
7/1/20 to 12/31/20	852
7/1/19 to 12/31/19	630
7/1/18 to 12/31/18	600

State of NH Revenues

State Revenues			
Year	Budget	Actual	%
2021-22	\$1,382,735	\$ 1,262,660	91%
2020-21	1,198,726	1,078,971	90%
2019-20	1,213,075	1,111,362	92%
2018-19	1,055,966	931,347	88%



The Meals & Rooms Tax first enacted in 1967 was intended to be split, 60% of collections was to go to the State and 40% to municipalities. Since 2001, municipalities have received between 18% to 29% yearly. House Bill 2 changed the split from 60/40 to 70/30, but the State has funded the 30%, which means Hooksett will see an increase of \$255K by FY 2022-23.

Also, the Meals and Rooms Tax rate was decreased from 9% to 8.5% effective October 1, 2021.

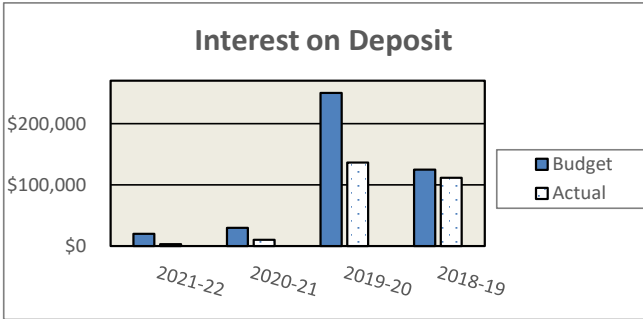
Both FY 2019-20 and 2020-21 reflect approximately \$150,000 in Municipal Aid from the State. These payment were a one-time allocations.

Highway Block Grant for FY 2020-21 was reduced \$17,275.

No State Shared Revenues have been received since FY 2009-10.

Interest on Deposit Revenues

Interest on Deposit			
Year	Budget	Actual	%
2021-22	\$20,000	\$3,239	16%
2020-21	30,000	10,271	34%
2019-20	250,000	136,466	55%
2018-19	125,000	111,799	89%



This revenue is the interest the Town earns on the cash in our bank accounts. The Treasurer invests excess cash in accordance to the Town’s investment policy.

Collections have roller-coasted over the last four years to finish each year as follows:

June 2021 \$20,406
June 2020 \$196,697
June 2019 \$256,393
June 2018 \$148,706

Ambulance Service Fund

The Ambulance Service Fund is reported separately from the Town's General Fund as approved by the voters at the May 2011 Town Meeting. It is the expectation that the fees from the users of the ambulance will cover the direct cost of the Ambulance Service.

Calls for Service						
	2018		2019		2020	2021
Elliot Hospital	522		636		629	783
CMC Hospital	368		344		283	419
Concord Hospital	103		113		104	113
Non-Transport	627		543		567	652
Total Calls for Service	1620		1636		1583	1967

In 2018 and 2019 total calls for services remained level and in 2020 calls dropped by just slight by 2%. In 2021 calls increased 24% from the 2020. The average calls per month pre-pandemic was 128 compared to the average calls per month in 2021 was 165.

Ambulance Service Fund, continued

The Town uses Comstar Inc. to issue bills to users and collect payments. Billing rates were increased in June 2021 as part of an annual review of rates.

Billing and Collection Data							
	2018		2019		2020		2021
Gross Commitments	992,272.07		1,098,758.74		1,153,646.23		1,418,709.34
Contractual Allowances	(390,179.13)		(495,624.70)		(499,710.49)		(562,567.67)
Net Commitments	\$ 602,092.94		\$ 603,134.04		\$ 653,935.74		\$ 856,141.67
Total Collected	\$ 414,063.24		\$ 499,977.27		\$ 524,743.38		\$ 599,800.45
% Collected	69%		83%		80%		70%
Total Uncollected for the period	\$ 188,029.70		\$ 103,156.77		\$ 129,192.36		\$ 256,341.22
% Uncollected for the period	31%		17%		20%		30%
Total Uncollected (all years)							\$832,633.28

Ambulance Service Fund, continued

Expenses				
	2018	2019	2020	2021
Full-time Employees	\$ 112,647.90	\$ 135,477.72	\$ 147,026.18	\$ 125,283.05
Overtime	1,164.27	1,056.77	-	-
Health Insurance	40,779.72	39,199.83	22,639.24	12,129.80
Dental Insurance	1,123.78	771.14	206.28	34.18
Life & Disability Insurance	1,469.55	1,292.08	1,802.19	1,125.11
FICA Taxes	1,545.75	1,941.05	2,143.96	1,938.23
NH Retirement	34,046.75	41,170.55	40,316.36	37,261.41
Unemployment	901.18	1,083.83	353.53	225.49
Workers Compensation	4,676.53	5,513.94	7,984.30	7,212.73
Uniforms	16.95	191.70	-	334.16
Training & Dues	22,043.99	24,120.50	26,753.55	7,858.28
Banking Services	-	-	39.00	81.52
Professional Services	106,205.15	104,873.15	106,160.04	103,056.56
Software & Programs	-	554.12	113.70	-
Equipment Maintenance	8,415.08	9,523.32	13,188.83	12,090.27
Vehicle Maintenance	37,362.64	22,038.33	10,083.94	20,522.76
Telephone	869.47	976.61	1,670.58	1,493.73
Office Supplies	-	31.98	26.99	66.76
Medical Supplies	27,536.79	31,370.63	65,410.72	48,592.45
Fuel	9,410.47	10,079.47	8,012.17	11,429.73
New Equipment	56,333.50	12,162.65	14,382.52	12,295.25
Vehicle & Related Equipment	-	304,047.30	-	695.70
Overpayment Refunds	1,000.83	1,754.36	1,757.84	1,654.28
Total Expenses	\$ 467,550.30	\$ 749,231.03	\$ 470,071.92	\$ 405,381.45

Town Council
STAFF REPORT



To: Town Council
Title: Tribute to Kathie Northrup
Meeting: Town Council - 23 Feb 2022
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

Kathie Northrup contributed extensively to preserving Hooksett's heritage including being the chair of the Heritage Commission for many years and working on many projects in town. It has been requested that a plaque be placed at the Heads School in her honor. The School Marms are planning an event in October and this would be incorporated into the program.

The plaque would read as follows:

"In memory of Kathie Northrup 1947-2022. For her work on the Heritage Commission and Heads School Society"

RECOMMENDATION:

Consider the above request and provide proper support. Once support is provided, quotes will be acquired for the plaque.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Seeking support from Town council to pursue this project.

