



AGENDA

Town of Hooksett Town Council

Wednesday, March 9, 2022 at 6:00 PM

A meeting of the Town Council will be held Wednesday, March 9, 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 – Town Attorney Steven Whitley, Peter Bartash, Granite Woods Development and David Mercier, Underwood Engineering will be available to answer any related questions. (last PH U.L. noticed & discussed at 02/23/22 TC Mtg) See item #9.2 for details Staff Report - SR-22-029 - Pdf	5 - 6
6.2. Public Hearing- Hooksett Village Water Precinct Expansion. HVWP will be available to answer any related questions. (see item #9.3 for details) Staff Report - SR-22-031 - Pdf HVWP UL NOTICE	7 - 9
7. SPECIAL RECOGNITION	
7.1. BICENTENNIAL MOMENT	
7.2. Hooksett Municipal Employee - New Hire	
7.3. Chris Pearson - Recognition for 17 years of Service to the Zoning Board of Adjustment Staff Report - SR-22-033 - Pdf	11
8. PUBLIC INPUT - 15 MINUTES	
9. SCHEDULED APPOINTMENTS	
9.1. March 8, 2022 Town Election Recap - Todd Rainier, Town Clerk & Todd Lizotte, Town Moderator	
9.2. Tax Increment Finance District (TIF) to Discuss Funding Agreement between Town and Granite Woods Developer – Peter Bartash, Port One Companies Staff Report - SR-22-030 - Pdf	13 - 22
9.3. Hooksett Village Water Precinct Expansion - Michael Heidorn, Superintendent Staff Report - SR-22-032 - Pdf	23 - 41

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

10. CONSENT AGENDA

- 10.1. Accept donations totaling \$350.00 (\$25.00 from Linda Tsiatsios, \$50.00 from Phyllis D. Heaney, \$50.00 from Janice Boucher, \$100.00 from Sidney Baines, \$100.00 from Hooksett Sewer and \$25.00 from Ginger Saunders) to the Town Hooksett for the Hooksett Heritage Commission in memory of Kathie Northrup per RSA 31:95-b, III (b) 43
[Staff Report - SR-22-024 - Pdf](#)
- 10.2. \$2,000 check from HealthTrust to the Town of Hooksett for the 2022 town-wide wellness program(s) per RSA 31:95-b, III (b) and return said amount to the Administration line item 001-000.220.029.000. 45 - 49
[Staff Report - SR-22-025 - Pdf](#)
- 10.3. Accept Federal Grant Funds awarded to the Town of Hooksett, NH in the amount of \$89,367.78 for Hooksett Fire-Rescue Department overtime staffing from July 1, 2021 - September 30, 2021, per NH RSA 31:95-b III(a) 51
[Staff Report - SR-22-017 - Pdf](#)

11. TOWN ADMINISTRATOR'S REPORT

12. NOMINATIONS AND APPOINTMENTS

13. BRIEF RECESS

14. OLD BUSINESS

15. NEW BUSINESS

- 15.1. Quarterly Financial Report as of December 31, 2021 53 - 71
[Staff Report - SR-22-028 - Pdf](#)
- 15.2. Purchase of mobile radios for the new fire engine, ambulance, and command vehicle 73 - 79
[Staff Report - SR-22-027 - Pdf](#)
- 15.3. Town Administrator Contract Effective May 2022

16. APPROVAL OF MINUTES

- 16.1. Public: February 23, 2022 81 - 89
[TC Minutes 02232022](#)
- 16.2. Non-Public: February 23, 2022

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.

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

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 – March 9, 2022 – Town Attorney Steven Whitley, Peter Bartash, Granite Woods Development and David Mercier, Underwood Engineering will be available to answer any related questions.
Meeting: Town Council - 09 Mar 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 March 9, 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.

Close Public Hearing

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Recommendation: Open Public Hearing, hold public hearing and close Public Hearing

SUGGESTED MOTION:

Motions:

Motion to Open Public Hearing
Motion to Close Public Hearing

TOWN ADMINISTRATOR'S RECOMMENDATION:

See Old Business

Town Council
STAFF REPORT



To: Town Council
Title: Public Hearing- Hooksett Village Water Precinct Expansion. HVWP will be available to answer any related questions.
Meeting: Town Council - 09 Mar 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 March 9, 2022 Town Council meeting of the Town Council where information will be presented and public comment taken on the expansion of the Hooksett Village Water Precinct (HVWP) service area on the west side of Route 93 in the Exit 11 area to allow the HVWP to service the planned infrastructure expansion that will result from the TIF development project.

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

Close Public Hearing

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Open Public Hearing, hold public hearing and close Public Hearing

SUGGESTED MOTION:

Motions:

Motion to Open Public Hearing

Motion to Close Public Hearing

TOWN ADMINISTRATOR'S RECOMMENDATION:

See New Business Recommendation

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council will hold a public hearing on Wednesday, March 9, 2022, at 6:00 p.m. in Council Chambers of Hooksett Town Hall, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to discuss extending the Hooksett Village Water Precinct boundary lines west of Route 93 in support of the Town's proposed water infrastructure improvements.

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

Town Council
STAFF REPORT



To: Town Council
Title: Chris Pearson - Recognition for 17 years of Service to the Zoning Board of Adjustment
Meeting: Town Council - 09 Mar 2022
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

Town Council

STAFF REPORT



To: Town Council
Title: Tax Increment Finance District (TIF) to Discuss Funding Agreement between Town and Granite Woods Developer – March 9, 2022
Meeting: Town Council - 09 Mar 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 March 9, 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.

The attached Memorandum of Understanding (MOU) has been reviewed by Town Attorney Seven Whitley and Developer Representative Peter Bartash of Granite Woods and both have approved it.

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.

SUGGESTED MOTION:

Motion to allow the Town Administrator to sign Memorandum of Understanding with the Granite Woods Developer.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[00Granite Woods MOU 20220224 BAT 2-28-22 rev1 SW 3.2.22 FINAL](#)

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. The Hooksett Zoning Board of Appeals, Planning Board, and Conservation Commission have reviewed and conditionally 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 75% complete as of this MOU and a bid package is anticipated to be complete in May 2022. 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 (in 2021 dollars), 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.
- 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 Precinct, 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 Precinct, 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 off-site rights-of-way and easement areas. This estimate includes project bidding, construction project management, pump station, 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 on 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 Improvements. The Developer shall meet with the Town Engineer, Town Administrator, a representative of the Hooksett Sewer Commission, and a representative of the Hooksett Village Water Precinct (collectively, the "Selection Committee") to identify a short-list of at least two (2) contractors (the "Contractor(s)") for the purpose of qualifying the

Contractor(s) prior to procuring bids to construct the Improvements. In the event the Selection Committee is unable to unanimously qualify a Contractor candidate, then the Committee shall vote to qualify the Contractor candidate, whose qualification shall be affirmed or denied by simple majority. Developer will administrate the procurement process, award the construction contract to a selected Contractor(s), and engage the qualified Contractor(s) to construct and otherwise complete the Improvements.

- h) The Town will engage a licensed and qualified 3rd party engineering firm to represent the Town as inspector, construction monitor, and contract compliance advisor at the Town's expense (the "Designated Representative"). The 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 Designated Representative will be corrected by the contractors at the expenses of the project manager/Developer. The Designated Representative shall reserve the right to review all Contractor payment requests directly associated with the off-site Improvements.
- i) The Town will provide the Developer with design plans for the water and sewer mains crossing the Granite Woods property in order to coordinate with the off-site Improvements. The Developer will be responsible for incorporating the design plans into the Developer's proposed on-site utility plan and obtaining timely plan review and approval from the Hooksett Village Water Precinct and Hooksett Sewer Commission, including related construction agreements, if any.
- j) Once completed, the Improvements shall be granted by the Developer to the Town along with a new utility easement, said new utility easement understood to mean the easement or easement(s) benefitting the Town, Hooksett Sewer Commission, and the Hooksett Village Water Precinct as necessary for the long-term ownership, operation, and repair of the new water and sewer mains 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 shall secure 100% of the funding for the construction and completion of the Improvements in their entirety.
- 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, the Hooksett

Sewer District and the Hooksett Village Water Precinct will not be held liable in any way for the direct costs of the Improvements, 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 to the Town.

- e) The Developer will provide the Town with \$500,000 Payment and Performance Bonds in the event that the Developer defaults or otherwise goes out of business, the bonds will cover the cost of completing the current stage of the project. This would include the completion of the installation of the current section of pipe and following manhole, any paving not completed and other work necessary to complete the work from the start of the project to its current location.
- f) 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.
- g) 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.
- h) 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.
- i) 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, and such agreement shall not be unreasonably withheld by either party.

- j) Notwithstanding anything to the contrary hereunder, Developer shall have the right, in its sole and absolute discretion but otherwise in accordance herewith, to assign all or a portion of its rights under this MOU by providing prior written notice of the applicable Transfer(s) to the Town by a date that is no later than Ten (10) Days prior to the then-scheduled Closing Date, along with copies of all reasonably related Transfer Documentation, provided that the applicable Transferee entity (or entities) is (or are) an entity (or entities) in which Developer either, directly or indirectly, owns an interest, is related to, or is otherwise affiliated with, provided:
 - i. The applicable Transferee assumes in writing the obligations of Developer hereunder; and
 - ii. The applicable Transferee agrees to be bound by the terms of this Memorandum of Understanding; and
 - iii. The applicable Transferee shall be deemed to have made any and all representations and warranties made by Developer hereunder; and
 - iv. The applicable Transferee has sufficient expertise and/or experience with a similar magnitude and type of infrastructure development, consistent with the proposed Improvements, to carry out the obligations of this MOU in a timely and satisfactory manner.
- k) The Town shall have the right but not the obligation, in its sole and absolute discretion, to approve a Transfer to an unaffiliated entity which approval shall not be unreasonably withheld, provided the unaffiliated Transferee complies with the requirements of section 4(j)(i-iii) above, and the Town determines that the unaffiliated Transferee satisfies the requirements of section 4(j)(iv) above. In the event of such a Transfer to an unaffiliated Transferee, the original Developer (but not any parties also comprising part of the unaffiliated Transferee) shall, to the extent of such Transfer, automatically be released from any liability under this MOU.

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.
 - d) Provide payment and performance bonds to the Town as described above.
- 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) Each person signing this MOU hereby represents and warrants that he or she has the full authority and is duly authorized and empowered to execute this MOU on behalf of the party for which he or she signs, and further acknowledges that they have had the opportunity to review this MOU with an attorney of their choosing prior to signing this MOU.

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

Attest:

TOWN OF HOOKSETT

By: _____
Andre L. Garron, Town Administrator

Attest:

GRANITE WOODS DEVELOPMENT
JV LLC

By: _____
Peter W. Bartash, Manager

Town Council

STAFF REPORT



To: Town Council
Title: Public Hearing- Hooksett Village Water Precinct Expansion
Meeting: Town Council - 09 Mar 2022
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The Hooksett Village Water Precinct wishes to expand the limits of their service area west of Route 93 to accommodate the future TIF Exit 11 development project. A plan of the proposed service area expansion is provided.

Per State requirements, they have petitioned and obtained the signatures of at least 10 Precinct voters to approve of this change. The Petition dated Feb. 15th, 2022 is attached. Statutes require that the Petition be ratified by the Precinct's voters prior to it taking effect. To that end, it was approved at the HVWP's Annual Meeting held on February 22, 2022. A copy of the meeting minutes (Petition info is near the end) is attached.

At this time, the Petition must now be submitted to Town Council for consideration. The HVWP is requesting that the Town Council approve the change after holding a duly-noticed public hearing.

If TC approval is granted, documentation of that approval needs to occur in the records of the Town and Precinct within 60 days of the approval.

