



# **AGENDA**

## **Town of Hooksett Town Council**

### **Wednesday, May 25, 2022 at 5:30 PM**

A meeting of the Town Council will be held Wednesday, May 25, 2022 in the Hooksett Municipal Building commencing at **5:30 PM**.

Page

1. **CALL TO ORDER**
2. **PROOF OF POSTING**
3. **ROLL CALL - ATTENDANCE**
4. **PLEDGE OF ALLEGIANCE**
5. **NON-PUBLIC SESSION #1 NH RSA 91-A:3 II**
6. **PUBLIC SESSION WILL BEGIN IMMEDIATELY FOLLOWING THE NON-PUBLIC SESSION NOTED ABOVE**
7. **AGENDA OVERVIEW**
8. **PUBLIC HEARINGS**
9. **SPECIAL RECOGNITION**
  - 9.1. BICENTENNIAL MOMENT
  - 9.2. Hooksett Bicentennial Vietnam War Moving Wall - Richard Caruso
  - 9.3. Hooksett Municipal Employee - New Hire
10. **PUBLIC INPUT - 15 MINUTES**
11. **SCHEDULED APPOINTMENTS**
  - 11.1. Annual Update from the Trustees of the Trust Funds - Claire Lyons, Donald Winterton and John Ward 5  
[Staff Report - SR-22-064 - Pdf](#)
  - 11.2. Annual Update from the Recycle and Transfer Advisory Board - Richard Bairam, Member 7  
[Staff Report - SR-22-066 - Pdf](#)
  - 11.3. Annual Update from the Parks and Recreation Advisory Board - Andrew Janosz, Chair 9  
[Staff Report - SR-22-074 - Pdf](#)
12. **CONSENT AGENDA**
  - 12.1. Accept a donation of 6 Box O' Joe's and 150 munchkins (cost estimate of \$130.00) to the Town of Hooksett for the Volunteers of the Vietnam Moving Wall event on Friday, Saturday and Sunday per RSA 31:95-e, II. 11  
[Staff Report - SR-22-072 - Pdf](#)
13. **TOWN ADMINISTRATOR'S REPORT**

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

<b>14.</b>	<b>NOMINATIONS AND APPOINTMENTS</b>	
14.1.	Nominations and Appointments <a href="#">Staff Report - SR-22-071 - Pdf</a>	13 - 28
<b>15.</b>	<b>BRIEF RECESS</b>	
<b>16.</b>	<b>OLD BUSINESS</b>	
16.1.	Town Personnel Plan Updates (tabled at 04/13/22 TC Mtg) <a href="#">Staff Report - SR-22-020 - Pdf</a>	29 - 41
16.2.	Impacts of Potential Town Clerk Vacancy <a href="#">Staff Report - SR-22-073 - Pdf</a>	43 - 49
16.3.	ARPA Committee Project List and Ranking <a href="#">Staff Report - SR-22-079 - Pdf</a>	51 - 56
<b>17.</b>	<b>NEW BUSINESS</b>	
17.1.	2022 Resurfacing <a href="#">Staff Report - SR-22-075 - Pdf</a>	57 - 93
17.2.	Town Wide Road Line Striping Bid Acceptance <a href="#">Staff Report - SR-22-076 - Pdf</a>	95 - 103
17.3.	District Court Roof Repair Bid Acceptance <a href="#">Staff Report - SR-22-077 - Pdf</a>	105 - 112
17.4.	Corriveau Drive Drainage Improvements Project Award to Pichette Brothers Construction Company for \$49,454.00 <a href="#">Staff Report - SR-22-080 - Pdf</a>	113 - 119
17.5.	TIF District Easements – Purchase easements from three residential properties in the Exit 11 area of the TIF District for \$31,900. <a href="#">Staff Report - SR-22-082 - Pdf</a>	121 - 141
17.6.	Sherwood Drive Drainage Improvements Project - Award to Pichette Brothers Construction Company for \$27,790.00. <a href="#">Staff Report - SR-22-081 - Pdf</a>	143 - 149
17.7.	Quarterly Financial Report as of March 31, 2022 <a href="#">Staff Report - SR-22-063 - Pdf</a>	151 - 167
17.8.	Town Council Rules of Procedures Updates <a href="#">Staff Report - SR-22-083 - Pdf</a>	169 - 179
17.9.	Unsealing of Council Non-Public session minutes (a) (b) (c) (d) (e) (i) (l) (June 2021 - May 2022), if in the opinion of a majority of members, the circumstances that sealed the minutes no longer apply in accordance with RSA 91A:3 III	
<b>18.</b>	<b>APPROVAL OF MINUTES</b>	
18.1.	Public: May 11, 2022 <a href="#">TC Minutes 051122</a>	181 - 194
<b>19.</b>	<b>SUB-COMMITTEE REPORTS</b>	
<b>20.</b>	<b>PUBLIC INPUT</b>	

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

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

**22. ADJOURNMENT**

**PUBLIC INPUT**

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

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





Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Annual Update from the Trustees of the Trust Funds - Claire Lyons, Donald Winterton and John Ward  
**Meeting:** Town Council - 25 May 2022  
**Department:** Administration  
**Staff Contact:** Leann McLaughlin, Project Coordinator

**BACKGROUND INFORMATION:**

Hooksett's Town Charter requires Town Boards and Committees to come before Town Council annually and report on their activity. The Trustees of the Trust Funds have requested May 25th to formally brief the council on the Commissions efforts, answer questions, and promote coordination between the two bodies.