Town Council

STAFF REPORT



To: Town Council
Title: NHMA 2023-2024 Legislative Policy Process
Meeting: Town Council - 23 Feb 2022
Department: Administration
Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

At the Town Council's February 9, 2022 meeting, Town Administrator Garron gave a brief overview of the upcoming NHMA (NH Municipal Association) 2023-2024 biennial legislative policy process.

An "green" packet of information was distributed to each Councilor (see attached) including:

1. NHMA request for a Town Council volunteer(s) **now** to serve on three (3) legislative policy committees (first organizational meeting on Friday, April 1st)
 - a. Finance and Revenue
 - b. General Administration and Governance
 - c. Infrastructure, Development, and Land Use
2. NHMA request for Town Officials to submit policy suggestions no later than **Friday, April 15th** (to be reviewed by the committees in #1 above)
 - a. Legislative Policy Proposal Form (see attached)
 - b. Proposals are approved by a majority vote of the governing body
 - c. There are three (3) Town Council meetings scheduled through the deadline of April 15th:
 - March 9th
 - March 23rd
 - April 13th
 - d. See attached legislative policies from 2021-2022 NHMA process as a SAMPLE to develop 2023-2024 policies

Future Council Actions

In July 2022 NHMA will notify municipalities of the Town Council next steps in this legislative policy process to include: 1) providing a list of NHMA proposed policies, 2) Council vote on NHMA proposed policies, 2) identify who will be the Council delegate to the September 2022 NHMA conference, and 3) provide Council delegate direction on voting at the conference.

FINANCIAL IMPACT:

To be determined based on final outcome of September 2022 NHMA conference.

POLICY IMPLICATIONS:

To be determined based on final outcome of September 2022 NHMA conference.

RECOMMENDATION:

1) determine if the Hooksett Town Council wishes to create a 2023-2024 legislative policy proposal(s), and if yes 2) as approved by majority Council vote submit during one of the scheduled Town Council meetings prior to April 15th.

SUGGESTED MOTION:

Motion to submit 2023-2024 legislative policy proposal XXXXX to NHMA (this motion only if the Council moves forward a proposed legislative policy - see NHMA form attached for details)

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[2023-2024 Legislative Policy Process](#)

[SAMPLE NHMA POLICIES 2021-2022 FOR DEVELOPMENT OF 2023-2024 PROCESS](#)

NHMA Gears Up for 2023-2024 Legislative Policy Process: It's Never Too Early to Submit Policy Suggestions

Our Advocacy Efforts Matter! Your Voice Matters More!

Established in 1941 as a voluntary association of New Hampshire's cities and towns, the New Hampshire Municipal Association has served as the primary legislative advocate for New Hampshire's municipalities, representing its members at the state legislature and before numerous federal and state administrative agencies.

We are a unique advocacy organization in that we do not support or endorse any candidate or political party. Our ability to maintain significant political relevance is tied directly to our advocacy efforts and the relationships we have cultivated over many years with state and municipal leaders, the New Hampshire Legislature, state agency officials and other stakeholder groups.

As many municipal officials already know, our legislative work is a full-time, year-round job. It is an ongoing process and staff members have already been working on laying the foundation for the next legislative biennium. The success of NHMA's legislative efforts, in large part, depends on you. You work at the level of government that is closest to the citizen and you are uniquely situated to help legislators understand how pending legislation affects your city or town.

Step One: Get Involved – Volunteer for a Policy Committee

As a first step, we are recruiting volunteers to serve on our three legislative policy committees. These committees will review legislative policy proposals submitted by local officials and NHMA affiliate groups and make recommendations on those policies, which will go to the NHMA Legislative Policy Conference in September.

Each of the committees deals with a different set of municipal issues. The committees and their subject areas are as follows:

- **Finance and Revenue** – budgeting, revenue, tax exemptions, current use, assessing, tax collection, retirement issues, education funding.
- **General Administration and Governance** – elections, Right-to-Know Law, labor, town meeting, charters, welfare, public safety, other governance and legal matters.
- **Infrastructure, Development, and Land Use** – solid/hazardous waste, transportation, land use, environmental regulation, housing, utilities, code enforcement, economic development.

When you contact us, please indicate your first and second choices for a committee assignment. We will do our best to accommodate everyone's first choice, but we do need to achieve approximately equal membership among the committees. We hope to have 15-20 members on each committee.

There will be an organizational meeting for all committees on Friday, April 1. After that, each committee will meet separately as many times as necessary to review the policy proposals assigned to it—typically three to five meetings, all held on either a Monday or Friday, between early April and the end of May.

The committee process will allow for in-depth review and discussion of policy suggestions so all aspects of each proposal, both positive and negative, will be examined. Based on that review, each committee will make recommendations for the adoption of legislative policies.

Once the committees complete their work, their policy recommendations will be sent to every municipal member of NHMA. Each municipality's governing body will be encouraged to review the recommendations and establish posi-



New Hampshire Municipal Association 2023-2024 Legislative Policy Process

Explanation of Proposed Policy

Submitted by (Name): _____ Date: _____

Title of Person Submitting Policy: _____

City or Town: _____ Phone: _____

To see if NHMA will SUPPORT/OPPOSE:

Municipal interest to be accomplished by proposal:

Explanation:

A sheet like this should accompany each proposed legislative policy. It should include a brief (one or two sentence) policy statement, a statement about the municipal interest served by the proposal and an explanation that describes the nature of the problem or concern from a municipal perspective and discusses the proposed action that is being advocated to address the problem. Mail to NHMA, 25 Triangle Park Drive, Concord, NH 03301; or e-mail to governmentaffairs@nhmunicipal.org **no later than the close of business on April 15, 2022.**

LEGISLATIVE POLICY *from page 24*

tions on them. Members will also have an opportunity to submit floor policy proposals in advance of the Legislative Policy Conference in September.

At the Legislative Policy Conference, each member municipality is entitled to cast one vote on every policy recommendation submitted and on any floor proposals. Each policy proposal must receive a two-thirds affirmative vote of those present and voting in order to be adopted as an NHMA policy.

Step 2: Create Change - Submit a Legislative Policy Proposal

Every NHMA legislative policy begins with a proposal submitted by a local official, board, or committee. If there is a law affecting municipal government that you think needs to

Policy Review Checklist

In order to make sure that each policy has been thoroughly considered and all pros and cons discussed, the following checklist should be applied to each recommendation.

- ✓ Where does the policy come from?
- ✓ What is the need for this legislative change/how widespread is this problem?
- ✓ What could we lose and what are the risks of pursuing this proposal? What could we gain?
- ✓ Who would likely be opposed to this proposal? Who would likely support it?
- ✓ Does this proposal require financial analysis?
- ✓ Would the policy cost money for municipalities? For the state?
- ✓ Would the policy be divisive for municipalities? Would it tend to pit one community against another?