A description of the boundary of the added service area is as follows:

Bounded on the East by Route I-93 South; bounded on the North by Cate Road; bounded on the West by the boundaries of Map 13, Lot 56 / Map 17, Lot 5 / Map 17, Lot 6 / Map 17, Lot 7-1 / Map 17, Lot 7 / Map 17, Lot 9 / Map 17, Lot 39 and Map 17, Lot 40; and bounded to the South by Map 17, Lot 40 and Map 23, Lots 4 & 5. As shown on "Expanded Water Service Area at Exit 11, Hooksett, NH" attached hereto.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Approve of the expansion of the Hooksett Village Water Precinct

SUGGESTED MOTION:

Approve of the expansion of the Hooksett Village Water Precinct

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[01 HVWP Expansion](#)

[02 021522 Petition to Change HVWP Boundaries](#)

[03 Annual meeting minutes - Feb 22 2022](#)

[04 Properties within expansion](#)

[05 Section 52.5 Changing Boundaries](#)

[06 Public Hearing Notice for Union Leader -HVWP Boundary Expansion](#)

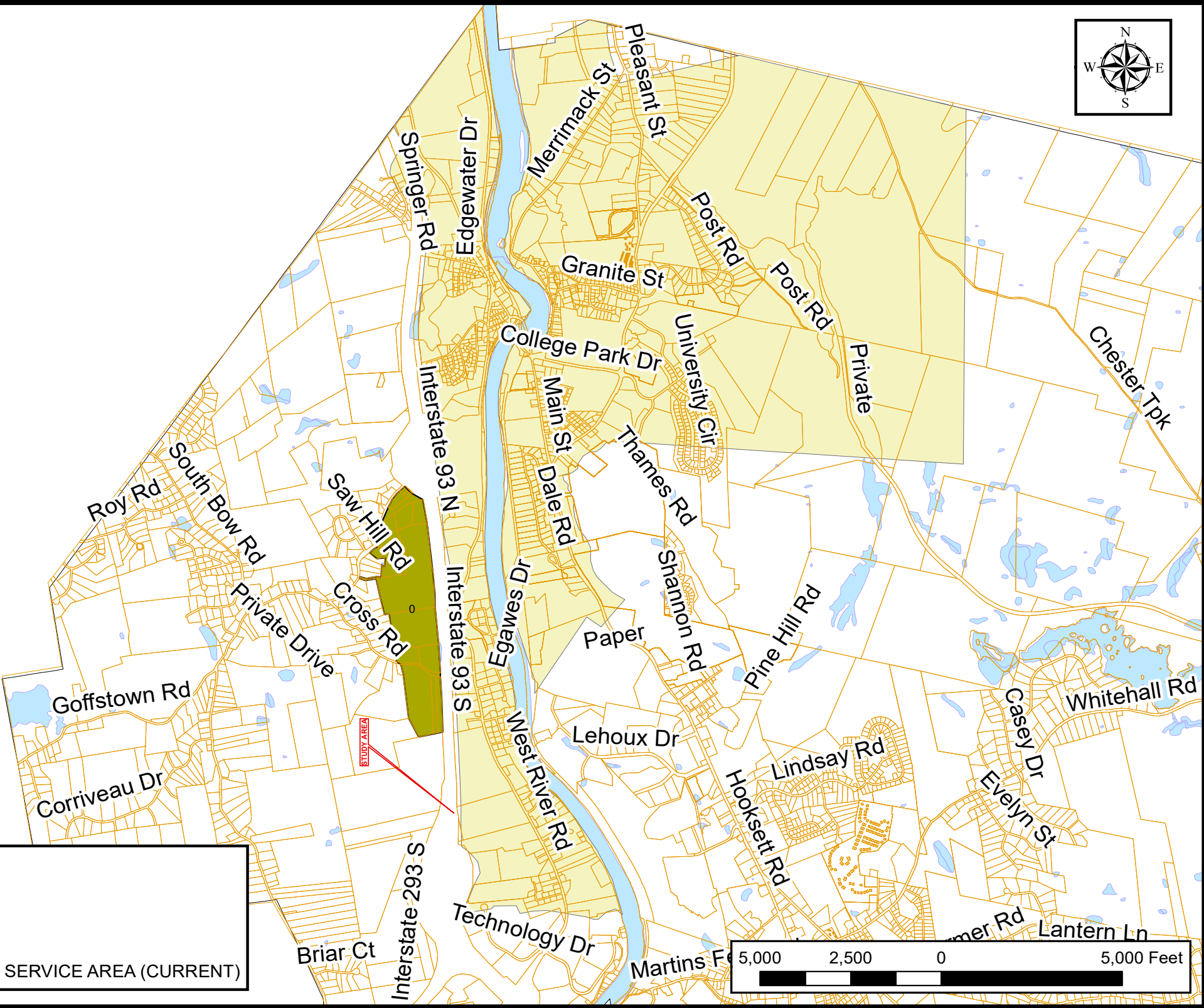
[07 HVWP Petition Signature Verification](#)

**HOOKSETT VILLAGE
WATER PRECINCT
EXPANSION**



Legend

- PROPERTY LINES
- HVWP EXPANSION AREA
- HOOKSETT VILLAGE WATER PRECINCT SERVICE AREA (CURRENT)



PETITION PURSUANT TO RSA 52:5 TO CHANGE BOUNDARIES
OF HOOKSETT VILLAGE WATER PRECINCT

NOW COMES the undersigned, at least ten voters, from the Hooksett Village Water Precinct, and Petition the Town Council to change the boundaries of the Hooksett Village Water Precinct to include additional land in Hooksett, New Hampshire as described in Exhibit A in its entirety thus establishing a new fixed point for Precinct boundaries.

1. By way of further information, this expands the Precinct boundaries to facilitate development of the aforementioned land and to increase the customer base of the Hooksett Village Water Precinct.
2. This Petition is submitted pursuant to RSA 52:5 and it is hereby requested that the Town Council approve this Petition in accordance with RSA 52:5 after giving notice to parties in interest and after a hearing has occurred. It will be submitted for ratification by the Precinct voters at either the Precinct's Annual Meeting or a Special Meeting.
3. The signatures are attached herewith.

Respectfully submitted
B.J. Branch, Esquire
Counsel to Hooksett Village Water

Dated:

2/15/22

B.J. Branch

<u>Nancy Philibotte</u>	<u>Nancy Philibotte</u>	<u>5 Morse Drive</u>
Name - Print	Signature	Address

<u>CATHERINE FELCH</u>	<u>Catherine Felch</u>	<u>3 Morse Drive</u>
Name - Print	Signature	Address

<u>TRACY BELL</u>	<u>Tracy Bell</u>	<u>3 Cyr Dr.</u>
Name - Print	Signature	Address

<u>Lori Graf-Merrigan</u>	<u>Lori A. Graf-Merrigan</u>	<u>5 Cyr Dr.</u>
Name - Print	Signature	Address

<u>ANTHONY MERRIGAN</u>	<u>Anthony Merrigan</u>	<u>5 Cyr Dr.</u>
Name - Print	Signature	Address

<u>Debra Piotrowski</u>	<u>Debra Piotrowski</u>	<u>7 Cyr Dr</u>
Name - Print	Signature	Address

<u>THOMAS PIOTROWSKI</u>	<u>Thomas Piotrowski</u>	<u>7 Cyr DR</u>
Name - Print	Signature	Address

<u>Dennis Bell</u>	<u>Dennis Bell</u>	<u>3 Cyr DR</u>
Name - Print	Signature	Address

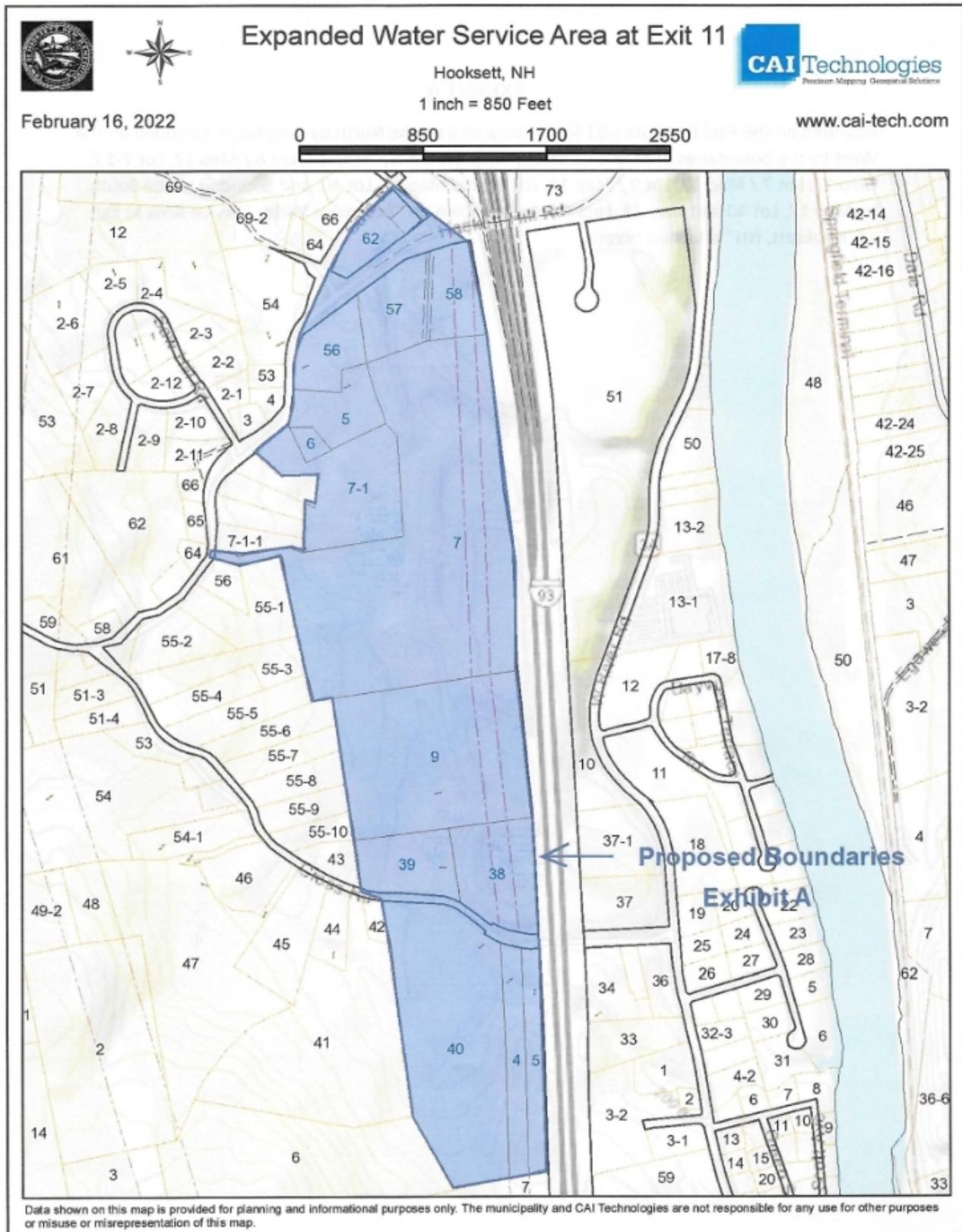
<u>Edward Plouffe</u>	<u>Edward Plouffe</u>	<u>9 Cyr Dr.</u>
Name - Print	Signature	Address

<u>Stacy Plouffe</u>	<u>Stacy Plouffe</u>	<u>9 Cyr Dr</u>
Name - Print	Signature	Address

<u>Claire Lyons</u> Name - Print	<u>Claire Lyons</u> Signature	<u>20 Pine St</u> Address
<u>MICHAEL SINGER</u> Name - Print	<u>[Signature]</u> Signature	<u>28 main street</u> Address
<u>Russell Pelletier</u> Name - Print	<u>[Signature]</u> Signature	<u>73 Granite st.</u> Address
<u>Todd Smith</u> Name - Print	<u>[Signature]</u> Signature	<u>24 Main St</u> Address
<u>Michael Jack</u> Name - Print	<u>[Signature]</u> Signature	<u>2 Donald St</u> Address
<u> </u> Name - Print	<u> </u> Signature	<u> </u> Address
<u> </u> Name - Print	<u> </u> Signature	<u> </u> Address
<u> </u> Name - Print	<u> </u> Signature	<u> </u> Address
<u> </u> Name - Print	<u> </u> Signature	<u> </u> Address
<u> </u> Name - Print	<u> </u> Signature	<u> </u> Address

EXHIBIT A

Bounded on the East by Route I-93 South; bounded on the North by Cate Road; bounded on the West by the boundaries of Map 13, Lot 56 / Map 17, Lot 5 / Map 17, Lot 6 / Map 17, Lot 7-1 / Map 17, Lot 7 / Map 17, Lot 9 / Map 17, Lot 39 and Map 17, Lot 40; and bounded to the South by Map 17, Lot 40 and Map 23, Lots 4 & 5. As shown on "Expanded Water Service Area at Exit 11, Hooksett, NH" attached hereto.



HOOKSETT VILLAGE WATER PRECINCT
ANNUAL MEETING
Minutes for February 22, 2022

Present at the annual meeting were: Chairman/Commissioner Todd Smith, Commissioner Michael Jache, Commissioner Russell Pelletier, Commissioner Michael St. Germain, Office Manager/Clerk Nancy Philibotte, Treasurer Scott Ewing, Attorney BJ Branch, Supt. Michael Heidorn, Absent: Commissioner James O'Brien
In person voters verified by Supervisor of the Voters check list-Barbara Brennan

Nancy Philibotte resigned as clerk. Todd Smith accepted.