**RECOMMENDATION:**

Listen to an update from the Trustees of the Trust Funds.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Listen and discuss the update provided by the Trustees of the Trust fund



Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Annual Update from the Recycle and Transfer Advisory Board - Richard Bairam, Member  
**Meeting:** Town Council - 25 May 2022  
**Department:** Administration  
**Staff Contact:** Leann McLaughlin, Project Coordinator

**BACKGROUND INFORMATION:**

Hooksett's Town Charter requires Town Boards and Committees to come before Town Council annually and report on their activity. The Recycle and Transfer Advisory Board has requested May 25th to formally brief the council on the Commissions efforts, answer questions, and promote coordination between the two bodies.

**RECOMMENDATION:**

Listen to an update from the Recycle and Transfer Advisory Board and ask any questions necessary to stay informed.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Listen and discuss the update provided by the Transfer Advisory Board



Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Annual Update from the Parks and Recreation Advisory Board - Andrew Janosz, Chair  
**Meeting:** Town Council - 25 May 2022  
**Department:** Administration  
**Staff Contact:** Leann McLaughlin, Project Coordinator

**BACKGROUND INFORMATION:**

Hooksett's Town Charter requires Town Boards and Committees to come before the Town Council annually and report on their activity. The Parks and Recreation Advisory Board Chair, Andrew Janosz, has requested May 25, 2022 to formally brief the Town Council on the Board's efforts, answer questions and promote coordination between the two bodies.

**RECOMMENDATION:**

Listen to an update from the Chair of the Parks and Recreation Advisory Board, Andrew Janosz.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Listen and discuss the update from the Parks and Rec. Advisory Committee



Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Accept a donation of 6 Box O' Joe's and 150 munchkins (cost estimate of \$130.00) to the Town of Hooksett for the Volunteers of the Vietnam Moving Wall event on Friday, Saturday and Sunday per RSA 31:95-e, II.  
**Meeting:** Town Council - 25 May 2022  
**Department:** Administration  
**Staff Contact:** Leann McLaughlin, Project Coordinator

**BACKGROUND INFORMATION:**

Dunkin Donuts graciously donated 6 Box O' Joes and 150 Munchkins to fuel the Volunteers on Friday, May 6, Saturday, May 7 and Sunday, May 8 who are assisting with the Vietnam Moving Wall event.

**RECOMMENDATION:**

Accept the donation from Dunkin Donuts of 6 Box O' Joes and 150 Munchkins for the Vietnam Moving Wall Volunteers.

**SUGGESTED MOTION:**

Motion to accept the donation from Dunkin Donuts in the form of 6 Box O' Joe's and 150 Munchkins to the Town of Hooksett for the volunteers assisting with the Vietnam Moving Wall Event per RSA 31:95-e, II.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur





## Town Council **STAFF REPORT**



**To:** Town Council  
**Title:** Nominations and Appointments  
**Meeting:** Town Council - 25 May 2022  
**Department:** Administration  
**Staff Contact:** Leann McLaughlin, Project Coordinator

### **BACKGROUND INFORMATION:**

Peter Stoddard is a current member of the Economic Development Advisory Committee and would like to pursue another term.

Robert Duhaime is a current Alternate on the Planning Board and would like to continue to serve on the Planning Board. Mr. Duhaime would also like to be appointed to the Southern New Hampshire Planning Commission.

Andrew Janosz is a current member of the Parks and Recreation Advisory Board and would like to pursue another term.

Paul Scarpetti is a current member of the Planning Board and would like to continue to serve in that capacity.

### **RECOMMENDATION:**

Nominate Peter Stoddard to the Economic Development Advisory Committee with a term expiring 06/30/2025. The appointment of Peter Stoddard will be on the June 8, 2022 meeting agenda per the Town Council rules.

Nominate Robert Duhaime as an Alternate to the Planning Board with a term expiring 06/30/2025. The appointment of Robert Duhaime will be on the June 8, 2022 meeting agenda per the Town Council rules.

Nominate Robert Duhaime to the Southern New Hampshire Planning Commission with a term expiring 06/30/2026. The appointment of Robert Duhaime will be on the June 8, 2022 meeting agenda per the Town Council rules.

Nominate Andrew Janosz to the Parks and Recreation Advisory Board with a term expiring 06/30/2025. The appointment of Andrew Janosz will be on the June 8, 2022 meeting agenda per the Town Council rules.

Nominate Paul Scarpetti as a member of the Planning Board with a term expiring 06/30/2025. The appointment of Paul Scarpetti will be on the June 8, 2022 meeting per the Town Council rules.

**SUGGESTED MOTION:**

I motion to nominate Peter Stoddard to the Economic Development Advisory Committee with a term expiring 06/30/2025.

I motion to nominate Robert Duhaime as an Alternate to the Planning Board with a term expiring 06/30/2025.

I motion to nominate Robert Duhaime to the Southern New Hampshire Planning Commission with a term expiring 06/30/2026.

I motion to nominate Andrew Janosz to the Parks and Recreation Advisory Board with a term expiring 06/30/2025.