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be fixed, or if you have an idea for how the functions of local government might be improved through legislation, this is your opportunity to make a change.

Accompanying this article is a Legislative Policy Proposal Form that can be used to submit a proposal for consideration. The deadline for submitting proposals is April 15, although earlier submission is encouraged. Please follow the instructions on the form for submitting your proposal.

We leave you, then, with two assignments, should you choose to accept them:

- Contact the Government Affairs Staff (soon!) if you are interested in serving on a legislative policy committee (send us an email at governmentaffairs@nhmunicipal.org); and
- Submit a legislative policy proposal if you have an issue that you would like to be considered as part of this year's policy process. If you have a policy suggestion, it is not too early to send it in! Policy proposals may be submitted by a board or a local official from a member municipality. Please use the form found in this issue and email to us at governmentaffairs@nhmunicipal.org.

Legislative Policy Committees Are Now Forming

NHMA Relies on its Members to Help Shape its Legislative Agenda!

General Administration and Governance



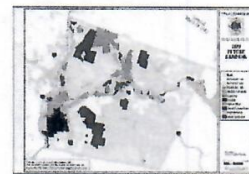
Elections
Right-to-Know Law
Labor
Town Meeting
Charters
Welfare
Public Safety
Legal Matters

Finance and Revenue



Budgeting
Revenue
Tax exemptions
Current Use
Assessing
Tax collection
Retirement
Education Funding

Infrastructure Development and Land Use



Solid/Hazardous Waste
Transportation
Land Use
Environmental Regulation
Housing
Utilities
Code Enforcement
Economic Development



What is a Legislative Policy Committee?

Legislative Policy Committees help to establish the policies that guide the Association's legislative efforts. See subject matters of each committee above.



When do Legislative Policy Committees Meet?

Typically Policy Committees meet three to five times, all held on either a Monday or Friday, between early April and the end of May. Our first organizational meeting for these policy committees is set for Friday, April 1, 2022.



Who Can Join?

Any appointed or elected official from a member city or town is eligible to serve on a Legislative Policy Committees.

We Want to Hear From YOU!

If you are a local official in a NHMA member city or town and are interested in serving on one of the legislative policy committees, please contact the staff at 603.224.7447 or at governmentaffairs@nhmunicipal.org.



**New Hampshire Municipal Association
2021-2022 Legislative Policy Process**

**Final Policy Recommendations for Legislative Policy Conference
October 2, 2020**

(A) General Administration and Governance

(A1) Local Authority and Efficiency

NHMA supports maintaining local government authority without infringement by the state, and supports measures that enable municipalities to exercise existing authority more efficiently and with greater discretion.

NHMA supports:

- Legislation granting towns the same authority to adopt ordinances that cities have under RSA 47:17;
- The authority of municipalities to regulate or limit the use of firearms on municipal property, and to regulate the carrying of firearms by municipal employees while on duty;
- Legislation allowing a town, by vote of its legislative body, to authorize appointment of the town clerk or town clerk/tax collector by the governing body, or by the chief executive officer based on a town charter;
- Legislation allowing municipalities to satisfy notice publication requirements through the use of electronic notification rather than newspaper publication, in addition to posting notice in public places.

NHMA opposes legislation that detracts from existing local authority.

(A2) Right-to-Know Law

NHMA supports the purposes of the Right-to-Know Law: to ensure the greatest possible public access to the actions, discussions, and records of all public bodies, and to ensure government's accountability to the people. NHMA also supports measures to make the law clearer and make compliance with public access requirements easier and less burdensome for public officials and employees and less costly for taxpayers.

NHMA supports:

- Reasonable requirements to make governmental records available electronically if no additional cost is involved;
- The ability to recover reasonable labor costs for responding to voluminous, excessive, or vexatious record requests;
- Exemptions from disclosure that are easy to administer and that provide appropriate protection for confidential and other sensitive information;
- An expedited and inexpensive process for resolving right-to-know complaints;
- Legislation and funding that provide support for education about the Right-to-Know Law.

(A3) Elections

NHMA believes that state and local elections should be fair and open, that voting should be simple and convenient without risking election integrity or security, and that election processes should be efficient without imposing undue burdens on local officials.

NHMA supports:

- Establishment of an independent redistricting commission to draw election districts fairly and without regard to partisan advantage;
- Local autonomy over town and city elections;
- More frequent state review and approval of electronic ballot-counting devices;
- Registration and voting processes that are not unnecessarily complex or burdensome, either to voters or to election officials;
- The use of secure technology such as electronic poll books to make election processes more efficient;
- Greater flexibility in the processing of absentee ballots;
- State assistance for the cost of accommodations for disabled voters in local elections.

(A4) Labor and Employment

NHMA recognizes the importance of municipal employees, the need for good working conditions, and the right of employees to organize if they choose. NHMA also believes municipal employers should be free to set reasonable terms and conditions of employment or negotiate the same with their employees or employee representatives, without undue state interference.

NHMA supports existing laws governing public employee labor relations, and opposes changes that impose greater burdens or liabilities on employers.

NHMA opposes:

- Legislation creating a mandatory “evergreen clause” for public employee collective bargaining agreements;

- Mandatory binding arbitration as a mechanism to resolve impasses in municipal employee collective bargaining;
- A right to strike for public employees;
- New mandated employee benefits, including any proposal to enhance retirement system benefits that may increase employer costs in future years;
- Unnecessary limits on municipalities' discretion in making hiring decisions;
- Restrictions on municipalities' ability to privatize or use contracted services.

(A5)

Substance Misuse Prevention & Response

NHMA supports programs to address substance use disorder and response to substance use issues, to include treatment and recovery support programs.

NHMA supports:

- State funding to address substance use disorder for the following efforts:
 - Prevention
 - Treatment
 - Recovery
 - Enforcement;
- Legislation that supports prevention, treatment, recovery, and enforcement efforts.

NHMA opposes:

- Reductions in state funding for substance use disorder or recovery support programs;
- Legislation that makes it more difficult to address the substance use disorder problem in our communities.

(B)

Finance and Revenue

(B1)

Property Taxes and Related Revenues

NHMA supports legislation that allows municipalities to manage property tax levies in a manner that stabilizes tax rates and ensures equity, fairness, and efficiency in the assessment and collection of property taxes.