Meeting opened at 6:00

Nancy Philibotte volunteered to act as Moderator for the meeting. Motion by Michael Jache seconded by Russell Pelletier Vote taken. All approved.

Motion made by Michael Jache seconded by Russell Pelletier to have BJ Branch act as assistant Moderator for the meeting. Vote taken All approved.

Motion made by Russell Pelletier seconded by Michael Jache to waive the reading of entire Warrant.

Warrant was read:

Village District of Hooksett Village Water
New Hampshire
Warrant
2022

The inhabitants of Hooksett Village Water Precinct in the state of New Hampshire qualified to vote in Precinct affairs are hereby notified that the Annual Precinct Meeting will be held as follows:

Date: February 22, 2022

Time: 6:00 PM

Location: Hooksett Village Water Precinct
7 Riverside Street, Hooksett NH

Article 01: To choose a Moderator for the ensuing year

Nomination for Moderator (1 Year): Nancy Philibotte made by Michael Jache seconded by Russell Pelletier. Other nominations: None. Motion to close nomination made by Michael Jache seconded by Russell Pelletier.

Article 02: To choose a Clerk for the ensuing year

Nomination for Clerk (1 Year): Nancy Philibotte made by Michael Jache seconded by Russell Pelletier. Other nominations: None. Motion to close nomination made by Michael Jache seconded by Russell Pelletier.

Article 03: To choose a Treasurer for the ensuing year

Nomination for Treasurer (1 Year): Scott Ewing made by Russell Pelletier seconded by Michael Jache. Other nominations: None. Motion to close nomination made by Michael Jache seconded by Russell Pelletier.

Article 04: To choose a Commissioner for the ensuing five years

Nomination for Commissioner (5 Years): James O'Brien made by Michael Jache seconded by Russell Pelletier. Other nominations: None. Motion to close nomination made by Michael Jache seconded by Russell Pelletier.

Article 05: Drinking Water Trust Fund Loan

To see if the Precinct will vote to raise and appropriate the sum of One Million One Hundred Seventy Six Thousand Eight Hundred Dollars (\$1,176,800) for the purpose of making improvements to the Hooksett Village Water Precinct water system infrastructure and associated costs, and to authorize the issuance of not more than One Million One Hundred Seventy Six Thousand Eight Hundred Dollars (\$1,176,800) of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the municipal officials to issue and negotiate such bonds or notes and to determine the rate of interest thereon; and further of authorize the Commissioners to apply for, accept and expend on behalf of the Precinct Federal, State, Government or Private funds that may become available and comply with all laws applicable to said project. Recommended by Commissioners Recommended by Budget Committee. (3/5 ballot vote required). 5 ballots counted - Article passes unanimously.

Article 06: General Precinct Operations

To see if the village district will vote to raise and appropriate the sum of \$1,424,337 for general municipal operations. This article does not include appropriations contained in special or individual articles addressed separately. With \$35,000 to come from Fund Balance to offset Operating Budget. Motion to accept made by Russell Pelletier seconded by Michael Jache. Article passed

Article 07: Transfer to Truck Trust Fund

To see if the village district will vote to raise and appropriate the sum of \$75,000.00 to be added to the HVWP Truck Trust Fund previously established. This sum to come from unassigned fund balance. No amount to be raised from taxation. Recommended by Commissioners. Recommended by Budget Committee. Motion to accept made by Michael Jache seconded by Russell Pelletier. Article passed

Article 08: Transfer to Repair and Replacement Trust Fund

To see if the village district will vote to raise and appropriate the sum of \$120,000.00 to be added to the HVWP Repair and Replacement Trust Fund previously established. This sum to come from unassigned fund balance. No amount to be raised from taxation. Recommended by Commissioners. Recommended by Budget Committee. Motion to accept made by Michael Jache seconded by Russell Pelletier. Article passed

Article 09: Transfer to Tank Maintenance Trust Fund

To see if the Precinct will vote to raise and appropriate the sum of \$110,000.00 to be added to the HVWP Tank Maintenance Trust Fund previously established. This sum to come from unassigned fund balance. No amount to be raised from taxation.

Recommended by Commissioners. Recommended by Budget Committee.

Motion to accept made by Michael Jache seconded by Russell Pelletier. Article passed

Article 10: Acceptance of Unanticipated Sources of Funds

Shall the village district accept the provisions of RSA 31:95-b providing that any village district at an annual meeting may adopt an article authorizing indefinitely, until specific rescission of such authority, the commissioners to apply for, accept and expend, without further action by the village district meeting, unanticipated money from a state, federal, or other governmental unit or a private source which becomes available during the fiscal year. Recommended by the Commissioners. Recommended by Budget Committee. Vote taken. Article passes unanimously.

Article 11: Accept Gifts, Grants and Bequests

To see if the Precinct will vote to authorize the Board of Water Commissioners to accept gifts, grants and bequests and to expend the same for such legitimate purposes of the Precinct as may be specified by the donor. such gifts grants and bequests shall provide that said purpose will not require the expenditure of additional Precinct funds and for such other terms and conditions as the Board of Water Commissioners shall approve. Recommended by the Commissioners. Recommended by Budget Committee. Article passed

Article 12: Ratify and Affirm Ordinances and By-Laws

To see if the Precinct will ratify and affirm as ordinances any By-Laws adopted by the Commissioners during the preceding year and affirm the Commissioners' written schedule of fees and charges. Recommended by the Commissioners Motion to accept made by Michael Jache seconded by Russell Pelletier. Article passed

Article 13: To transact any other business

To transact any other business that may legally come before said Meeting. Motion to accept made by Michael Jache seconded by Russell Pelletier. Article passed

Russell Pelletier made a motion seconded by Michael Jache to accept the warrant as presented. Vote taken. All approved.

Position of Moderator for one year: Vacant

Position of Clerk for one year: Nancy Philibotte

Position of Treasurer for one year: Scott Ewing

Position of Commissioner for five years: James O'Brien

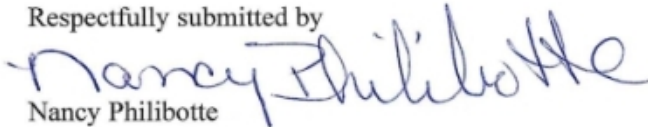
Oath was given by Attorney BJ Branch to Nancy Philibotte to serve as Clerk at the conclusion of the Annual meeting.

Michael Jache made a motion for the Clerk to cast one ballot.

Motion made by Michael Jache seconded by Russell Pelletier to have Todd Smith accept the petition to extend Hooksett Village Water Precinct boundary lines west of Route 93 in support of the Town's proposed water infrastructure improvements as described in Exhibit A of the Petition Pursuant To RSA 52:5 To Change Boundaries Of Hooksett Village Water Precinct dated 2/15/2022. Vote taken All approved.

Michael Jache made the motion to adjourn Annual Meeting at 7:17 pm. Motion was seconded by Russell Pelletier .

Respectfully submitted by


Nancy Philibotte

Board of Water Commissioners
Hooksett Village Water Precinct

PROPERTIES WITHIN HOOKSETT VILLAGE WATER PRECINCT EXPANSION

TAX MAP/ LOT NO.	OWNER
23-5	PUBLIC SERVICE OF N.H.
23-4	PUBLIC SERVICE OF N.H.
17-40	WILLIAM ADDISON JONES MULAIRE INCOME TRU
17-39	ZIMMERMAN REV TRUST, GLEN A. & THERESE L
17-38	STATE OF NEW HAMPSHIRE
17-9	STATE OF NEW HAMPSHIRE
17-6	NELSON FAMILY REV. TRUST, THE
17-7-1	NELSON,DOYLE& MARILYN R
17-5	CATE REV TRUST, HOLLIS & PATRICIA
17-7	GRANITE WOODS LLC
13-56	KOKOSING LLC
13-57	INTERSTATE HOSPITALITY LLC
13-58	BRANCH BROOK HOLDINGS LLC
13-62	CATE ROAD LLC
13-61	PIKE INDUSTRIES, INC.
13-60	PIKE INDUSTRIES, INC.

AREA

LOCATION	STREET	STREET NO.
HACKETT HILL ROAD	HACKETT HILL ROAD	0
HACKETT HILL ROAD	HACKETT HILL ROAD	0
28 CROSS ROAD	CROSS ROAD	28
31 CROSS ROAD	CROSS ROAD	31
17 CROSS ROAD	CROSS ROAD	17
OFF EVERETT TURNPIKE	OFF EVERETT TURNPIKE	0
65 HACKETT HILL ROAD	HACKETT HILL ROAD	65
77 HACKETT HILL ROAD	HACKETT HILL ROAD	77
67 HACKETT HILL ROAD	HACKETT HILL ROAD	67
HACKETT HILL ROAD	HACKETT HILL ROAD	0
51 HACKETT HILL ROAD	HACKETT HILL ROAD	51
HACKETT HILL ROAD	HACKETT HILL ROAD	0
47 HACKETT HILL ROAD	HACKETT HILL ROAD	47
3 CATE ROAD	CATE ROAD	3
40 HACKETT HILL ROAD	HACKETT HILL ROAD	40
1 CATE ROAD	CATE ROAD	1

MAILING ADDRESS	MAILING ADDRESS	CITY	STATE
PO BOX 270		HARTFORD	CT
PO BOX 270		HARTFORD	CT
C/O MULAIRE	2514 MAIN STREET	W. BARNSTABLE	MA
43 CROSS ROAD		HOOKSETT	NH
HAZEN DRIVE JOHN MORTON BLDG		CONCORD	NH
HAZEN DRIVE JOHN MORTON BLDG		CONCORD	NH
65 HACKETT HILL ROAD		HOOKSETT	NH
77 HACKETT HILL ROAD		HOOKSETT	NH
67 HACKETT HILL ROAD		HOOKSETT	NH
216 BOGUE ROAD		HARWINGTON	CT
23 SPILLWAY LANE		CONCORD	NH
P.O. BOX 3701		CONCORD	NH
512 RAYMOND ROAD	PO BOX 410	CANDIA	NH
293 LITTLETON ROAD		CHELMSFORD	MA
3 EAST GATE PARK ROAD		BELMONT	NH
3 EAST GATE PARK ROAD		BELMONT	NH

ZIP CODE

06141-0270

06141-0270

2668

3106

3301

3301

3106

03106-2508

3106

6971

3301

3301

3034

1824

3220

3220

TITLE III TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 52 VILLAGE DISTRICTS

Section 52:5

52:5 Changing Boundaries. –

I. The selectmen of towns in which any such district has been established upon petition, after notice to parties interested and a hearing, may change the boundaries thereof; and the district shall cause the petition and the return of the selectmen's proceedings and decision thereon to be recorded in the records of the district, and of the towns in which it is situated, within 60 days after the decision.

II. In the case of any district formed for the purpose of impoundment of water, any such change of boundaries shall be ratified before taking effect by the voters domiciled in the district and in any area proposed to be added to the district in the same manner as is required for the initial establishment of the district.

III. In the case of any district formed for the purpose of the supply of water for domestic and fire purposes, which may include the protection of sources of supply, any such change of boundaries shall be ratified before taking effect by the voters domiciled in the district and in any area proposed to be added to the district in the same manner as is required for the initial establishment of the district.

Source. 1853, 1421. GS 97:6. GL 107:6. 1887, 28:1. PS 53:4. PL 57:5. RL 70:5. RSA 52:5. 1975, 13:2. 2002, 174:2. 2003, 289:17, eff. Sept. 1, 2003.

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council will hold a public hearing on Wednesday, March 9, 2022, at 6:00 p.m. in Council Chambers of Hooksett Town Hall, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to discuss extending the Hooksett Village Water Precinct boundary lines west of Route 93 in support of the Town's proposed water infrastructure improvements.

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



Town of Hooksett

Town Clerk / Tax Collector

February 28, 2022

To Whom It May Concern,

I Billie Hebert, Hooksett NH Town Clerk Deputy have verified that the attached signatures are registered voters in Hooksett NH as of February 28, 2022.