I motion to nominate Paul Scarpetti to the Planning Board with a term expiring 06/30/2025.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

**ATTACHMENTS:**

[P. Stoddard Application](#)

[P. Stoddard Fraud Policy](#)

[A. Janosz Application and Fraud Policy](#)

[Robert Duhaime Application and Fraud Policy](#)

[P. Scarpetti Application and Fraud Policy](#)



## Town of Hooksett

### APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 4/28/2022

Name: Peter Stoddard

Phone: 603-235-6395

Address: 141 Londonderry Tpke - Hooksett, NH (business address)

Email Address: petes@shlandservices.com

Signature: \_\_\_\_\_

\*\*\*\*\*

**Return completed form to:** Town of Hooksett, 35 Main Street, Hooksett NH 03106,

Attn: Administration Department or email to [lfuller@hooksett.org](mailto:lfuller@hooksett.org).

\*\*\*\*\*

*I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.*

### BOARDS, COMMISSIONS & COMMITTEES

**Role Preference**  
Alternate, Regular, or None?

\_\_\_ Conservation Commission

☒ Economic Development Advisory Committee

\_\_\_ Heritage Commission

\_\_\_ Parks & Recreation Advisory Board

\_\_\_ Planning Board

\_\_\_ Recycling & Transfer Advisory Committee

\_\_\_ Town Hall Preservation Committee

\_\_\_ Zoning Board of Adjustment

\_\_\_ Other (Please specify.)

\_\_\_\_\_

regular

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\_\_\_\_\_

2

How long have you been a resident of Hooksett?

I am currently a residence of Manchester but own a commercial property in Hooksett since 1/17/2022

Why are you seeking this position?

Seeking Community involvement opportunities.

Do you have any specific goals or objectives?

To become more aware of the existing and proposed residential and business developments in town. To better understand the various issues relating to these developments and guide decision making that impacts these developments.

Please list special skills, talents or experience pertinent to the position sought:

As a business and property owner in hooksett I have experience related to my own business and property development in town. As an owner of a land surveying business I have a unique understanding of the various permitting aspects of development.

Please list any potential conflicts of interest you may have if appointed for a board or commission:

If my company was contracted for surveying services by a party that was before the EDAC I would make that known to the board and recuse if appropriate.

Please list any work, volunteer, and/or educational experience you would like to have considered:

Current member of the Economic Development Advisory Committee.

Please list any current/prior Town board membership and the dates of service:

N/A

*Town of Hooksett*

35 Main Street  
Hooksett, NH 03106

**FRAUD POLICY**

**Recognition & Awareness Form**

**Acknowledgement:**

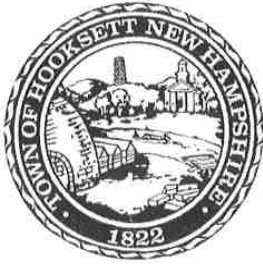
My signature signifies that I have read the Town of Hooksett's Fraud Policy and that I understand my responsibilities related to the prevention, detection and reporting of suspected misconduct and dishonesty.

Signature: 

Print Name: Peter Stoddard

Date Signed: 4/28/22

Department Head Signature: 



## Town of Hooksett

### APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: \_\_\_\_\_

Name: ANDREW JANOSZ Phone: 603 345-2611

Address: 39 MAIN ST

Email Address: SKIDOO@COMCAST.NET

Signature: Andrew Janosz

\*\*\*\*\*

**Return completed form to:** Town of Hooksett, 35 Main Street, Hooksett NH 03106,

Attn: Administration Department or email to [lfuller@hooksett.org](mailto:lfuller@hooksett.org).

\*\*\*\*\*

*I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.*

### BOARDS, COMMISSIONS & COMMITTEES

#### Role Preference

Alternate, Regular, or None?

<input type="checkbox"/> Conservation Commission	_____
<input type="checkbox"/> Economic Development Advisory Committee	_____
<input type="checkbox"/> Heritage Commission	_____
<input checked="" type="checkbox"/> Parks & Recreation Advisory Board	<u>Regular</u>
<input type="checkbox"/> Planning Board	_____
<input type="checkbox"/> Recycling & Transfer Advisory Committee	_____
<input type="checkbox"/> Town Hall Preservation Committee	_____
<input type="checkbox"/> Zoning Board of Adjustment	_____
<input type="checkbox"/> Other (Please specify.)	_____

2

How long have you been a resident of Hooksett?

60+ yrs

Why are you seeking this position?

Be Active in town

Do you have any specific goals or objectives?

Improve Parks

Please list special skills, talents or experience pertinent to the position sought:

Please list any potential conflicts of interest you may have if appointed for a board or commission:

NONE

Please list any work, volunteer, and/or educational experience you would like to have considered:

Please list any current/prior Town board membership and the dates of service:

PARK + REC Adv. Board 3 yrs

*Town of Hooksett*

35 Main Street  
Hooksett, NH 03106

**FRAUD POLICY**

**Recognition & Awareness Form**

Acknowledgement:

My signature signifies that I have read the Town of Hooksett's Fraud Policy and that I understand my responsibilities related to the prevention, detection and reporting of suspected misconduct and dishonesty.

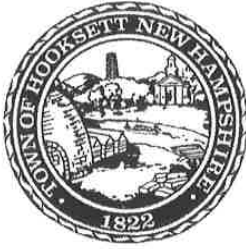
Signature: Andrew Janosz

Print Name: Andrew Janosz

Date Signed: 4-29-2022

Department Head Signature: \_\_\_\_\_





## Town of Hooksett

### APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 5/2/22  
 Name: Robert Duhaime Phone: 603 - 315-2999  
 Address: 1729 Hooksett Rd  
 Email Address: robdm@gmail.com  
 Signature: Robert Duhaime

\*\*\*\*\*

**Return completed form to:** Town of Hooksett, 35 Main Street, Hooksett NH 03106,  
 Attn: Administration Department or email to [lfuller@hooksett.org](mailto:lfuller@hooksett.org).