NHMA supports:

- The continuing right of municipalities to use any recognized method of appraisal upheld by the New Hampshire judicial system;
- Legislation to ensure that:

- property taxes are assessed to the proper owner by requiring that all owner name changes be separately filed at the registry of deeds when such an owner change is not created by a transfer of the property, and
- all liens, whether of a private or institutional nature, be filed at the registry of deeds, and that all changes to the name of a recorded lienholder be similarly filed;
- A legislative commission to study assessment and collection of property taxes and/or municipal utility fees on manufactured housing on land of another and on transient-type properties;
- Legislation ensuring fairness and accuracy in property tax exemptions including ensuring that all household income and assets are taken into account;
- Legislation that prohibits the use of the income approach by a taxpayer in any appeal of assessed value if the taxpayer refuses to provide such information as requested by the municipality;
- A legislative commission to study reimbursement through payments in lieu of taxes (PILOTs) for municipal services provided to exempt charitable properties, including charitable non-profit housing projects;
- Legislation amending RSA 80:56 to enable municipalities to charge a fee for any financial remittance issued to the municipality that is returned as uncollectible.

NHMA opposes:

- Legislation that directly or indirectly increases property taxes, including but not limited to new or expanded mandatory exemptions or credits, or changes in the process for valuing, assessing, or taxing specific classes of properties;
- Legislation that undermines the basic goals of the current use program or reduces the 10-acre minimum size requirement for qualification for current use beyond those exceptions now allowed by the rules of the Current Use Board;
- Legislation that expands the definition of “charitable” in RSA 72:23-1 unless the state reimburses municipalities for the commensurate loss of property tax base;
- An assessment methodology for big box stores that employs comparisons to “dark store” properties abandoned or encumbered with deed restrictions on subsequent use.



State Aid and Non-Property Tax Revenues

NHMA supports funding of state aid to municipalities, supports legislation authorizing local control over non-property tax revenue streams, and opposes legislation that reduces, suspends, or eliminates existing local taxes, fees, or state aid.

NHMA supports:

- Full restoration of revenue sharing under RSA 31-A;
- A state transportation policy that provides adequate and sustainable funding for state and municipal infrastructure and transportation systems and maintains at least the 12 percent share of state highway funds distributed to municipalities;
- Legislation authorizing the establishment of local option fees and providing for periodic adjustments to statutory fees to compensate for factors including, but not limited to, the

effects of inflation, such as an increase in the maximum optional fee for transportation improvements;

- Legislation to ensure the collection of unpaid bills for ambulance and other emergency services;
- Reimbursement from the state for the cost of municipal services provided to state-owned properties;
- Legislation amending motor vehicle registration enforcement laws to ensure collection of all state and local registration fees owed by New Hampshire residents;
- Legislation amending RSA 36-A:5 II to allow trustees of trust funds to invest conservation funds instead of only the town treasurer, if voted by the legislative body;
- Programming that supports reduced cost, cost sharing, or equipment sharing that upgrades or replaces aging or unsafe transportation network(s) for towns.

NHMA opposes:

- Suspension of the statutory catch-up provision of the meals and rooms tax distribution;
- Diversion of state highway funds for non-state transportation network purposes.



New Hampshire Retirement System (NHRS)

NHMA supports the continuing existence of a retirement system for state, municipal, school, and county government employees that is secure, solvent, fiscally healthy, and financially sustainable, and that both employees and employers can rely on to provide retirement benefits for the foreseeable future.

NHMA supports:

- Restoration of the state's 35% share of employer costs for police, teachers, and firefighters in the current defined benefit plan and any successor plan;
- Inclusion of participation by a municipal official designated by NHMA on any legislative study committee or commission formed to research alternative retirement system benefits plans or designs;
- Performance of an actuarial analysis of any legislation proposing benefits changes or other plan changes that may affect employer contribution rates.

NHMA opposes:

- Legislation expanding benefits that increase current or future employer contribution costs;
- Legislation that assesses additional charges on employers beyond NHRS board-approved rate changes;
- Legislation that expands the eligibility of NHRS membership to positions not currently covered by the plan;
- Legislation further restricting a municipality's ability to employ NHRS retirees in part-time positions or the imposition of any fees or penalties associated with such employment.

(B4)

Education Funding

NHMA supports a revenue structure for funding an adequate education to meet the state's responsibilities as defined by the constitution, statutes, and the common law with revenue sources that are predictable, stable, and sustainable.

NHMA supports:

- A revenue structure that is not disruptive to the long-term economic health of the state;
- A revenue structure that is efficient in its administration;
- A revenue structure that is fair to citizens with lower to moderate incomes.

NHMA opposes:

- Retroactive changes to the adequate education funding distribution formula after the notice of grant amounts has been provided to local governments.

(C)

Infrastructure, Development, and Land Use

(C1)

Energy, Environment, and Sustainability

NHMA supports preservation and enhancement of municipal energy, climate, and sustainability planning for communities, protection of the natural environment, and implementation of clean and renewable energy, while recognizing the need for municipalities to manage their resources and the natural environment without undue cost.

NHMA supports:

- Legislation that broadens municipalities' ability to install and use renewable energy sources, including higher caps or elimination of caps on net energy metering;
- Legislation that provides financial and other assistance to municipalities for conservation techniques and installation and maintenance of renewable energy sources;
- Legislation that allows municipalities to adopt local environmental regulations that are no less stringent than those implemented by the state;
- Legislation that enables municipalities to enact measures that promote local energy and land use systems that are both economically and environmentally sustainable;
- Legislation that protects and preserves local natural resources and public infrastructure, builds community resilience, and fosters adaptation to climate change and mitigates its risks;
- Policies that support customer and community choice in energy supply and use competitive market-based mechanisms to promote innovation, cost effectiveness, and sustainability; and

- Legislation that provides state or federal assistance to municipalities to mitigate environmental inequity impacts faced by their residents, and drive early local engagement in decision processes.

NHMA opposes:

- Legislation that overrides local determinations of appropriate energy sources and regulations.



Water Resources Protection, Control, and Management

NHMA supports measures enabling municipalities to protect, control, and manage efficiently and safely water and its resources, treatment, and movement, with a focus on management and infrastructure. NHMA believes any new mandates that impose additional costs on municipalities must be funded by the state or federal government.

NHMA supports:

- Legislation that provides state or federal investment in maintaining and making improvements to the state's critical water infrastructure, including, but not limited to, public drinking water, wastewater, and stormwater systems, and dams;
- Legislation that encourages regional and innovative solutions to drinking water, wastewater, stormwater, and groundwater issues;
- Regulation of emerging contaminants at feasibly achievable levels when supported by relevant scientific and technical standards that are broadly accepted by peer review and cost-benefit analyses, when coupled with appropriate state or federal funding.