Sincerely,

Billie Hebert Deputy

Billie Hebert

Hooksett Town Clerk Deputy

Town Council
STAFF REPORT



To: Town Council
Title: Accept donations totaling \$350.00 (\$25.00 from Linda Tsiatsios, \$50.00 from Phyllis D. Heaney, \$50.00 from Janice Boucher, \$100.00 from Sidney Baines, \$100.00 from Hooksett Sewer and \$25.00 from Ginger Saunders) to the Town Hooksett for the Hooksett Heritage Commission in memory of Kathie Northrup per RSA 31:95-b, III (b)
Meeting: Town Council - 09 Mar 2022
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

The family of Kathie Northrup requested that donations be made to the Hooksett Heritage Commission in lieu of flowers. The Hooksett Heritage Commission has received \$350.00 in donations in memory of Kathie Northrup.

RECOMMENDATION:

Motion to accept \$350.00 in donations to the Town of Hooksett for the Hooksett Heritage Commission per RSA 31:95-b, III(b).

SUGGESTED MOTION:

Motion to accept \$350.00 in donations to the Town of Hooksett for the Hooksett Heritage Commission per RSA 31:95-b, III (b).

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

Town Council

STAFF REPORT



To: Town Council

Title: \$2,000 check from HealthTrust to the Town of Hooksett for the 2022 town-wide wellness program(s) per RSA 31:95-b, III (b) and return said amount to the Administration line item 001-000.220.029.000.

Meeting: Town Council - 09 Mar 2022

Department: Administration

Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

HealthTrust provides healthcare coverage to New Hampshire public sector employees. The Town of Hooksett contracts with HealthTrust for the Town's medical (Anthem) and dental (Delta) coverage. As a HealthTrust member, they offer our Town a Wellness Coordinator Program. Four (4) Town employees are Wellness Coordinators for CY2022 (Donna Fitzpatrick, HR Coordinator, Francine Swafford, Police Executive Asst., Evelyn Horn, PW Executive Asst., and Lee Ann Chase, Library Patron Services Librarian). These coordinators help to motivate our co-workers to make healthy choices, to incorporate a culture of health in their work environments and promote health programs to include Slice of Life Program (see attached QR code & program).

Based on Hooksett's 2021 Wellness Campaigns, HealthTrust has provided our Town a \$2,000.00 check toward the implementation of our CY2022 town-wide wellness program(s). The 2021 Wellness Campaigns were amended throughout the year to comply with COVID-19 protocols and include but are not limited to:

March 2021 "Spring into Health"

To promote healthy eating "veggies, fruit & water", promote exercise "throwing frisbee" and mental health "thank you all heroes" "laughter" St. Patrick's Day Beads

TOTAL 160 ACTIVE

St. Patrick's Day (3/17) and Spring (3/20) were coming up and we could feel the employees getting anxious for winter to be gone. Since this pandemic hit our employees have come into the office to work and in the most recent months with masks on all day. We wanted to thank all our heroes for their dedication & patience during these challenging times. Ordered green frisbees "Hooksett Heroes-Thank You" with the hopes employees will use for exercise (no level of experience needed for this fun item). We also wanted to promote healthy eating habits by sharing some green goodies. Market Basket assembled 160 veggie cups (broccoli & celery w/ dip) capped with a dome cover (green grapes), add a bottle of water with a sticker shamrock, and a St. Patrick's Day green bead and assemble all in a shamrock bag. Each frisbee had an inner label "Spring into Health" with small pic of veggies, water bottle, exercise. Assembled on March 15th and delivered to employees March 15th-March 17th (items were made fresh on 15th but then needed refrigeration). Good laughter, frisbee flying and healthy eating was had by all. This event was COVID friendly too!

September 23, 2021 "Health Fair & Flu Clinic"

Vendor tables - HealthTrust (Anthem & Delta Dental), Aflac, Nationwide, Travelers, Colonial, Davis & Towle, Citizens Bank, Clearchoice Urgent Care, Express MD, Convenient MD,

Host table - material on EAP, Slice of Life, and Biometric Screening

Nurse station - flu shots

September-November 2021 "Fall Into Healthy Habits"

To Promote "11 Simple Healthy Habits Worth Adopting Into Your Life" – Exercise, healthy eating, hydrate, unplug from electronics, sleep

TOTAL 160 ACTIVE & 25 RETIREES = 185

1. 09/23/21-10/04/2021 **Kickoff:** Posted program symbol sheets around town buildings and at Annual Flu Clinic & vendor fair to spark conversation
2. 10/12/21 **Retiree US Postal Mailing:** 25 retirees received a) 11 healthy habits brochure & b) puzzle/maze book
3. 10/14/21 **Healthy Bag of Goodies:** 160 active employees received a) 11 healthy habits brochure, b) water "hydrate", c) pumpkin seeds "healthy eating", d) puzzle/maze book "unplug from electronics", e) foam pumpkin "overall fun activity – get to know your co-workers"
4. 10/14/21-10/25/21 **Candy Corn Game:** jars of candy corn distributed at 6 locations – guess correct amount in jar = prize take home mason jar of candy corn
5. 10/15/21-11/15/21 **Selfie Pumpkin Contest:** (43) active employees entered "selfie" pumpkin decoration contest, pumpkins displayed at Town Hall main corridor visual to visitors (residents, co-workers, etc.) who voted for the best "selfie" = \$25.00 gift card (5) location entries and two \$25.00 gift cards for grand prize winners at (5) locations.

On average, Americans spend more than one-third of their day, 5 days a week, at their workplace. Programs that promote healthy workplaces can improve the lives of workers and lower costs for employers. Chronic diseases and related lifestyle risk factors are one of the leading drivers of health care costs of employers. Impact of employee health issues may result in lost productivity, presenteeism, short-term disability, long-term disability, absenteeism and workers compensation.

Town Administrator Garron fully supports our employees' well-being and the Town of Hooksett's CY2022 town-wide wellness program(s). The Town's Wellness Coordinators have completed the HealthTrust sponsored 2022 academy and will be coordinating program(s) throughout the year.

FINANCIAL IMPACT:

Wellness Campaign costs are taken out of Administration Wellness Account #001-000.220.029.000 as funded with HealthTrust Wellness Coordinator dollars.

POLICY IMPLICATIONS:

N/A

RECOMMENDATION:

Accept \$2,000 check from HealthTrust to the Town of Hooksett for the CY2022 town-wide wellness program(s) per RSA 31:95-b, III (b) and return said amount to the Administration line item 001-000.220.029.000.

SUGGESTED MOTION:

Motion to accept \$2,000 check from HealthTrust to the Town of Hooksett for the CY2022 town-wide wellness program(s) per RSA 31:95-b, III (b) and return said amount to the Administration line item 001-000.220.029.000.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

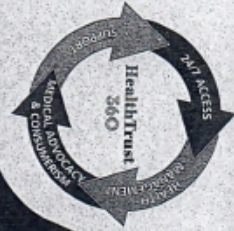
ATTACHMENTS:

[QR CODE - HEALTHTRUST 2022](#)
[2022 Slice of Life Flyer](#)



With HealthTrust, Connected Care is available 24/7 and accessible via a smartphone, laptop, webcam or other electronic device. Scan the QR code below to learn more about HealthTrust 360 and Slice of Life programs.

Access Medical Help When and Where You Need It



Anthem
Anthem 24/7 Nurseline
800.337.4770

ConvenientMD
Biometric Health Screenings, free flu shots.

LiveHealth
O N L I N E
See a doctor anytime or a behavioral health expert by appointment without leaving your home.

Slice of Life
WELLNESS PROGRAM 2021
Get healthy your way with resources and rewards from the Slice of Life program.

Become a Smarter Medical Consumer

Corigen®
Medication Safety Program
Discover if the medications you take now or could take in the future are right for you!

Smartshopper
Earn rewards by making informed healthcare decisions.

Grand Rounds
By Richard H. Smith
Expert, second opinions, treatment decision support, referrals to local experts.

CONNECTED CARE
SCAN ME TO LEARN MORE...



Create an account on HealthTrust's Secure Enrollee Portal (SEP) at healthtrustnh.org and log in often!

800.527.5001 • www.healthtrustnh.org

Prevent or Manage Diabetes

lark
Determine if you are at risk for prediabetes and, if needed, take steps to address it.

cvs caremark
Transform Diabetes Care
Manage your diabetes with free supplies and expert help for adopting healthier lifestyle habits.

Manage a Health Condition Better

Anthem
ConditionCare, Complex Care and Future Moms

Accordant
Personalized help for managing a complex health condition.

Find Support for Life-Impacting Issues

LifeResources
EMPLOYEE ASSISTANCE PROGRAM
Consultations for behavioral health issues, financial or legal guidance, robust online resources.

AWARE
RECOVERY CARE
In-home recovery care for individuals age 17 and older with substance use disorders.



HealthTrust

Our voluntary 2022 Slice of Life wellness program offers you resources to achieve and maintain optimal health, and rewards you when you make smart lifestyle choices.

\$575 VALUE!

Earn up to \$475 in wellness incentive rewards plus a \$100 fitness device credit!

Onlife
HEALTH

866.564.5237

www.healthtrustnh.org

To start earning rewards, log in to your secure online account at www.healthtrustnh.org and click the Onlife Health button.

***Please note:** The amount of any cash and the value of any other wellness incentive rewards received from HealthTrust are taxable to the recipient for federal income tax purposes. The Slice of Life program begins on January 1 of each year and is available to Employees, Retirees and Spouses covered under a HealthTrust medical plan.*



Health Assessment (HA) – “Know Yourself”

\$25/year

Your choice! Earn \$25 when you:

- Answer the questions in the first module of the confidential Health Assessment to receive a “snapshot” report of your current health *or*
- Complete a longer version to receive an in-depth Personal Wellness Report.



Biometric Health Screening – “Know Your Numbers!”

\$75/year

- Confidential
- Two options for screening:
 - Have your screening at a ConvenientMD location.
 - Complete a screening with your Primary Care Provider.*
- Learn the vital health numbers that impact your health.

*Enrollees with Medicare/ Medicaid coverage are not eligible to receive rewards for screenings with a PCP, but can qualify for a \$75 reward by having a Biometric Health Screening at a ConvenientMD location.



Health Coaching – Support for Healthy Habits

up to \$75/year

- \$25 per completed Health Coaching engagement, up to 3x/year, maximum of one in any quarter.
- Goals need to be at least 30 days long.



Personal Wellness Journey – Challenge Yourself!

Quarterly Rewards for Healthy Activities - up to \$75/quarter, \$300/year

- Earn a minimum of \$40 in a quarter to receive a wellness incentive reward for that quarter. The maximum reward available in any quarter is \$75.
- Choose the activities you want to do! Here are just a few ways to earn rewards.
 - **Healthy Habits Rewards** – Earn up to \$25 per quarter toward your quarterly maximum when you or your covered dependents complete a healthy activity – e.g., a class in yoga, nutrition, or CPR; running in a road race; skiing, hiking, or other activity. No receipts or paper forms to submit!
 - **Tracking** – Use a connected app, fitness tracker, blood pressure monitor, smart scale, or log in to your secure account at www.healthtrustnh.org and click the Onlife Health button to track nutrition, steps, or other activity.
 - **Challenges** – Participate in a personal challenge and/or join a quarterly group challenge.
 - **Learn!** – Complete a self-guided program online.

Order a Device - up to \$100/year toward the purchase of a fitness device

- Always wanted a fitness tracker, blood pressure monitor or smart scale? Log in to your secure account at www.healthtrustnh.org, click the Onlife Health button and follow the prompts to choose and order your device.

For more expensive devices, \$100 will be deducted from the cost and you will need to provide a credit card to pay for the balance.

**\$575
TOTAL!**



HealthTrust 360

HealthTrust 360 programs support you through everyday life and difficult times. These total well-being resources are voluntary, confidential, and available to qualifying individuals covered by a HealthTrust medical plan. HealthTrust 360 programs go beyond helping you stay healthy, they help you thrive!

Medical Advocacy and Consumerism

- **SmartShopper***
866.319.3706 | www.healthtrustnh.org
Earn rewards** by making informed healthcare decisions.
- **Grand Rounds***
855.633.8341 | www.healthtrustnh.org
Help for complex medical care: Expert second opinions, treatment decision support, referrals to local experts for in-person visits.
- **ConvenientMD, www.convenientmd.com**
Biometric Health Screenings, free flu shots - no appointment needed.
- **Corigen® Medication Safety Program*****
888.456.9184 | coriell.com/healthtrust
Discover if the medications you take now – or could take in the future – are right for you.

24/7 Access

- **LiveHealth Online, www.livehealthonline.com**
See a doctor anytime or a behavioral health expert by appointment without leaving your home.
- **Anthem 24/7 NurseLine, 800.337.4770.**
Speak to a registered nurse 24/7 for non-emergency medical help.