\*\*\*\*\*

*I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.*

### BOARDS, COMMISSIONS & COMMITTEES

**Role Preference**  
 Alternate, Regular, or None?

<input type="checkbox"/> Conservation Commission	_____
<input type="checkbox"/> Economic Development Advisory Committee	_____
<input type="checkbox"/> Heritage Commission	_____
<input type="checkbox"/> Parks & Recreation Advisory Board	_____
<input checked="" type="checkbox"/> Planning Board	_____
<input type="checkbox"/> Recycling & Transfer Advisory Committee	_____
<input type="checkbox"/> Town Hall Preservation Committee	_____
<input type="checkbox"/> Zoning Board of Adjustment	_____
<input checked="" type="checkbox"/> Other (Please specify.) <u>SNHPC</u>	_____

2

How long have you been a resident of Hooksett?

49 Yrs

Why are you seeking this position?

Use my experience to best  
serve the town

Do you have any specific goals or objectives?

more attractive town

Please list special skills, talents or experience pertinent to the position sought:

40 Yrs in the Landscape trade

Please list any potential conflicts of interest you may have if appointed for a board or commission:

Please list any work, volunteer, and/or educational experience you would like to have considered:

Previous sat on board

Please list any current/prior Town board membership and the dates of service:

2003 Planning Board to  
Present

*Town of Hooksett*

35 Main Street  
Hooksett, NH 03106

**FRAUD POLICY**

**Recognition & Awareness Form**

Acknowledgement:

My signature signifies that I have read the Town of Hooksett's Fraud Policy and that I understand my responsibilities related to the prevention, detection and reporting of suspected misconduct and dishonesty.

Signature: Robert Duhaime

Print Name: Robert Duhaime

Date Signed: 5/2/22

Department Head Signature: \_\_\_\_\_





## Town of Hooksett

### APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: May 6, 2022

Name: Paul Scarpetti Phone: 603-361-2695

Address: 73 Falcon Lane

Email Address: sierrahomesNH@gmail.com

Signature: *Paul Scarpetti*

\*\*\*\*\*

**Return completed form to:** Town of Hooksett, 35 Main Street, Hooksett NH 03106,  
Attn: Administration Department or email to [lfuller@hooksett.org](mailto:lfuller@hooksett.org).

\*\*\*\*\*

*I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.*

### BOARDS, COMMISSIONS & COMMITTEES

	<u>Role Preference</u> Alternate, Regular, or None?
<input type="checkbox"/> Conservation Commission	_____
<input type="checkbox"/> Economic Development Advisory Committee	_____
<input type="checkbox"/> Heritage Commission	_____
<input type="checkbox"/> Parks & Recreation Advisory Board	_____
<input checked="" type="checkbox"/> Planning Board	_____
<input type="checkbox"/> Recycling & Transfer Advisory Committee	_____
<input type="checkbox"/> Town Hall Preservation Committee	_____
<input type="checkbox"/> Zoning Board of Adjustment	_____
<input type="checkbox"/> Other (Please specify.)	_____

How long have you been a resident of Hooksett?

28 + years

Why are you seeking this position?

This is a renew of my present  
Position on the Planning Board

Do you have any specific goals or objectives?

Please list special skills, talents or experience pertinent to the position sought:

I owned a Hooksett based construction  
Company for 34 years. I have Land development,  
Architectural and building specification experience

Please list any potential conflicts of interest you may have if appointed for a board or commission:

I have closed my construction Company  
as of 2020. So I do not see any foreseeable  
conflicts. I have some in years past while serving on  
the board but I have stepped down during those discussions

Please list any work, volunteer, and/or educational experience you would like to have considered:

I have and continue to volunteer on  
committees, and advisory sub committees in town

Please list any current/prior Town board membership and the dates of service:

Planning Board since

*Town of Hooksett*

35 Main Street  
Hooksett, NH 03106

**FRAUD POLICY**

**Recognition & Awareness Form**

**Acknowledgement:**

My signature signifies that I have read the Town of Hooksett's Fraud Policy and that I understand my responsibilities related to the prevention, detection and reporting of suspected misconduct and dishonesty.

Signature: \_\_\_\_\_



Print Name: \_\_\_\_\_

*Paul Scarpetti*

Date Signed: \_\_\_\_\_

*5.6.2022*

Department Head Signature: \_\_\_\_\_

## *Town of Hooksett*

35 Main Street  
Hooksett, NH 03106

### **FRAUD POLICY**

#### **Section 1. Introduction**

**1.1** Financial accountability is a top priority for the Town of Hooksett. The Town's fraud policy formalizes the expectations of personal honesty and integrity required of Town officials and employees. The Town of Hooksett is committed to protecting its revenue, property, information and other assets from any attempt, either by members of the public, contractors, sub-contractors, agents, intermediaries or its own officials and employees, to gain by deceit, financial or other benefits at the expense of the Hooksett taxpayers.

#### **Section 2. Purpose**

**2.1** The purpose of this document is to communicate municipal policy regarding the deterrence and investigation of suspected misconduct and dishonesty by officials or employees, and to provide specific instructions regarding appropriate action in case of suspected violations.

#### **Section 3. Definition**

**3.1** There are three major categories of fraud, Asset Misappropriation, Corruption and Fraudulent Statements.

1) **Asset Misappropriations** – Theft or misuse of an asset.