NHMA opposes:

- Enactment of stricter drinking water, wastewater, or stormwater regulations for municipalities unless any costs of compliance are funded by the state or federal government.



Solid Waste Management

NHMA recognizes the need for cost-efficient solid waste disposal mechanisms that allow municipalities to protect, control, and manage efficiently and safely solid waste. NHMA believes any new mandates that impose additional costs on municipalities must be funded by the state or federal government.

NHMA supports:

- Programs that support municipal, regional, and state efforts to handle solid waste disposal through reduction, reuse, recycling, resource recovery, composting, and other measures, while maintaining local control;

- Comprehensive state programs to deal with existing and emerging contaminants at no additional cost to municipalities.

NHMA opposes:

- Increased tipping fees to pay for solid waste programs unless they are fully reimbursed by the state.



Housing

NHMA recognizes the need for diverse and affordable housing in New Hampshire and the responsibility of each municipality to afford reasonable opportunities for the development of diverse and affordable housing. NHMA believes municipalities should have discretion in how to satisfy this responsibility and supports legislation that enables municipalities to find innovative ways to ensure an adequate supply of housing.

NHMA supports:

- Legislation that allows municipalities to require the inclusion of affordable and diverse housing opportunities as part of new housing developments;
- Financial and other incentives to municipalities to encourage development of diverse and affordable housing;
- Statewide efforts to provide housing for those recovering from substance misuse, subject to reasonable municipal regulation;
- Policies that encourage documentation and financial traceability of cash and bartered rental transactions;
- Legislation and policies that encourage creative and flexible approaches to meeting housing needs of current and future demographics in different regions.

NHMA opposes:

- Legislation and policies that allow for or encourage housing practices that exclude people from and decrease the availability of quality, affordable housing;
- Legislation that erodes local control over land use decisions.



Land Use

NHMA supports the long-standing authority of municipalities to regulate land use matters with minimal interference from the state.

NHMA supports:

- Legislation authorizing municipalities to regulate short-term rentals of residential properties, including licensing requirements and health and safety protections;
- Legislation enabling municipalities at their discretion to adopt more recent editions of national/international building and fire codes than the current state-adopted editions.

NHMA opposes:

- Legislation that limits municipal control in implementing statewide priorities in zoning and land use regulation;
- New state mandates requiring municipalities to allow specific types of housing;
- All other statewide land use mandates.



Information Technology, Communications, and Cybersecurity

NHMA supports initiatives to make the most current information and communication technology accessible to New Hampshire communities, so long as local authority over land use regulation and safety issues is not compromised.

NHMA supports:

- Legislation that increases the ability of municipalities, especially those in rural and remote areas, to facilitate and advance access to reliable broadband technology to the premises in their communities;
- Legislation that provides flexibility for municipalities in accessing poles and pole attachments, including legislation that directs the New Hampshire Public Utilities Commission to adopt the FCC rule on access to poles called "One-Touch-Make-Ready" in order to facilitate bringing high-speed fiber optic cable to service all New Hampshire communities, homes, and businesses by internet service providers (ISPs) in an expedient and cost-effective manner;
- Legislation that provides state and federal investment, including grants, for installation of high-speed fiber optic broadband technology to serve all New Hampshire communities, homes, and businesses;
- Legislation that requires or encourages and incentivizes providers to disclose information to local government relative to access and broadband connections provided in the municipality to help municipalities better understand and address the needs of their community;
- State investment in cybersecurity assistance to municipalities to protect data and infrastructure.

NHMA opposes:

- Legislation that limits municipalities' ability to prevent or regulate deployment of technologies that would impede vehicular or pedestrian passage on roadways or sidewalks;
- Statewide mandates on cybersecurity practices unless any associated costs are funded by the state or federal government.

(C7) Transportation

NHMA supports state policies that ensure access to convenient, efficient, reliable, and safe multi-modal transportation in New Hampshire as cost effectively as possible.

NHMA supports:

- Appropriate funding for state and local modes of transportation, including but not limited to roads, culverts, and bridges;
- Continued state and federal investment in public transit projects designed to reduce traffic on New Hampshire's roads.

NHMA opposes:

- Any action or inaction by the New Hampshire Department of Transportation that results in the downshifting of road, bridge, culvert, or drainage maintenance responsibilities from the state to municipalities.

(C8) Economic Development, Recovery, and Vitality

NHMA supports allowing municipalities to implement measures to foster economic development which allows for the preservation and creation of jobs and vitality within our communities.

NHMA supports:

- Legislation that allows for local adoption of more options and more flexibility to provide incentives for economic recovery and development;
- Expansion and more flexibility of state tax credit and exemption programs to foster economic recovery, development, and vitality.

NHMA opposes:

- Legislation that makes it more burdensome to implement economic recovery, development, and vitality measures.

New Hampshire Municipal Association
2021 - 2022 Legislative Policy Process



Floor Policy Proposal

Submitted by (name): Hudson Board of Selectmen

Date: August 20, 2020

City or Town: Hudson

Title of Person Submitting Policy: Selectmen

Floor Policy Proposal approved by vote of the governing body on *July 10, 2018*

To see if NHMA will SUPPORT/OPPOSE:

To see if NHMA will support legislation to lower the abatement interest rate that municipalities pay from 6% to 4% (RSA 76:17-a) to better align it with the interest rate on delinquent taxes that were recently lowered by the NH Legislature.

Municipal Interest to be accomplished by proposal:

To align abatement interest paid by a municipality with the recent lowering of interest rates on delinquent property taxes.

Explanation:

Currently, after the timely payment deadline has passed on payment of property taxes, usually 30 days or more of grace time, 12% interest is charged, for a period of six (6) months, and then 18% interest is charged after those six (6) months. The NH Legislature and the Governor have passed into law, a significant decrease in the interest rate that is charged on late property tax bills. As of January 1, 2019, after the timely payment deadline has passed on payment on property taxes, 8% interest is charged, for a period of six (6) months and then 14% interest is charged. This proposal seeks to lower the interest rate on abatements paid by a municipality from 6% to 4% to better align with delinquent property tax interest rates.

**Town of Hooksett
Town Council Special Meeting Minutes
Saturday, February 5, 2022**

The Hooksett Town Council met on Saturday, February 5, 2022 at 9:00 in the Cawley Middle School 89 Whitehall Road, Hooksett, NH.

CALL TO ORDER

Chair Sullivan called the Special Meeting to order at 10:58 am.

PROOF OF POSTING

Human Resource Coordinator Donna Fitzpatrick provided proof of posting.