* Individuals covered by a Medicomp Three plan are not eligible to participate in this program.

** The amount of any cash and the value of any other wellness incentive rewards received from HealthTrust are taxable to the recipient for federal income tax purposes.

*** Available to individuals covered by a HealthTrust medical and prescription drug plan. Enrollees in a Medicomp Three Plan without prescription drug coverage are not eligible for this program.

† Requires enrollment in a HealthTrust medical plan that includes CVS Caremark Prescription coverage.

Learn more! Create an account on HealthTrust's Secure Enrollee Portal (SEP) at www.healthtrustnh.org and log in often! To contact HealthTrust Enrollee Services, call 800.527.5001, or send us a message through the SEP Secure Message Center.

Health Management

- **CVS Caremark® Transform Diabetes Care®†**
888.726.1631
Manage your diabetes better with a free blood glucose meter, test strips and lancets, and expert help for staying on track with medications and adopting healthier lifestyle habits.
- **Lark* Diabetes Prevention Program (DPP)**
www.lark.com/anthem
Determine if you are at risk for prediabetes and, if needed, take steps to address it. Take a 1-minute survey at lark.com/anthem to see if you could benefit from this digital program.
- **CVS Caremark® Accordant Specialty Care†**
844.905.0855 | www.accordant.com
Personalized help for managing a complex health condition.
- **Anthem Programs:**
 - **Future Moms, 866.347.8360.**
\$50 reward*, RN phone consultations
(Covered dependent children are not eligible for the \$50 reward.)
 - **ConditionCare, 866.596.9812.**
Support for managing a chronic condition.
 - **ComplexCare.** Help coordinating multiple care providers
- **HealthTrust Flu Vaccine Program:** Free flu shots available right at your workplace!

Support

- **LifeResources Employee Assistance Program:**
800.759.8122 | www.healthtrustnh.org
Complimentary consultations for behavioral health issues, financial or legal guidance, robust online resources.
- **Aware Recovery Care:**
844.AwareRC | 844.292.7372 | 603.769.8463
www.awarerecoverycare.com
In-home recovery care available to individuals age 17 and older with substance use disorders.

Rev. 9/22/21

Town Council

STAFF REPORT



To: Town Council
Title: Accept Federal Grant Funds awarded to the Town of Hooksett, NH in the amount of \$89,367.78 for Hooksett Fire-Rescue Department overtime staffing from July 1, 2021 - September 30, 2021, per NH RSA 31:95-b III(a)
Meeting: Town Council - 09 Mar 2022
Department: Fire and Rescue
Staff Contact: Regina Howard, Administrative Assistant

BACKGROUND INFORMATION:

The NH DOJ announced available federal funding for municipalities and state agencies to aid with activities related to relaxed COVID-19 restrictions. The funding was provided by the American Rescue Plan Act (ARPA) of 2021, State Fiscal Recovery Funds (SFRF). HFR sought funds to reimburse eligible overtime expended to maintain staffing at 7 firefighters per shift.

FINANCIAL IMPACT:

+\$89,367.78

RECOMMENDATION:

To hold a public hearing for and accept the NH DOJ 2021 ARPA Municipalities grant in the amount of \$89,367.78 per NH RSA 31:95-b III(a) and to have Council sign a Certificate of Authority to authorize the Town Administrator to sign all associated documents.

SUGGESTED MOTION:

Motion to accept the NH DOJ 2021 ARPA Municipalities grant award of \$89,367.78, per RSA 31:95-b III(a) and authorize the Town Administrator to sign all associated documents.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

Town Council
STAFF REPORT



To: Town Council
Title: Quarterly Financial Report as of December 31, 2021
Meeting: Town Council - 09 Mar 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](#)

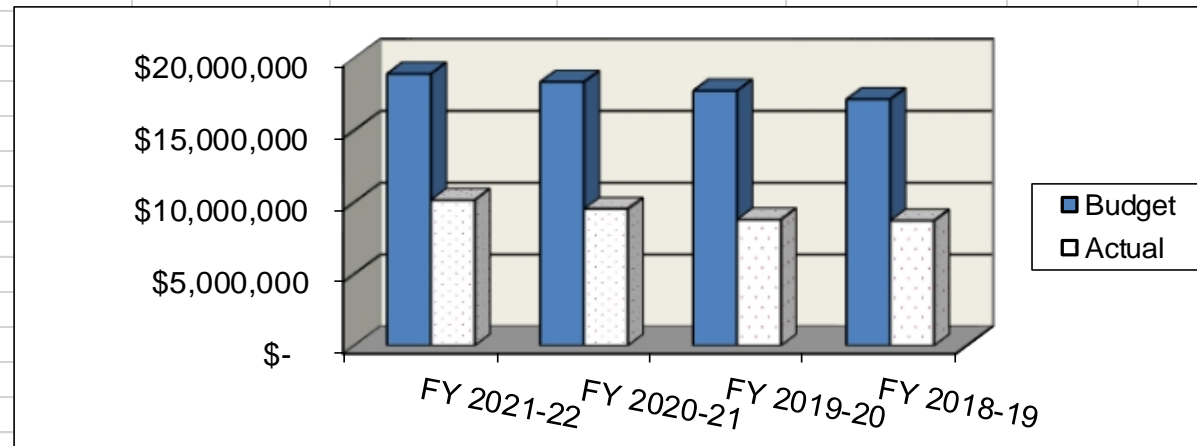
Quarterly Financial Report for December 31, 2021

SECOND QUARTER OF FY 2021-22

UNAUDITED

General Fund Operating Budget

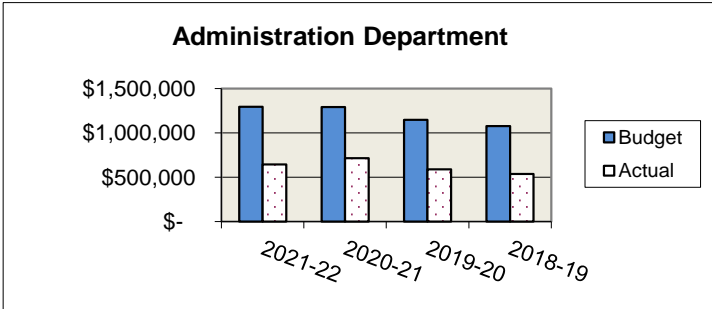
	Year	¹ Budget	Actual	Remaining Budget	%
	FY 2021-22	\$ 18,925,756	\$ 10,138,357	\$ 8,787,399	54%
	FY 2020-21	18,356,199	9,513,597	8,842,602	52%
	FY 2019-20	17,750,209	8,775,086	8,975,123	49%
	FY 2018-19	17,147,758	8,696,897	8,450,861	51%



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.

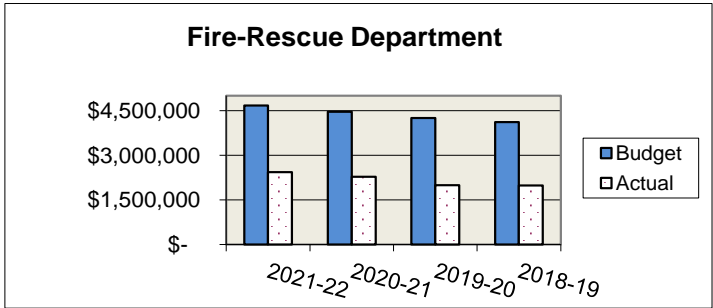
In FY 2020-21 there was \$64,942 in grant funding to offset COVID-19 expense as of December 2020. If you remove that funding from FY 2020-21, the budget would have been \$1,225,198 (\$1,290,140 less \$64,942), which is about \$68,000 less than the current FY 2021-22 budget. The current year budget increased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



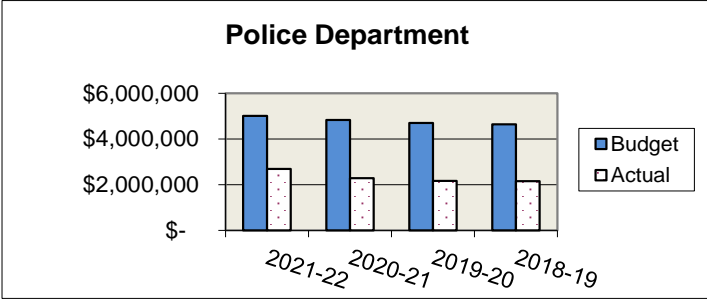
Over the last four fiscal years, this budget has increased \$556,970 or 13.5%. This increase is due to a 8.5% in wages and overtime; a 3% increase in the employer share of NH Retirement and health insurance costs and another 2% increase in general operations for items such as hydrant rentals, vehicle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

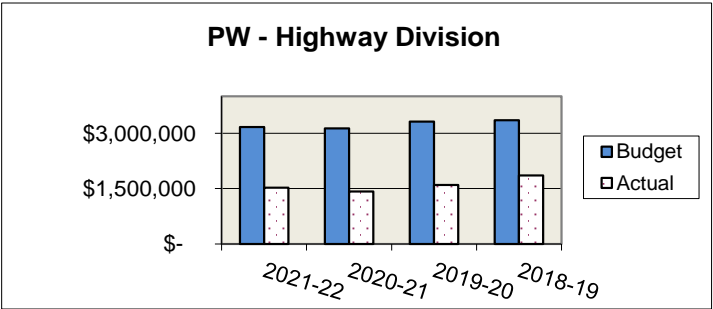
General operations has decreased, largely due to the fact that the Town has historically replaced two cruiser each year. When preparing the FY 2020-21 budget, Council was concerned about the economic impacts of the COVID pandemic and reduced the replacement to one cruiser. FY 2021-22 budget also only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

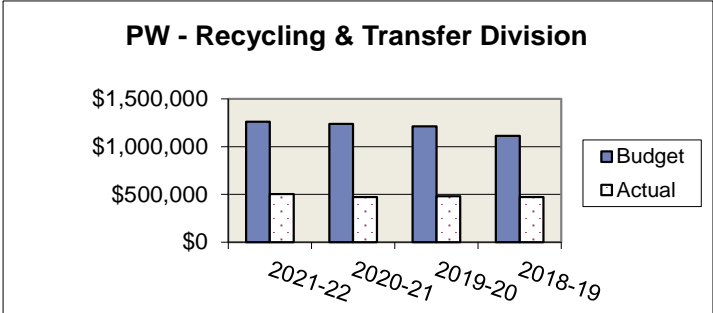
The \$224,000 or 8% breaks down as follows: 2% on wages and overtime; 0.5% increase in health insurance; 1.5% increase in employer share of NH Retirement and \$118,000 or 4% increase in general operations.

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.

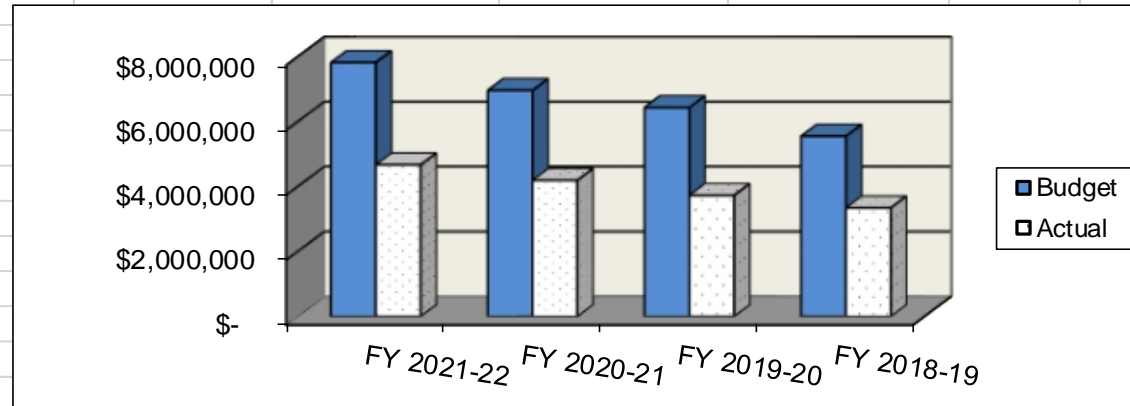
First, the contractual rate for tipping fees has increased. The Town is in a long term contract to dispose of trash. The rate was \$71.77 per ton in 2018 and is now \$74.66 which is a 4% increase in four years.