- Cash
  - Fraudulent Disbursements – Perpetrator causes the Town to disburse funds through some trick or device (e.g. submitting false invoices, timesheets, expense reimbursement schemes, check tampering, etc.), or prevents the timeliness of the disbursement of funds.
  - Embezzlement – Perpetrator appropriates monies fraudulently to one's own use, as money or property entrusted in one's care.
  - Skimming – Cash is stolen from the Town before it is recorded on the Town's books and records.
  - Cash Larceny – Cash is stolen from an organization after it has been recorded on the Town's books and records.



# Town Council

## STAFF REPORT



**To:** Town Council  
**Title:** Town Personnel Plan Updates (tabled at 04/13/22 TC Mtg)  
**Meeting:** Town Council - 25 May 2022  
**Department:** Administration  
**Staff Contact:** Donna Fitzpatrick, Human Resource Coordinator

### **BACKGROUND INFORMATION:**

The Town Personnel Plan (TPP) was last updated with the Council on May 24, 2021. Thirteen (13) sections of the TPP are now being proposed to the Council for amendments to align with 1) current practice and/or 2) union contract(s). Non-union town management team provided their input and approve of the amendments. See attached for details (~~removed~~ and added) and below for summary:

### **SECTION 3 - EMPLOYMENT CONDITIONS**

#### **1. Policy on Hours of Work for Salaried Exempt Employees**

- Amended content and retitled to "Policy on Town Business Hours" to align with current practice on business hours
- Operational management to keep Town offices open to provide services to the taxpayers
- Safety Center open 24/7 with renovation to move Dispatch to building entrance

#### **2. Compensatory time**

- Amended content to align with the Teamsters Local 633 Mid-Management CBA
- Police and Fire Union CBA have ability to swap their time
- Save on O.T. line by providing future bank of time vs. paying for O.T. hours worked with department head approval based on operational management

#### **3. Flextime**

- Amended content to align with the Teamsters Local 633 Mid-Management CBA
- Police and Fire Union CBA have ability to swap their time
- Work/Life balance to provide employees ability to adjust their work schedule on temporary basis for personal reasons or due to exceeding 40 hours at evening meetings or other work commitments with department head approval based on operational management

### **SECTION 4 - WORKPLACE CONDUCT**

#### **4. Drugs and alcohol in the workplace and testing - C. Post Accident**

- Amended content to include Town Attorney language in first paragraph and waiver of process due to extenuating circumstances
- Risk management to minimize liability to the Town, while maintaining services to the taxpayers

### **SECTION 9 - LEAVES OF ABSENCE**

#### **5. Vacation Leave**

- Amended 120 hour carry over content to align with: a) Teamsters Local 633 Mid-Management CBA, b) Teamsters Local 633 PW CBA and c) Fire CBA

- Amended salaried exempt accrual usage under 40 hours worked to match: a) Teamster Local 633 Mid-Management CBA
- Fire CBA a) have ability to swap their time; reducing need to use accruals and b) vacation denied, for reason beyond the employee's control, the Town of Hooksett shall buy those hours at the employees existing regular hourly rate - if more than 120 hours when they reach their anniversary date, overage hours will be paid.
- Police CBA a) have ability to swap their time; reducing need to use accruals and b) 42.5 hours of vacation may be carried over as of the employee's anniversary date of Town of Hooksett NH employment. Employee scheduled vacation cancelled by the Chief of Police, for the good of the department, employee may request to carry over to next fiscal year at Chief's decision.

#### 6. **Sick Leave**

- Amended salaried exempt accrual usage under 40 hours worked to align with: a) Teamster Local 633 Mid-Management CBA

#### 7. **Unpaid Leave of Absence**

- Amended content to align with current practice

### **SECTION 10 - INSURANCES**

#### 8. **Health**

- Amended content as outcome of Teamsters Local 633 Mid-Management CBA negotiations
- Administer cost effective health insurance premiums & HRA fees by limiting a town employee to enroll into a separate town plan when their spouse is enrolled on a town plan
- a) Teamsters Local 633 Mid-Management CBA, b) Fire CBA, c) Police CBA - Health on same terms and conditions as provided to other employees of the Town
- Teamsters Local 633 PW - Health on same terms and conditions as outlined in the Town's Personnel Plan.

#### 9. **Health insurance stipend agreement**

- Amended content as outcome of Teamsters Local 633 Mid-Management CBA negotiations
- Administer cost effective health stipends by limiting a town employee who is on their spouse's town plan from receiving a stipend
- a) Teamsters Local 633 PW CBA, b) Police CBA - Health Insurance opt-out terms will be the same as non-union employees
- Teamsters Local 633 Mid-Management - health insurance stipend terms will be as described in the Personnel Plan.
- Fire CBA - Opt-out stipend on the same terms and conditions as provided to other employees of the Town

#### 10. **Dental**

- Amended content as outcome of Teamsters Local 633 Mid-Management CBA negotiations
- Administer cost effective dental insurance premiums by limiting a town employee to enroll into a separate town plan when their spouse is enrolled on a town plan
- a) Teamsters Local 633 Mid-Management CBA, b) Fire CBA, c) Police CBA - Dental on same terms and conditions as provided to other employees of the Town
- Teamsters Local 633 PW - Dental on same terms and conditions as outlined in the Town's Personnel Plan.