ROLL CALL

Present: Councilor David Boutin, Councilor Tim Tsantoulis, Councilor Randall Lapierre, Councilor Alex Walczyk, Councilor Clark Karolian, Councilor John Durand, Chair James Sullivan

Missing: Councilor Clifford Jones, Councilor Roger Duhaime

PUBLIC INPUT

None

OLD BUSINESS

Warrant amendment from the 2/5/2022 Deliberative Session - recommendation by Town Council

Councilor Tsantoulis motioned to approve the amendment to Warrant Article 7, Operating Budget, as presented and approved at the Deliberative Session, adding \$90,572.00 to the budget for a full-time Executive Assistant in the Administration Department. Councilor Walczyk seconded the motion.

Roll Call Vote

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

Voted in favor (5-2).

PUBLIC INPUT

None

ADJOURNMENT

D. Boutin motioned to adjourn at 11:05 am. T. Tsantoulis seconded the motion. Voted unanimously in favor (7-0).

Respectfully submitted,
Kathleen Donnelly
Kathleen Donnelly

1

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, February 9, 2022**

2

3 The Hooksett Town Council met on Wednesday, February 9, 2022 at 6:00 in the Hooksett Municipal
4 Building.

5

6 **CALL TO ORDER**

7 Chair Sullivan called the meeting of 09 Feb 2022 to order at 6:05 pm.

8

9 **PROOF OF POSTING**

10 Human Resource Coordinator Donna Fitzpatrick provided proof of posting.

11

12 **ROLL CALL**

13 **In Attendance:** Councilor James Sullivan, Councilor Roger Duhaime, Councilor David Boutin,
14 Councilor Timothy Tsantoulis, Councilor Clark Karolian, and Councilor Alex Walczyk

15

16 Councilor Lapierre arrived at 6:55 pm.

17

18 **Missing:** Councilor Jones, Councilor Durand

19

20 **PLEDGE OF ALLEGIANCE**

21 Chair Sullivan called for the Pledge of Allegiance.

22

23 **BICENTENNIAL MOMENT**

24

25 Chair Sullivan: This Bicentennial moment is about boating on the Merrimack River. Boating was critical
26 to commercial & industrial development in the 1800's as bricks were brought up the river for mill
27 construction. As the railroads took over in the late 1800's, boating kept its appeal as cottages &
28 summer cabins were built along the river. The Manchester Hooksett Steamboat Company had boats
29 leaving from the Webster Street dock in Manchester or the Riverside Pavilion and arriving at Robie's
30 General Store. There were many small passenger boats. The Manchester Hooksett Steamboat
31 Company's largest boat was the General John Stark, which was almost 90 feet long and carried 100
32 passengers. They also had the Lone Star, the Lucille and many others. Passengers could stop for
33 lunch or dinner at Ayers Tavern across from Robie's. The company was dissolved by the legislature in
34 1950 for failure to make returns to the Secretary of State.

35

36 **Hooksett Municipal Employee - New Hire**

37

38 A. Garron: We welcome new employee Samuel Marineau as a DPW truck driver/laborer. He began on
39 February 2, 2022.

40

41 R. Duhaime: Could we have pictures of our new hires so we can see what they look like?

42

43 T. Tsantoulis: A release or waiver would be required before doing that.

44

45 **NOMINATIONS AND APPOINTMENTS**

46

47 A. Garron: We are presenting Tony Lacasse for nomination and appointment to the Heritage
48 Commission. He is already a ZBA alternate member.

49

50 TOWN COUNCIL MINUTES

FEBRUARY 09, 2022

1

T. Lacasse: I have been interested in Hooksett history since I was 14 years old. I have been helping with the preservation of Robie's store. When I heard that Kathie Northrup had passed away, I decided that I want to give back.

C. Karolian motioned to waive the rules and nominate and appoint Tony Lacasse as a member of the Heritage Commission. D. Boutin seconded the motion. Voted unanimously in favor (6-0).

February 5, 2022 Deliberative Session Recap - Todd Rainier, Town Clerk & Todd Lizotte, Town Moderator

T. Rainier: Todd Lazott took ill last week. This would have been his first Deliberative Session. Following state law, he appointed LeeAnn Moynihan as Moderator Pro Tem. She did a great job. The Supervisors of the Checklist reported that 31 registered voters attended the Session. Everything went smoothly. The school did a fantastic job with the setup, including professional audio and visual. It was a good event, and I thank you for your attendance. The Town Election is March 8th, with the polls open from 6:00 am until 7:00 pm. The Library is planning a candidate forum, with details to follow.

D. Boutin: When is the filing period?

T. Rainier: It was at the end of January, from the 19th through the 28th. I need all of you to sign up to spend time at the election. We need at least one Councilor present at all times and three of you at the end of the night.

C. Karolian: Are there restrictions for those at the election who are on the ballot?

T. Rainier: They cannot handle ballots.

R. Duhaime: Did the 31 registered voters include town employees and town officials.

T. Rainier: Yes.

Chair Sullivan: There must be a controversial issue to draw more than a few residents.

CONSENT AGENDA

Motion to accept the stipend in the amount of \$4,995 from NH Police Standards and Training for allowing Officer Minihan to serve as Cadre for the current full time police academy.

C. Karolian motioned to accept a stipend in the amount of \$4,995 from the NH Police Standards and Training for allowing Officer Minihan to serve as Cadre for the current full time police academy. T. Tsantoulis seconded the motion.

A. Garron: I am pleased to announce that Chief Bouchard has received a Master's degree in Criminal Justice from SNHU, with a 4.0 grade point.

Chief Bouchard: The Cadre acts as a mentor for recruits at the Police Academy. This builds relations with NH Police Standards & Training. I did it once a few years ago. It is an amazing thing to do in one's career, and it is an honor to be chosen.

Chair Sullivan: Congratulations to you on your degree and to Officer Minihan.

105 Chair Sullivan called for a vote on the motion to accept the stipend.
 106 ***Voted unanimously in favor (6-2).***
 107

108
 109
 110 **TOWN ADMINISTRATOR'S REPORT – A. GARRON**
 111

- 112 ▪ COVID numbers are going down, with 162 current cases, compared with over 400 cases on
- 113 January 5th. The positivity rate is down from 17.4% to 12%.
- 114 ▪ The 2024 legislative process will begin soon. In your packets is a green handout from NHMA.
- 115 They are looking for volunteers to help present legislation which municipalities favor.
- 116 ▪ A public information session sponsored by NHDOT will be held on Tuesday Feb 22nd here in
- 117 the Council Chambers beginning at 6:00 pm. The topic is the improvements proposed for Route
- 118 3A from Alice Avenue to Martins Ferry Road/Whitehall Road. This project is now part of the
- 119 DOT's 10-year plan. The cost is \$19,917,440 and is scheduled for 2026. I encourage everyone
- 120 to attend.
- 121

122 D. Boutin: Does this include the Route 3A/Main Street intersection?

123
 124 A. Garron: Yes, it does.