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

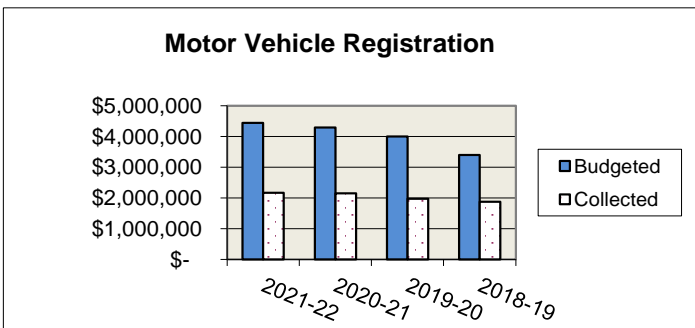
Year	¹ Budget	Actual	Uncollected Budget	%
FY 2021-22	\$ 7,821,182	\$ 4,671,814	\$ (3,149,368)	60%
FY 2020-21	6,964,737	4,195,892	(2,768,845)	60%
FY 2019-20	6,434,463	3,732,053	(2,702,410)	58%
FY 2018-19	5,553,579	3,347,381	(2,206,198)	60%



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%



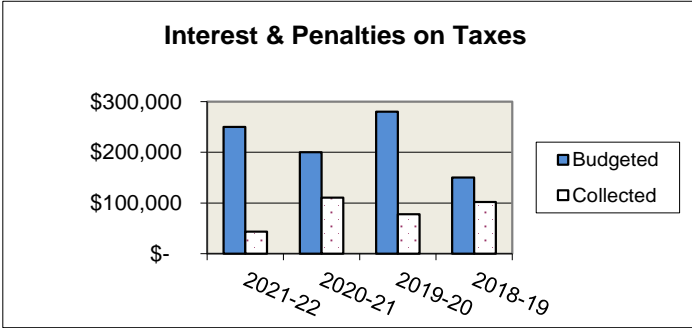
The top revenue source for the Town is fees collected for registering motor vehicles. The budget increases are based on year-end collections.

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%



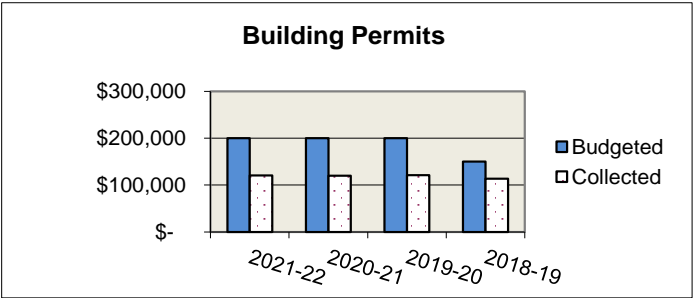
This interest comes from property taxes not being paid timely and the penalties are fees to execute liens and notices. Many property owners pay off delinquent taxes in the spring to avoid the Town deeding their property and also when they want to sell their property.

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%



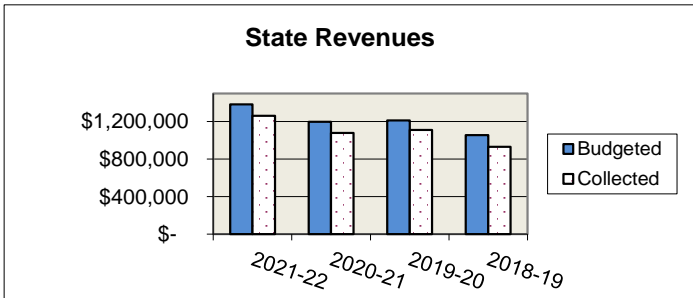
These fees are paid for residential and commercial construction. Collections have increased over the last four fiscal years. In FY 2021-22 the town issued permits for Platinum Truck & Equipment, Bluebird Self Storage's 2nd building, Multi-Tenant on Londonderry Turnpike and a vehicle storage building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

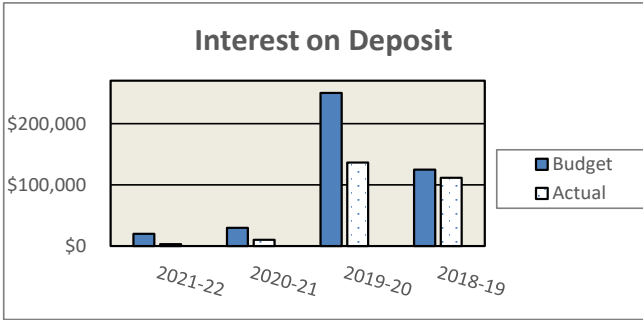
Both FY 2019-20 and 2020-21 reflect approximately \$150,000 in Municipal Aid from the State. These payment were a one-time allocations.

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: Purchase of mobile radios for the new fire engine, ambulance, and command vehicle
Meeting: Town Council - 09 Mar 2022
Department: Fire and Rescue
Staff Contact: Steve Colburn, Fire Chief/EMS Director

BACKGROUND INFORMATION:

To utilize impact fees to purchase interoperability radios and radio equipment for three new Hooksett Fire- Rescue Department vehicles: command car, ambulance, and the new engine

FINANCIAL IMPACT:

\$63,134.10 from Impact Fees

RECOMMENDATION:

Approve use of impact fees for purchase of radios and radio equipment in the amount of \$63,134.10 from Ossipee Mountain Electronics, under the State of New Hampshire contract pricing.

SUGGESTED MOTION:

Motion to authorize the purchase of mobile radios from Ossipee Mountain Electronics for \$63,134.10 out of impact fees for the new command car, new ambulance, and new engine.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Hooksett FD MOBILES 02-23-22](#)



Steven A. Colburn
Chief of Department

Hooksett Fire-Rescue Department

15 Legends Drive, Hooksett, NH 03106
Phone: (603) 623-7272 Fax: (603) 626-6742
www.hooksett.fire.org



David J. Nadeau
Assistant Chief

February 24, 2022

Mr. Garron/Town Council,

We are seeking approval to purchase interoperability Motorola mobile radios and accessories for the new Fire Engine, Ambulance and Command car that were approved by the Town Council with a total price of \$63,134.10. Provided in attachments is the quote from Ossipee Mountain Electronics who is our radio vendor, letter from DrummanWoodsum approving the use of impact fees for interoperability radios, and the State of NH Contract for Motorola Radio pricing.

During the 2020-2021 budget process, Mr. Garron made the recommendation in his budget presentation to the Town Council to remove the budgeted money for mobile radios out of the Fire Department budget under new equipment and to purchase future radios out of impact fees. This was approved by the Town Council and supported by the Budget Committee during the 2020-2021 budget process.

Previous use of the impact fees to purchase interoperability radios for fire was approved by the Town Council at the September 13, 2017 meeting.

This purchase will outfit the 3 new vehicles with new radio equipment that should last the life of the vehicle and eliminate the need to change out radios at a later time which would require significant tearing apart of the vehicle to install new radios. The radios in the current vehicles are dated (no longer supported for repair or parts) so they will not be installed in the new vehicles. Thankyou for your support with this radio purchase request.

A handwritten signature in blue ink, appearing to be "SC", is written above the name Steven Colburn.

Steven Colburn, Fire Chief



Ossipee Mountain Electronics, Inc.

Quote QTE013834

Date 2/23/2022

Page 1 of 1

Bill To

Hooksett Fire Dept
15 Legends Dr
Hooksett, NH 03106

Ship To

Hooksett Fire Department
Attn: Chief Steve Colburn
15 Legends Dr
Hooksett, NH 03106

Customer No.	Salesperson	Shipping Method	Payment Terms
HOO420	Brian Vastine	Northfield Pickup	Net 30

Item	Quantity	Item Number	Description	Unit Price	Ext Price
1	1.00	APX MOBILES	(7) Motorola APX8500 mobile radios	50,361.00	50,361.00
2	3.00	SVR-250VB	Vehicle Reprtr 150-174MHz, Programmable 15/30 kHz	1,764.00	5,292.00
3	3.00	7506-10-1245	Cable, Smart DB25 SVR250, APX Series HIPwr	150.00	450.00
4	3.00	BPF-1604	Pre-Selector 150-174 MHz	365.00	1,095.00
5	3.00	BRF-1602	Notch Filter, 2 Mhz Min Separation, 150-174	365.00	1,095.00
6	3.00	TCK-203	Cable Kit, TNC, 3' For BRF/BPF Filters	86.00	258.00
7	1.00	PROGRAMMING	Radio Programming	345.00	345.00
8	1.00	PROGRAMMING	Programming - Interface (3) SVR-250s w/APX Mobiles	825.00	825.00
9	3.00	RLN6551	Speaker Mic, Long Range Wireless Kit w/Veh Chgr	432.00	1,296.00
10	6.00	PMNN4461	Battery, Bluetooth Mic, 1800mAh	68.25	409.50
11	12.00	MMSU-1	Clip, Magnetic Mic Hangup System, Single	34.95	419.40
12	4.00	ETRA81500	Antenna, VHF Phantom Elite 150-155, Unity, Black	119.95	479.80
13	4.00	NMO150/450/758	Antenna, V/U/7/8 MHz Wide Spect (221746)	64.00	256.00
14	3.00	ROOF-FT-NITI-M	Antenna STICO Flexi-Whip, 136mhz-1Ghz, Mast Only	56.00	168.00
15	7.00	MABVT8	Mount, Thick Plate, 1/32 - 1/2" for 3/8 or 3/4 Hole,	25.40	177.80
16	4.00	MB8	Mount, Antenna, 3/4" Hole, 17' RG58 Cable, No Con	18.20	72.80
17	7.00	RQA5000-C	Connector, QMA Male, Crimp, RG58	13.50	94.50
18	4.00	CPL259-01	Crimp On PL259 RG58 (RFU-505)75476	5.70	22.80
19	3.00	RFT1202-2T	Connector, TNC Male Crimp, RG58 (58794)	5.50	16.50
Quoted By: _____ Accepted By: _____ Date: _____				Subtotal	63,134.10
PRICES QUOTED REFLECT NH STATE CONTRACTS				Additional Discount	0.00
PRICE QUOTE GOOD FOR 30 DAYS				Freight	0.00
DELIVERY: 90 DAYS ARO				Total	63,134.10
TERMS: NET 30 DAYS					
FOB: AGENCY PICKUP					

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

STATE OF NEW HAMPSHIRE
Department of Administrative Services
Division of Procurement and Support Services
Bureau of Purchase and Property
State House Annex
Concord, New Hampshire 03301

Posting Date: 01/24/2022

NOTICE OF CONTRACT
NASPO VALUE POINT PARTICIPATION

COMMODITY: Motorola Radios and Accessories

CONTRACT NO.: State of NH # 8003026 NASPO # 00318
 These Contract Numbers MUST be shown on all Purchase Orders issued against this Agreement.
 NASPO Master Agreement link: [Portfolio Contractor - NASPO ValuePoint](#)

COMMODITY CODE: 726-9000

VENDOR: Motorola **VENDOR #:** 175420
 500 W Monroe Street, Suite 4400
 Chicago, IL 60661

CONTACT PERSON(s): Scott Cruikshank
Tel. No.: 978-270-5505
E-Mail: scott.cruikshank@motorolasolutions.com

CONTRACT PERIOD: January 24, 2022 through December 31, 2026

PAYMENT TERMS: Net 30

PAYMENT: Payments shall be made via Procurement Card (P-Card –Credit Card) or ACH*. Orders charged upon delivery/shipment.
 *If the agency is enrolled in the P-card Program, payments shall be made via P-card. The resulting contract has mandatory Procurement Card usage for agencies enrolled in the State P-Card Program.

INVOICING: Invoices shall be submitted after completion of work to the requesting agency. Payment shall be after receipt of invoice and acceptance of the work to the State's satisfaction.

DELIVERY TIME: Within 30 working days from placement of order.

F.O.B.: F.O.B. Destination to any location within the State of New Hampshire

ORDERING: State agencies will place their orders direct to vendor by electronic order entry, by e-mail, by FAX, or they may establish a standard delivery order. Political sub-divisions and authorized non-profit organizations will utilize their own individually established ordering procedures.

QUESTIONS: Direct any questions to Andrew Bennett,
 603-271-7411, Andrew.J.Bennett@das.nh.gov

MINIMUM ORDERS:

There is no minimum order required under this contract.

ELIGIBLE PARTICIPANTS:

Political sub-divisions (counties, cities, towns, school districts, special district or precinct, or any other governmental organization), or any nonprofit agency under the provisions of 501(c) of the Federal Internal Revenue Code, shall be eligible to participate under this contract whenever said sub-division or nonprofit agency so desires.

USAGE REPORTING:

Contractor shall be required to submit usage reports for analysis to the Division of Procurement and Support Services, Purchasing Agent/Contract Manager.