#### 11. **Disability**

- Amended content to align with current practice - Sick time and vacation time will not accrue when the employee is out of work and has been approved for short/long-term disability - BUT if the employee worked at least half the month the employee accrues for that month
- a) Teamsters Local 633 Mid-Management CBA, b) Fire CBA, c) Police CBA - Disability on same terms and conditions as provided to other employees of the Town

- Teamsters Local 633 PW - Disability on same terms and conditions as outlined in the Town's Personnel Plan.
- Fire CBA - although the language in their CBA is as noted above, an arbitrator sided with the union for these members to be able to accrue sick and vacation time when out-of-work through June 30, 2023

**12. Workers' compensation**

- Amended content to align with the Teamsters Local 633 Mid-Management CBA
- Employee's injured in the line of duty should be able to accrue vacation and sick time when out-of-work
- Fire CBA - workers' compensation on the same terms and conditions as provided to other employees of the Town
- a) Police CBA and B) Teamsters Local 633 PW CBA - no language to receive accruals while out-of-work on workers' compensation

**SECTION 11 - END OF EMPLOYMENT CONDITIONS AND REQUIREMENTS**

**13. Benefits - end of employment**

- Amended content to align with current practice

**FINANCIAL IMPACT:**

See above comments

**POLICY IMPLICATIONS:**

See attached to align with 1) current practice and/or 2) current union contract(s).

**RECOMMENDATION:**

4/13/22 Town Council meeting tabled "so that members have time to read and then discuss so that we have a more productive discussion."

1) At Town Council meeting of 5/11/22, motion failed to remove from the table & there was a request from Councilor Ross for a non-public session on the Town Personnel Plan Updates at the Council's May 25, 2022 meeting

2) Remove from the table

3) 4/13/22 Town Council meeting "T. Tsantoulis motioned to approve the Town Personnel Plan updates as presented effective April 13, 2022. Seconded by J. Sullivan." no vote (and effective date will need to be changed to May 25, 2022)

**SUGGESTED MOTION:**

1) Remove from the table

2) 4/13/22 Town Council meeting "T. Tsantoulis motioned to approve the Town Personnel Plan updates as presented effective April 13, 2022. Seconded by J. Sullivan." no vote (and effective date will need to be changed to May 25, 2022)

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

After review and consultation with staff, I am recommending we move forward with the Town Personnel Plan Updates as presented for Council consent and approval.

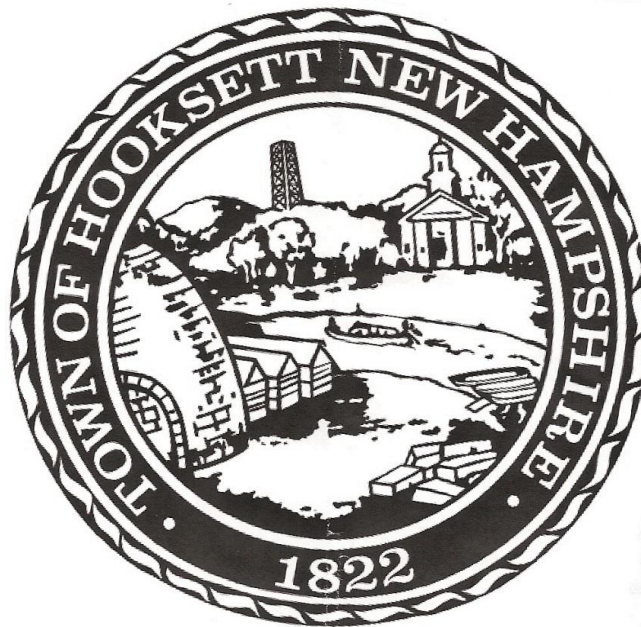
**ATTACHMENTS:**

[TPP UPDATES-TC MTG 05252022](#)



# TOWN OF HOOKSETT

## PERSONNEL PLAN



This document supersedes all personnel policies previously established or approved by the Town Council.

Approved - February 17, 2010

Latest revision – ~~March 24, 2021~~ May 25, 2022

REMOVE

ADD

### 3. EMPLOYMENT CONDITIONS - Policy on Hours of Work for Salaried Exempt Employees

#### Policy on Hours of Work for Salaried Exempt Employees Town Business Hours

~~Whereas the Town of Hooksett employees a number of salaried exempt employees in various managerial, professional and administrative positions; and~~

~~Whereas the Town Council desires to see that town government provides timely service to our residents, businesses and visitors in an effective and efficient manner; and~~

~~Whereas this service is provided by our town employees charged with this responsibility; and,~~

~~Whereas accountability of employees is guaranteed by, and their access to the information they may need is enhanced by, the presence of their supervisors; and,~~

~~Whereas we believe it is important for the safety of the employees, as well as the first responders, to know, as much as possible, who should be present in the building at any given time;~~

~~We, the Town Council therefore establish the following policy regarding the hours of work for all salaried exempt employees:~~

~~All Salaried exempt employees are generally expected to be present at their duty stations during Town business hours:~~

- ~~• Safety Center, DPW garage: between the hours of 8:00 am and 4:30 pm from Monday through Friday.~~
- ~~• Public Works Department: between the hours of 7:00am-3:30pm Monday through Friday~~
- ~~• Town Hall offices: between the hours of 8:00am and 4:30pm Monday, Tuesday and Thursday, Wednesday 8:00am-6:30pm, and Friday 8:00am-12:00pm.~~

~~Note: The Safety Center is open to the public 24/7 via the Dispatch window.~~

~~The department head is responsible to determine that staffing levels are adequate to meet the departmental operations.~~

~~It is understood that salaried exempt employees may be required to work additional hours for meetings or special events as part of their regular job duties.~~