125
 126 C. Karolian: What does the 2026 date indicate? Is it the beginning of the planning or is it the

127 construction date?

128
 129 A. Garron: That would be the construction date.

130
 131 C. Karolian: If the TIF project is scheduled to come to fruition two or three years before 2026, should

132 the DOT be notified? This would change the area dramatically. I am concerned that the left hand might

133 not know what the right hand is doing.

134
 135 D. Boutin: It will take the new development about a year to ramp up. Also, the town might petition the

136 state to move the project up.

137
 138 A. Garron: Whatever needs to be done for the TIF has already been done.

139
 140 T. Tsantoulis: I share the concerns of Councilor Karolian. It is true that the buildout might take longer.

141 Also, the state tends to be reactive, not proactive. This may get their attention.

142
 143 D. Boutin: I would say that 99.5% of the traffic will enter and exit via Exit 11. Some of the traffic

144 problems are going to be mitigated.

145
 146 Chair Sullivan: Mr. Garron has discussed having meetings with our state senators, representatives and

147 executive councilor so they will know about our plans and advocate for us.

148
 149 R. Duhaime: We need to have a plan for the town. How many homes will we allow? The traffic situation

150 is already not great. Other towns have developments which add to the traffic, and we have no control.

151 The state has dropped the ball. Allenstown has a new, large retirement facility.

152
 153 Chair Sullivan: As all boards and committees meet, they can have some good discussions.

154
 155 R. Duhaime: On Route 3, we should be sure to have all water and sewer work done before the work

156 between Alice Avenue and Whitehall Road is done.

157
 158 B. Thomas: You should make sure this is brought up at the February 22nd meeting.

TOWN COUNCIL MINUTES

FEBRUARY 09, 2022

3

159
 160 D. Boutin: I will definitely do that.
 161
 162 C. Karolian: On the 22nd, we should ask the DOT if it would be possible to have a dedicated on/off
 163 ramp.
 164
 165 Chair Sullivan: That is not germane; It is Route 3A, not Route 3.
 166
 167 D. Boutin: It would require federal approval and federal financing.
 168
 169 C. Karolian: I will take your word for that, but we can still ask.
 170
 171 R. Duhaime: Will Mr. Labonte be here until the end of the month?
 172
 173 A. Garron: Yes.
 174
 175 R. Duhaime: What have you done about his replacement?
 176
 177 A. Garron: We have advertised the position and have several good candidates.
 178
 179 D. Fitzpatrick: Mr. Labonte will be recognized on February 23rd , and the interview panel for the Director
 180 of Public Works will begin the process on February 24th.
 181
 182
 183 **OLD BUSINESS**
 184
 185 **Martins Ferry Road Erosion Repair Project Award to the S.U.R. Construction West, Inc. for**
 186 **\$84,470.00**
 187
 188 ***D. Boutin motioned to award the Martins Ferry Road Erosion Repair Project to S.U.R.***
 189 ***Construction West, Inc. in the amount of \$84,470.00. A. Walczyk seconded the motion.***
 190
 191 A. Walczyk: What is the schedule for the project?
 192
 193 B. Thomas: They have not provided one yet. I am hoping they will start in a couple of weeks,
 194
 195 C. Karolian: Why did this take so long? It was first discussed in April.
 196
 197 B. Thomas: It was sent to the state on November 17, 2021. The state required some adjustments and
 198 gave final approval on December 10, 2021. I want to be transparent about this. A response I got from
 199 an engineer in Keene about this construction company was that they require supervision. I will talk to
 200 them about making sure that supervision is good. Regarding the length of time, it just took them a long
 201 time. I would call be told the person I needed to talk with was on vacation. This is not a fun project. Mrs.
 202 Fitzpatrick has mentioned that this will require a waiver of the three-bid rule because we only had one
 203 bid, even though I sent it to several contractors.
 204
 205 C. Karolian: Kudos to you for being open and transparent.
 206
 207 T. Tsantoulis: I am also concerned about the expressed need for supervision. What oversight will be
 208 provided? Will you and Mr. Labonte be supervising the project?
 209
 210 B. Thomas: The wetlands contractor will provide oversight, and I will go there periodically.
 211

212 T. Tsantoulis: It is better to over-supervise than to under-supervise.

213

214 B. Thomas: I will make sure there is plenty of supervision.

215

216 R. Lapierre: Supervision is needed regardless.

217

218 ***R. Lapierre motioned to amendment the motion, adding that the Council waive the three-bid***
 219 ***rule. D. Boutin seconded the motion to amend.***

220

221 R. Lapierre: This requires a 2/3 vote.

222

223 R. Duhaime: Is there mitigation that can be done at the same time as the other work before it gets to
 224 the river? Are there grants available?

225

226 B. Thomas: That is part of the wetlands permit for this area. This should protect downstream.

227

228 Chair Sullivan called for a vote on the amendment.

229 ***Voted in favor (6-1), with Councilor Karolian voting nay.***

230

231 Chair Sullivan called for a roll call vote on the motion as amended.

232

233 **Roll Call #4**

234 A. Walczyk Aye

235 R. Lapierre Aye

236 C. Jones Absent

237 R. Duhaime Aye

238 J. Durand Absent

239 C. Karolian Aye

240 T. Tsantoulis Aye

241 D. Boutin Aye

242 J. Sullivan Aye

243 Voted unanimously in favor (7-0).

244

245 ***C. Karolian motioned to go back to hard-wired microphones. T. Tsantoulis seconded the***
 246 ***motion.***

247

248 C. Karolian: The microphones are cutting in or out more than ever. My phone is blowing up with people
 249 who are complaining that the mics are cutting out. This is more than embarrassing.