Contract Number (State of New Hampshire Contract # and Multi-State Contract Number/Agreement Reference),
 Utilizing Agency and Eligible Participants
 Items sold and/or all products purchased (showing the Manufacturer, item, part number, and the final cost)
 Total cost of all products purchased. Ability to sort as needed from any category, including Agency and/or eligible participant
 Excel or CSV formatted document or other compatible document

PRODUCTS:

- 1.1 Radio: Single-Band Portable Radio (P25)
- 1.2 Radio: Single-Band Mobile Radio (P25)
- 1.3 Radio: Single-Band Desktop Radio (P25)
- 1.4 Radio: Multi-Band Portable Radio (P25)
- 1.5 Radio: Multi-Band Mobile Radio (P25)
- 1.6 Radio: Multi-Band Desktop Radio (P25)
- 1.7 Radio: Base Station/Repeater (P25)
- 2.1 Radio: Conventional Analog Portable (Non-P25)
- 2.2 Radio: Conventional Analog Mobile (Non-P25)
- 2.3 Radio: Conventional Analog Desktop (Non-P25)
- 2.4 Radio: Conventional Analog Base Station/Repeater (Non-P25)
- 4 Dispatch Consoles
- Radio Solution

Motorola Authorized Resellers:

2-Way Communications
 POC: Nathaniel Sawyer
 19 Durham Street
 Portsmouth, NH 03801
NSawyer@2-way.biz
 (603)441-6288

Ossipee Mountain Electronics
 POC: Stephanie Porusta
 832 Whittier Hwy
 Moultonborough, NH 03254
steph@omesbs.com
 (800)639-5081

R&R Communications
 POC: Evelyn French
 526 Old Homestead Hwy
 Swanzey, NH 03446
evelyn259@rrncrcomm.com
 (603)352-1825

BALANCE OF PRODUCT LINE ITEMS

During the term of contract, the state may purchase other items in relation to radios and accessories from the successful Contractor's Balance of Product Line, that are not already incorporated into another statewide contract. All items ordered will include all shipping/charges.

DrummondWoodsum
ATTORNEYS AT LAW

Keriann Roman
Admitted in NH, ME, MA

603.433.3317 Ext 22L
kroman@dwmaw.com

100 International Drive, Suite 340
Portsmouth, NH 03801-5691
603.433.3317 Main
603.433.5384 Fax

March 31, 2017

Via Email at JBurkush@hooksettfire.org

Chief James Burkush
Fire Department
Town of Hooksett, NH
35 Main Street
Hooksett, NH 03106

RE: Hooksett Fire & Rescue Impact Fees: Purchase of Radios

Dear Chief Burkush:

It is my legal opinion, as counsel for the Town of Hooksett, that the Hooksett Fire & Rescue Department may use impact fees from the Public Safety Impact Fee Account for Fire Rescue to purchase portable radios for the Department.

This complies with RSA 674:21, V and Hooksett's Impact Fee Ordinance (Article 31 of the Zoning Ordinance) and is consistent with the Public Safety Impact Fee Calculations: Police and Fire-Rescue Departments Final Report (August 9, 2002) as the radios constitute a Department capital improvement necessary for the Department to communicate and carry out its fire rescue services as a result of the anticipated construction of new 350 unit dorm building at Southern N.H. University ("SNHU").

The new SNHU building will be located in both Hooksett and in Manchester. Accordingly, any fire/rescue situation at this building would be a joint emergency response between Manchester and Hooksett; however, the radios currently used by the Hooksett Fire and Rescue Department cannot operate on Manchester frequencies. The new radios would allow Hooksett Fire and Rescue to communicate with Manchester Fire and Rescue.

Sincerely,

Keriann Roman

Keriann Roman

cc: Matt Serge, Esq.

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, February 23, 2022**

1
2 The Hooksett Town Council met on Wednesday, February 23, 2022, at 6:00 in the Hooksett Municipal
3 Building.
4

5 **CALL TO ORDER**

6 Chair Sullivan called the meeting of 23 Feb 2022 to order at (6:00) pm.
7

8 **PROOF OF POSTING**

9 Human Resource Coordinator Donna Fitzpatrick provided proof of posting.
10

11 **ROLL CALL**

12
13 **In Attendance:** Councilor James Sullivan, Councilor John Durand, Councilor Randall Lapierre,
14 Councilor Roger Duhaime (6:08 arrived), Councilor David Boutin, Councilor Timothy Tsantoulis,
15 Councilor Clark Karolian, and Councilor Alex Walczyk.
16

17 **Absent:** Councilor Clifford Jones
18

19 **PLEDGE OF ALLEGIANCE**

20 Chair Sullivan called for the pledge of allegiance.
21

22 **PUBLIC HEARINGS**

23
24 **Continued Public Hearing - Tax Increment Finance District (TIF) to Discuss Funding Agreement**
25 **between Town and Granite Woods Developer – February 23, 2022 - Peter Bartash, Granite**
26 **Woods Development and David Mercier, Underwood Engineering will be available to answer any**
27 **related questions. (See item #14.1 for details) (last discussed at 01/26/2022 TC Meeting)**
28

29 Chair Sullivan opened the continued Public Hearing at 6:03 p.m.
30

31 A. Garron- I recommend that we have a continuation of this Public Hearing until March 9th due to a
32 request from many for more information from various departments and committee members and those
33 involved. Due to all the questions and concerns we were unable to draft a document to present tonight,
34 and we are asking for a continuance to have time to draft the MOU.
35

36 **D. Boutin motioned to move the Public Hearing for continuation until March 9th, 2022; seconded**
37 **by J. Durand.**
38

39 D. Boutin- the TIF advisory met last week mainly discussing the revisions to the MOU. The revised
40 MOU is being put together and I expect that we will be voting on a final version that we will be
41 recommending to the Town Council.
42

43 C. Karolian- who drafted the original MOU?
44

45 D. Boutin- it was a condition of the Planning Board approval, that there be an MOU and the Town
46 Engineer drafted that and there has been some input from the applicant and others.
47

C. Karolian- for clarification, part of the Planning Board approval was that an MOU be done between the Town and the developer? Was it specific on who was to draft this? It seems like the town has taken the lead on this MOU.

D. Boutin- the MOU is for the infrastructure improvements. It is typical for a Planning Board to task conditions for infrastructure improvements. There is a lot of pieces being addressed in this MOU.

A. Garron- we are working on the MOU to make sure we protect the town. The developer also wants to protect their interest as well.

Roll Call Vote #2

***R. Duhaime* Nay**

***J Durand* Aye**

***C. Jones* NP**

***R. Lapierre* Nay**

***A. Walczyk* Nay**

***D. Boutin* Aye**

***C. Karolian* Aye**

***T. Tsantoulis* Nay**

***J. Sullivan* Aye**

Vote 4-4 vote failed

R. Lapierre- there was a draft MOU in our packet. There was a concern that I brought up last time. Any agreement that requires a minimum payback essentially becomes a bond and should be bonded correctly and put on the warrant. If there is no minimum and the money paid back to the developer can come from his own property taxes, then it is more of a rebate to incentivize development.

A. Garron- what particular RSA is that under regarding the bond?

R. Lapierre- whenever we put out multi year bonds we always put it on the warrant.

A. Garron- I understand when a municipality does it, but you are taking that to include private funding? Lapierre took some time to re-write the MOU, with all the new info that we received, it was a tight turnaround to get all the info needed in this draft MOU in time for this meeting.

R. Lapierre- let's say the developer borrows 8.4 million dollars for the project. The MOU is drafted where it obligates the town to pay back 10.5 million regardless of the increase in property value taxes, which guarantees the developer a 3.1% return on his borrowed money that might be less than he is paying to borrow it, but it is still the town basically taking out a 3% bond. It's so similar that I would not want to be challenged in court that we tried to skirt the RSA for multi-year bonding for development projects. My point is a tax rebate of his own taxes inbounds. A minimum payback that guarantees him a certain rate of return potentially from sources outside of taxes that the developer pays to the town itself is obligating other tax money not just outside of the property or the TIF district but possibly from other parts of town to cover the minimum payback, it's a 3% bond, or potentially it would be an 8.9% max.

D. Boutin- the Town Attorney has approved the MOU as presented and there is nothing illegal about the MOU. The developer on page 3 of 5 it states that the developer is paying for the costs of the improvements. The money to pay back his debt comes from the 60/40 split on his taxes so there is no town money being spent on this project.

99 C. Karolian- I believe if we do have a minimum then it does need to be on the warrant article and would
 100 not go on till 2023. Page 4 of 5 of the MOU states that the MOU may be terminated at any time by both
 101 parties at any time, upon them giving a 14-day advance notice with no reason why.
 102
 103 J. Sullivan- that is why we have requested for all concerns to be addressed and why we suggested the
 104 continuance of the Public Hearing to get all the information.
 105
 106 D. Boutin- is the section that C. Karolian read objectionable to the Town Council? If so, then it can be
 107 brought up and addressed at the Monday meeting.
 108
 109 J. Sullivan- I would want to be clear on both ends what happens if someone bails.
 110
 111 A. Garron- we discussed that aspect in great length. That section was created by Town Counsel, this
 112 has evolved. I believe there is some modifications especially to this section, which is why we are
 113 requesting a continuance, and want to have Legal here at the next meeting.
 114
 115 D. Boutin- if we have the 14-day provisions what happens to the developer's commitment to put the
 116 water & sewer in? If they walk away are we stuck paying the bill? I think this provision should be taken
 117 out.
 118
 119 J. Sullivan- I think we need to get clarification on this.
 120
 121 D. Boutin- we don't do this to other developers. It does not make sense to do it to them.
 122
 123 T. Tsantoulis- the drop out clause is there to protect both parties. On page 3 letter (d) it gives great
 124 detail on what happens if the developer pulls out.
 125
 126 R. Duhaime- the last time I discussed this I had concerns about Underwood Engineering in the MOU.
 127 I'd really like to have someone else oversee this project. There is another developer putting in \$500,000
 128 to add water & sewer to their property and we are not paying them back. I don't see where they have
 129 any skin in the game. We are paying them back for all of it.
 130
 131 R. Duhaime- can we hire another firm to oversee this?
 132
 133 A. Garron- we are contracted by Underwood Engineering to design and oversee this. This was
 134 originally our project, and they were already contracted to oversee this project years ago.
 135
 136 J. Durand- I don't understand why we have an engineer on the payroll and we don't use him as an
 137 engineer. We were sold on this job to us it was told it wasn't going to cost us anything, but it is because
 138 it's costing us to hire engineers to oversee this work.
 139
 140 C. Karolian- I need clarification from D. Boutin, you said the developer has already spent money what
 141 have they spent that on? Underwood Engineering, we extended their contract to cover phase 1, 2, 3 of
 142 the TIF district development. When we look at the construction Eng. of the contract it brings a number
 143 of questions. Are we receiving invoices from Underwood Engineering that they are sending in
 144 periodically? Did the developer pay Underwood Engineering? What has been billed and what has been
 145 paid so far. I don't believe this can be put out to bid as they are locked into contract for phase 1, 2 ,3.
 146
 147 D. Boutin- Underwood Engineering has been involved in this infrastructure engineering from day 1. The
 148 design of the water & sewer the engineer is doing it on behalf of the town being paid for by the
 149 developer. The reason why we want them to do the contract administration is because there is no one
 150 who knows this town and project better than UE. To go out and hire another engineer who has no

151 experience working with the town or no experience on this project does not make sense. They are a
152 very reputable firm and do reputable work.

153

154 A. Garron- in regard to Karolian's questions, yes invoices have been submitted at all various stages of
155 the project. I want to be clear this is our project and has always been. There is nothing being done that
156 is specific to granite woods. 1.9 million of the projects on the developer's property is on them and they
157 are paying for that. The rest of the loop is on us and our project.

158

159 R. Lapierre- if this is our project, how would it have been paid for?

160

161 A. Garron- if the town took this on, we would have floated a bond.

162

163 R. Lapierre- how would it have been paid?

164

165 A. Garron- through TIF proceeds.

166

167 R. Lapierre- what if there was not enough TIF money?

168

169 A. Garron- we'd still have to float the bond.

170

171 R. Duhaime- what have we paid UE so far?

172

173 A. Garron- I don't have that on me. I can get that for next meeting.

174

175 T. Tsantoulis- when we first started this TIF district we choose back then that we would use UE for this
176 project. We decided this back then and I do not understand why we are rehashing them, if you were not
177 here for that then I do not know why we are discussing changing them. We are beating them up for
178 nothing. We choose UE because they are very well known for this type of work.