~~If the employee's duties require them to be away from their primary duty station (e.g., for a meeting, workshop or other) they should inform their immediate supervisor. in writing and in advance.~~

~~Exceptions to this policy for specific positions may be granted by the Council if they feel that the position requires different hours or more flexibility in order to provide the Town of Hooksett with the best possible service. The process for requesting exceptions is as follows: The person presently in the position should write a request to the Council with a copy to the Town Administrator. The Town Administrator will put it on a Council agenda and the Town Administrator will include a recommendation as to whether the Council should or should not grant the exception. The requesting employee will be given a chance to address their request at the Council meeting. The Council's decision will be final.~~

~~We understand that an employee deviating from these hours cannot have his or her salary impacted, but rather that non-compliance is considered a disciplinary matter to be handled in accordance with the town personnel policy.~~

~~This policy will go into effect on 07/01/15, which will give employees time to request exemptions before it takes effect. Policy amended 01/24/18 for Town Hall office new hours.~~

### 3. EMPLOYMENT CONDITIONS – Compensatory time

**Compensatory time.** An employee who is classified as hourly (non-exempt) is eligible for compensatory time. An employee is eligible for compensatory time if their work hours during a single pay period exceed their regular work schedule. If the employee chooses compensatory time in lieu of overtime, approval must be obtained from their supervisor. The calculation of work hours includes all approved absences and does not include unapproved absences. Work conducted over the regular work schedule in a single pay period will be given to the employee at a rate of time and one half in the form of paid time off. Employees will be encouraged to use compensatory time as soon as possible after the time is accrued. In no case will an employee be allowed to accrue more than twenty (20) hours of compensatory time. Accrued compensatory time must be used during the fiscal year in which it was accrued. In the rare instance when an employee wants to carry over any unused compensatory time into the next fiscal year, approval must be received from the Town Administrator, otherwise, the leftover compensatory time is forfeited.

Each Department Head will decide if the compensatory time policy will apply to their department. If not allowed, the policy will remain as “not allowed” until the Department Head changes it. If allowed, it applies only to non-exempt hourly employees, per the provisions of the Fair Labor Standards Act.

When the employment of an employee ends, for any reason, the employee will be eligible for payment of accrued compensatory time up to the 20-hour cap.

An employee who is classified as hourly (non-exempt) is eligible for compensatory time. An employee is eligible for compensatory time if their work hours during a single pay period exceed their regular work schedule. If the employee chooses compensatory time in lieu of overtime, approval must be obtained from their supervisor. The calculation of work hours includes all hours paid, but does not include unscheduled sick and unapproved absences. Work conducted over the regular work schedule in a single pay period will be given to the employee at a rate of time and one half (1 ½) in the form of paid time off. Employees will be encouraged to use compensatory time as soon as possible after the time is accrued. In no case will an employee be allowed to accrue more than twenty (20) hours of compensatory time. Accrued compensatory time must be used during the fiscal year in which it was accrued. In the rare instance when an employee wants to carry over any unused compensatory time into the next fiscal year, approval must be received from the Town Administrator, otherwise, the leftover compensatory time is forfeited.

When the employment of an employee ends, for any reason, the employee will be eligible for payment of accrued compensatory time up to the 20-hour cap.

### 3. EMPLOYMENT CONDITIONS - Flextime

**Flextime.** Flextime is a schedule or arrangement by which an employee may work an alternate work schedule within specific limits dictated by the needs of the job, confirming to the requirements of the department, and is subject to department head review and approval. As an example, if an employee arrives to work 30 minutes beyond the regularly scheduled start time, but could work an additional 30 minutes at the end of the shift to make up the time, then the department head has the authority to allow that employee to work the additional 30 minutes on that day or another day as long as it's all during the same pay period. Alternatively, an employee who works an extra 30 minutes on a particular day, and wishes to leave work early by 30 minutes on the same day or another, may do so as long as it is within the same pay period and has approval of the department head. The end result being no overtime or comp time would be accrued or used, and the employee would be paid for their normal work week.

When a flextime schedule or arrangement is used, it is the department head's responsibility to ensure that staffing is always available to meet the operational requirements of the department as

well as the needs of the public during normal business hours. The department head has the discretion to determine if staffing coverage is adequate and sufficient to meet the operating requirements of the department. The department head may, at their discretion, implement, continue, discontinue or modify flextime work schedules. The department head has the right to return an employee to a standard work schedule. The department head ensures that flextime is administered consistently and equitably within the department. The employee must plan and organize their time to meet the job requirements established by the department head.

Flextime is a **temporary** schedule or arrangement by which an employee (exempt or non-exempt) may work different hours within the same pay period; subject to department head or designee approval. The end result being no overtime or comp time would be accrued or used, and the employee would be paid for their normal work week.

When a flextime schedule or arrangement is used, it is the department head or designee's responsibility to ensure that staffing is always available to meet the operational requirements of the department as well as the needs of the public during normal business hours. The department head or designee may, at their discretion, implement, continue, discontinue or modify flextime work schedules. The department head or designee has the right to return an employee to a standard work schedule. The department head or designee ensures that flextime is administered consistently and equitably within the department. The employee must plan and organize their time to meet the job requirements established by the department head or designee.

Flextime example: if an employee arrives to work 30 minutes beyond the regularly scheduled start time, but could work an additional 30 minutes at the end of the shift to make up the time, then the department head has the authority to allow that employee to work the additional 30 minutes on that day or another day as long it's all during the same pay period. Alternatively, an employee who works an extra 30 minutes on a particular day, and wishes to leave work early by 30 minutes on the same day or another, may do so as long as it is within the same pay period and has approval of the department head.