250

251 ***T. Tsantoulis motioned to amend the motion to say we will pursue a better option, not limited to***
 252 ***hardwiring. D. Boutin seconded the motion.***

253

254 A. Garron: This system is set up to have mobile microphones for versatility if we want to meet in the
 255 gym.

256

257 C. Karolian: Do we still have the old system?

258

259 A. Garron: I will check on that but remember that we had some of the same issues with that system.

260

261 C. Karolian: The gooseneck mics are better for not picking up paper shuffling, etc.

262

263 R. Duhaime: When we are not wearing masks, it might be okay.

264

265 Chair Sullivan called for a roll call vote on the motion to amend the motion.

266

267 **Roll Call #5**

268 T. Tsantoulis Aye

269 C. Jones Absent

270 R. Duhaime Aye

271 A. Walczyk Aye

272 R. Lapierre Aye

273 C. Karolian Nay

274 J Durand Absent

275 D. Boutin Aye

276 J. Sullivan Aye

277 ***Voted in favor (6-1).***

278

279 Chair Sullivan called for a roll call vote on the original motion.

280

281 **Roll Call #6**

282 J. Durand Absent

283 R. Lapierre Aye

284 C. Karolian Aye

285 D. Boutin Aye

286 C. Jones Absent

287 T. Tsantoulis Aye

288 A. Walczyk Aye

289 R. Duhaime Aye

290 J. Sullivan Aye

291 ***Voted unanimously in favor (7-0).***

292

293 **NEW BUSINESS**

294 None.

295

296 **APPROVAL OF MINUTES**

297 **Public: 01/12/2022 Special Meeting**

298

300 ***D. Boutin motioned to approve the minutes of the 01/12/2022 Special Meeting as written. T.***

301 ***Tsantoulis seconded the motion.***

302

303 **Roll Call #7**

304 C. Jones Absent

305 C. Karolian Aye

306 R. Lapierre Aye

307 R. Duhaime Aye

308 A. Walczyk Aye

309 J. Durand Absent

310 T. Tsantoulis Aye

311 D. Boutin Aye

312 J. Sullivan Aye

313 ***Voted unanimously in favor (7-0).***

314

315

316

318 **Public: 01/19/2022**

319

320 ***D. Boutin motioned to approve the minutes of the 01/19/2022 Meeting. T. Tsantoulis seconded***
 321 ***the motion.***

322

323 **Roll Call #8**

324 R. Lapierre Aye

325 R. Duhaime Aye

326 T. Tsantoulis Aye

327 A. Walczyk Aye

328 J. Durand Absent

329 C. Jones Absent

330 D. Boutin Aye

331 C. Karolian Aye

332 J. Sullivan Aye

333 ***Voted unanimously in favor (7-0).***

334

335 **Public: 01/26/2022 Special Meeting**

338

339 ***D. Boutin motioned to approve the minutes of the 01/26/2022 Special Meeting as written. T.***
 340 ***Tsantoulis seconded the motion.***

341

342 **Roll Call #9**

343 J. Durand Absent

344 D. Boutin Aye

345 C. Jones Absent

346 R. Duhaime Aye

347 C. Karolian Aye

348 A. Walczyk Aye

349 T. Tsantoulis Aye

350 R. Lapierre Aye

351 J. Sullivan Aye

352 ***Voted unanimously in favor (7-0).***

353

354 ***R. Lapierre motioned to amend the approved minutes of the 6/9/2021 to include the Ambulance***
 355 ***Billing Rates motion. At Line 435 add "T. Tsantoulis motioned to accept the following***
 356 ***ambulance billing rates to be utilized by the Hooksett Fire Rescue Department and implemented***
 357 ***on 6.14.2021:***

358

359 ***BLS rate: \$871.46***

360 ***ALS1 rate: \$1,233.43***

361 ***ALS2 rate: \$1,640.48***

362 ***Bariatric Transport Fee: \$400.00 (no change)***

363 ***Mileage Rate: \$18.42***

364 ***Paramedic Intercept Rate: \$540.00"***

365

366 ***D. Boutin seconded the motion.***

367 ***Voted in favor (6-2), with Councilors Karolian and Duhaime voting nay.***

368

369 C. Karolian: Who made this correction?

370

371 R. Lapierre: It came from staff.

372

373 C. Karolian: I thought Council members were the only ones who could offer amendments.

374

375 R. Lapierre: Per Town Council Rules of Procedure, Section 17, paragraph c:

376 Councilors, public or staff identifying corrections to Town Council minutes shall submit
377 their corrections to the Town Council Secretary on or before the start of the meeting
378 scheduled for review. Corrections do not include changing or adding wording not stated
379 at the meeting

380

381 **Roll Call #10**

382 C. Karolian Nay

383 T. Tsantoulis Aye

384 R. Lapierre Aye

385 C. Jones Absent

386 D. Boutin Aye

387 J. Durand Absent

388 A. Walczyk Aye

389 R. Duhaime Aye

390 J. Sullivan Aye

391 ***Voted in favor (6-1).***

392

393 C. Karolian: I opposed because I had no time to review the recommendation. If I received a correction
394 from staff or a member of the public, I would review it myself.

395

396 ***D. Boutin motioned to adjourn. C. Karolian seconded the motion.***

397

398 Chair Sullivan: We still have the subcommittee reports.

399

400 R. Lapierre: I want to remind Councilor Boutin that he needs to be recognized by the Chair before
401 speaking to offer a motion.

402

403 D. Boutin: Councilor Lapierre, I don't need your education.

404

405

406 **SUB-COMMITTEE REPORTS**

407

408 R. Lapierre: We held our first ARPA subcommittee meeting. We are working to establish a procedure
409 for reviewing projects. We will present recommendations to the Council when we have them.

410

411 R. Duhaime: ZBA met last evening. Two items were continued. The NH Housing Authority will make a
412 presentation at 6:00 pm on the second Tuesday of next month. Everyone is invited. Is there a plaque
413 for long-serving members of boards and committees?

414

415 Chair Sullivan: Yes, there is. We will get that information.

416

417 Chair Sullivan: Preparations are falling into place with volunteers for the Moving Wall. In addition to the
418 Bicentennial moments, 36 events have been scheduled. We will be meeting with the schools because
419 we are working jointly on some projects.

420

421 T. Tsantoulis: A Hooksett Youth Achiever Committee Meeting was scheduled for Thursday, January
422 27th. I inadvertently held the meeting on Wednesday, January 26th. This was my error, and we will

423 reschedule the meeting. We have an accomplished 15 year old high school student to approve and
424 honor.

425

426 C. Karolian: The Recycling & Transfer Committee is working to change the ordinance regarding fees
427 charged, allowing the DPW to adjust the fees twice each year. We are also waiting for a response from
428 Town Counsel regarding language regarding private condos and town trash pickup.

429

430 **ADJOURNMENT**

431

432 ***C. Karolian motioned to adjourn at 7:52 pm. T. Tsantoulis seconded the motion.***

433 ***Voted unanimously in favor (7-0).***

434

435 Respectfully submitted,

436

437 *Kathleen Donnelly*

438

439 Kathleen Donnelly

440 Recording Clerk

441

442

Please see subsequent meeting minutes for any amendments to these minutes.
--