179

180 R. Lapierre- they are currently under contract. When there is a new contract, it will go under normal
181 town procurement procedures.

182

183 D. Boutin- why are we talking about a draft MOU that is going to be changed on Monday?

184

185 **Public Comments**

186

187 David Ross 56 Sherwood Drive- tax money is town money. Who would put a 14-day easy out on a deal
188 of this size? Has anyone talked to DRA on this issue? This seems like a deliberate avoidance of the
189 voters will. You should be floating a bond and then go out to bid. The idea of getting tax money from a
190 taxpayer and then turn around and cut them a check is something that I had not ever heard of. Why not
191 give them a tax break? To say that it has been used across the country and that it has always been
192 successful is stretch? Where is the proof? Who will be owning the land? If something goes wrong and
193 they go belly up the town will be on the hook. Having a 3rd party engineer is what should happen. You
194 need a 3rd party engineer, which is the towns protection.

195

196 Don Winterton- I appreciate that you are digging in and doing your due diligence. The TIF district is ran
197 by the TC with the assistance of the Town Administrator. Luckily for us you have a TA who has
198 experience working with TIF's. When SNHPC was here they told you what the future was and it was not
199 brick and mortar, it was distribution centers. There was no mention on page 4 H. where after 10 years
200 the town sits down with the developer to see where they are in their payments and see how that needs
201 to be readjusted. I do hope you continue this to the 9th as more needs to be ironed out. UE didn't ask to

202 be put in the MOU, they actually asked to be taken out. Please try and change the reputation of this
203 town has with developers. We have not become an inviting community for development.

204

205 J. Sullivan- I think we want to continue this PH till March 9th. There is more information that is still being
206 had.

207

208 **J. Sullivan motioned to continue the Public Hearing until Wednesday March 9th, 2022, at the**
209 **Hooksett Town Council Chambers at 6:00 p.m. seconded by D. Boutin.**

210

211 **All in favor 8-0.**

212

213 D. Boutin- I would suggest for March 9th we have legal here and I think we should invite the applicant.

214

215 **BICENTENNIAL MOMENT**

216

217 J. Sullivan-Hooksett on skis. Chair Sullivan gave a presentation of the old Hooksett Rope Tow and the
218 ski slopes. Merrimount ski area was located by Hackett Hill and Route 3. It opened from 1945-1956.
219 Merrimount today is a walking trail. The cottages and cabins are still there today.

220

221 **SPECIAL RECOGNITION**

222

223 Public Works Director, Earl Labonte - retirement (10/2018-02/2022)

224

225 J. Sullivan- Earl is retiring after 3.5 years of service to the town. He will have had over 30 years of
226 service in the field. He served in the military. Worked for Lebanon and the VA for a number of years. On
227 February 28th will be his last day with Hooksett. Earl was presented with a token of appreciation for his
228 years of service.

229

230 E. Labonte- it was a good time working here from time to time. I have a combined 30 years with
231 municipal and 25 years in the service, so it is time to go and retire.

232

233 C. Karolian- on behalf of the TC, we think you are more than deserving of a happy and healthy
234 retirement.

235

236 **PUBLIC INPUT**

237

238 Vincent Limbo 56 Main Street- I was sad to hear the passing of Kathy Northrup. I had reached out to
239 my councilor Durand with getting something named in her honor. She tried to protect everything
240 historical in this town. I would ask you to consider naming the bridge in her honor. She did so much for
241 the historical society.

242

243 **TOWN ADMINISTRATOR'S REPORT**

244

245 A. Garron I am glad to report covid #'s are going down. We are at 62 cases in Hooksett. We had a
246 review of the improvements that will take place along NH Rt.3- Alice Drive to White Hall Road. NHDOT
247 did a good job describing the plan, they showed the proposal and the options on the table that is up for
248 consideration. The meeting was well attended and great conversations. This was the 1st informational
249 meeting. We will be interviewing for Earl's position, we received 8 applications and interviewing 3
250 applications tomorrow and will bring back recommendations to the TC.

251 We are also going to be interviewing for the Community Development Administrative Assistant position
252 next week as well. We are looking at the possibility of using computers for meetings by Board and
253 Committees to help save on paper and make ease of use for members and will be looking at using

TC MINUTES

2-23-2022

5

254 current equipment or getting new. The Non-public is rescheduled for another meeting. The Farmer
 255 Road Surveys went out to 19 homes and 11 responded. What we plan to do with the results is
 256 reconnect with NHDES and Central Water to see what the next steps will be. Our initial meeting with
 257 DES had indicated that there was going to be grant funding and planning money coming down the
 258 pipeline. We want to take the study and the feasibility study and see what the best path would be.
 259
 260 C. Karolian- who came up with the questions for the survey?
 261
 262 A. Garron- I came up with the questions and then I gave them to Apple Tree for their consideration. We
 263 incorporated their amendments to the list.
 264
 265 R. Duhaime- we do not have a plan for these homes that are looking for water. I have a letter from a
 266 resident seeking to get water as they are having issues with their wells. I think the town should be
 267 looking at areas that we can solve and not leave it to the water precincts.
 268
 269 T. Tsantoulis- Municipal water is much like a business. It has to be feasible. It has to make money to
 270 sustain itself.
 271
 272 C. Karolian- how come we only sent surveys out to only 19 on Farmer Road? I thought we were going
 273 to go farther up the road.
 274
 275 A. Garron- if the council recalls we were initially began speaking about only Farmer Road and then that
 276 expanded up to Auburn Road and other areas. It was really the direction of the council to 1st survey the
 277 19 on Farmer Road to see if they would even be interested in hooking up.
 278
 279 R. Duhaime- we need to have some sort of plan that is coordinated. I don't think that some residents
 280 should be at the whim of the 2 water precincts.
 281
 282 D. Boutin- the state will be doing considerable drainage work on that road as well.
 283
 284 C. Karolian- can ARPA funds still be used for this? Are we looking at this as a dead issue based on the
 285 survey? What is the resolution?
 286
 287 A. Garron- I would look to the committee as to their suggestions and what is and is not a viable project
 288 for the funds.
 289
 290 R. Lapierre- we have a number of projects through public input here through, administration input, TC
 291 input, departments, and items on the CIP. We are waiting till after the March 8th Town Meeting as many
 292 projects are on the warrant and will be decided on then. There are only 5 houses that are looking at
 293 hooking up on Farmer Road with a proposed cost of \$400,000.
 294
 295 C. Karolian- I strongly request that this remains on the table for consideration for ARPA funds.
 296
 297 R. Lapierre- it is on the list; I would not say that it is not being considered. The sub-committee is there
 298 to do due diligence and will only be making recommendations to the TC we are not the gate keeper to
 299 ARPA funds.
 300
 301 A. Garron- the decision on use of ARPA funds remains. I want the council to know that there is a lot of
 302 pots of money out there for this as there are many contamination issues out there. We can apply for
 303 other grants and other funding options.
 304

305 C. Karolian motioned that we move forward with seeking 3rd party funding such as grants or
306 federal funds to fund the water issues on Farmer Road seconded by A. Walczyk.
307

308 **Roll Call Vote #3**

309 **D. Boutin Aye**

310 **C. Jones NP**

311 **A. Walczyk Aye**

312 **J. Durand Aye**

313 **R. Duhaime Aye**

314 **T. Tsantoulis Aye**

315 **R. Lapierre Aye**

316 **C. Karolian Aye**

317 **J. Sullivan Aye**

318

319 **Vote in favor 8-0**

320

321 **OLD BUSINESS**

322

323 **Tax Increment Finance District (TIF) to Discuss Funding Agreement between Town and Granite**
324 **Woods Developer (last discussed at 01/26/2022 TC Meeting)**

325 Moved to next scheduled meeting.

326

327 **NEW BUSINESS**

328 **Quarterly Financial Report as of December 31, 2021**

329 Moved to next scheduled meeting.

330

331 **Tribute to Kathie Northrup**

332

333 **J. Durand motioned that we make a plaque for Kathy Northrup at Head School seconded by J.**
334 **Sullivan.**

335

336 J. Sullivan- knowing Kathy I think she would frown upon a building being named after her. I think she
337 was a traditionalist and thought naming should remain historical.

338

339 R. Duhaime- I had some constituents speak to me and were interested in helping in some way, and
340 possibly have a tree planted in her name.

341

342 J. Sullivan- I understand funds are being accepted in her name.

343

344 A. Walczyk- I think some trees are being replaced at Donati Park and could be consideration to plant
345 more in her name.

346

347 **All in favor 8-0**

348

349 **NHMA 2023-2024 Legislative Policy Process**

350

351 J. Sullivan- traditionally we have a rep who attends during the process on behalf of issues that would be
352 beneficial to the Town. If councilors have any encouragement on supporting policies, they may.

353

354 A. Garron- if anyone wants any articles pursued, we will also need them to testify for that particular
355 article.

356 **Town Administrator Contract Effective May 2022**

357
358 J. Sullivan- We will be going into Non-Public on that.
359

360 **APPROVAL OF MINUTES**

361
362 ***R. Lapierre motioned to approve the public minutes of the February 5, 2022, Special Meeting.***
363 ***Seconded by D. Boutin.***
364

365 ***All in favor 7-0***

366
367 ***R. Lapierre motioned to approve the public minutes of the February 9, 2022, meeting. Seconded***
368 ***by D. Boutin.***
369

370 ***All in favor 7-0***

371
372 **SUB-COMMITTEE REPORTS**

373
374 T. Tsantoulis- we made a correction the other day regarding an HYAA meeting that was improperly
375 advertised. On February 23rd we will be giving an HYAA award to an individual.
376

377 R. Duhaime- March 8th we have NH Housing Authority coming in at 6:00 p.m. to give us information on
378 the housing situation. Then at 7:00 p.m. we have a Zoning meeting.
379

380 A. Walczyk- we have discussed at the Conservation Commission the River Walk Trail and beaver
381 removal. It is a more complicated than it seems. We have a "friends of the trail program" meeting from
382 10-1. Parks n Rec as well as Conservation Commission still have the possible land donation on the
383 agenda.
384

385 J. Sullivan- I attended the Heritage Commission and they have reassigned chair members. Clay
386 Cemetery they are looking at restoring that cemetery and are gathering information on that and
387 gathering records. For the Bicentennial Committee things are moving along great. Plans are set in
388 place.
389

390 **PUBLIC INPUT**

391
392 David Ross 56 Sherwood Drive- I think it would be great if you placed the proposed plans for Alice
393 Road along the walls during the Town Meeting. The State is proposing sidewalks, and it is not a heavily
394 pedestrian traveled road and don't see a need for the sidewalks. We will be responsible for maintain
395 and plowing the sidewalks. On the Farmer Road survey there are really only 9 that really count. The
396 point being that we have a known health hazard, we know it exists and we cannot ignore it. A lot of
397 people fear surveys. I think this is a legitimate use of the ARPA funds. You approved broadband for
398 Edgewater Drive that will not benefit the town. The ZBA hearing is already a continuation. I think they
399 really should postpone it as many that should be attending will be at the polls and I think all should have
400 the opportunity to be there.
401

402 **NON-PUBLIC SESSION NH RSA 91-A:3 II a.**

403
404 **J. Sullivan motioned to go into Non-Public at 8:36 p.m.; seconded by D. Boutin.**
405

406 RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining
407 of such employee, or the investigation of any charges against him or her, unless the employee affected

408 (1) has the right to a public meeting, and (2) requests that the meeting be open, in which case the
409 request shall be granted.

410

411 **Roll Call Vote #4**

412 **A. Walczyk Aye**

413 **R. Lapierre Aye**

414 **C. Jones NP**

415 **R. Duhaime Aye**

416 **J. Durand Aye**

417 **C. Karolian Aye**

418 **T. Tsantoulis Aye**

419 **D. Boutin Aye**

420 **J. Sullivan Aye**

421

422 **Vote in favor 8-0**

423

424 **J. Sullivan motioned to adjourn the non-public session of 2/23/2022 at 9:36 pm seconded by R.**
425 **Lapierre.**

426

427 **Vote in favor 8-0**

428 **R. Lapierre motioned to seal the non-public minutes of 2/23/2022; seconded by J. Sullivan.**

429 **Vote in favor 8-0**

430

431 **ADJOURNMENT**

432

433 **R. Lapierre motioned to adjourn the meeting at 9:37 pm. Seconded by J. Sullivan.**

434

435 **Vote in favor 8-0**

436

437

438 Respectfully submitted,

439

440 *Alicia Jipson*

441

442 Alicia Jipson

443 Recording Clerk

444

445

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