Different than flextime, a **permanent** alternate work schedule must be requested in writing by the employee to the Department Head with approval by the Town Administrator.

#### **4. WORKPLACE CONDUCT – Drugs and alcohol in the workplace and testing – Post Accident**

##### **Drugs and alcohol in the workplace and testing**

##### **C. Post Accident.**

When an employee is involved in an accident, it does not necessarily mean that the employee is at fault. For purposes of drug and/or alcohol testing, there is an element of materiality to whether an incident is an accident. Scraping a hubcap or purely cosmetic damage (scrapes, minor dents, flat tires) would generally be excluded from the definition of an accident. Incidents in the public right-of-way (plowing involving mailboxes, irrigation systems and other items) would generally be excluded from the definition of an accident. But if there is material damage to persons or property, then it would generally be considered an accident, whether or not the employee is ultimately determined to be at fault.

After an accident (as defined above) of any type (motor vehicle or non-motor vehicle), an employee may be subject to testing and/or disciplinary action based on reasonable cause. Testing is also required if the accident results in a fatality or injury of any sort, or if the employee is found to be at fault of the accident. The waiver of a post accident drug and/or alcohol testing is at the approval of the Town Administrator or designee based on case-by-case extenuating circumstances (hazardous weather conditions and other situations whereby the Town's consortium cannot provide the testing service on-site or the Town employee cannot be driven to the consortium or occupational testing facility).



See Federal Motor Carrier Safety Administration site: [https://www.fmcsa.dot.gov/regulations-for-current-regulations-regarding-DOT-CDL-\(commercial-motor-vehicle\)-drivers](https://www.fmcsa.dot.gov/regulations-for-current-regulations-regarding-DOT-CDL-(commercial-motor-vehicle)-drivers).

Drug testing must be performed as soon as practicable after the accident. Alcohol testing must be performed within two hours after an accident. If, for unavoidable reasons, alcohol testing is performed beyond two hours but before eight hours post accident, the Department Head must document why there was a delay in testing. If alcohol testing cannot be performed within eight hours post-accident, all attempts to an alcohol test shall stop. The Department Head must document why testing could not be done within the required period. Any employee that is involved in an accident in which alcohol testing is required must abstain from alcohol use until they are alcohol tested; or eight hours have elapsed post accident. Post accident alcohol testing may be performed or referred by trained law enforcement officials in lieu of a medical facility. If testing is performed post accident, follow the procedures outlined under "Reasonable Cause." The employee's supervisor will transport the employee or arrange to have the employee transported to the testing or collection site.

If an employee is injured, unconscious, or otherwise unable to consent to testing, all reasonable steps will be taken to obtain a sample. The Department Head will notify the hospital or medical treatment facility where the employee has been taken, of the need to obtain specimens for drug and alcohol testing. Necessary medical attention will not be delayed in order to collect any specimen and any injury to the employee should be treated first.

The consequence for a positive post accident test result is immediate discharge. An employee will be suspended without pay pending the result of post accident test(s). In the event that the test(s) are negative, the employee will be reinstated without loss of pay or benefits, unless other conduct warrants discipline under Town policy.

## 9. LEAVES OF ABSENCE – Vacation Leave

**Vacation Leave.** The purpose of vacation leave is to provide full-time employees the opportunity for a break in their work schedule. The amount of vacation time earned annually is based on the number of years employed (employee's anniversary date). Vacation time is accrued monthly. Vacation accruals are as follows effective July 1, 2019, available for August 1<sup>st</sup>:

Vacation leave shall be accrued at the following rates for full-time employees beginning with their first month of employment. The employee must start work by the 15<sup>th</sup> of the month in order to accrue in the first month.

Years of Service Completed	Vacation Time Accrual per month	Vacation Time Max Carry Over as of June 30 <sup>th</sup> each year
0-4.99 Years	7.79 hours	400 hours <u>120 hours</u>
5-9.99 Years	11.33 hours	
10-14.99 Years	14.88 hours	
15 Years +	17.71 hours	

**Vac prior to 7/1/19.** Vacation earned prior to July 1, 2019 will be tracked in a separate bank called "Vac prior to 7/1/19" and can be used at the employee's discretion. No more time can be added to this bank and no more than the following hours can be carried over as of June 30<sup>th</sup> each year for employees continuous service:

- 240 hours less than 15 years
- 320 hours 15 years or more

If accruals exceed the maximum caps listed above, the accrual overages are forfeited. No vacation leave shall be taken before accrual. Each month's accrual will be officially accrued once

the month has been completed and will be eligible for use on the first day of the following month. As an example, vacation time accrued for January will be available for use on February 1<sup>st</sup>. If a holiday occurs during a vacation, the employee may extend their vacation for one day or take the vacation day at another time. Use of vacation leave at a particular time is contingent upon whether the employee's services can be spared. Employees must submit their vacation requests as early as possible in the calendar year. Supervisors shall approve vacation requests taking into consideration that the remaining work force at all times will be adequate to cope with the expected work load. In cases where too many requests are made for a particular date, employees with the earliest request with sufficient accrued leave will be given preference.

Salaried exempt employees must use the appropriate leave(s) (vacation, sick, personal) for a workweek with less than 40 hours worked.

## 9. LEAVES OF ABSENCE – Sick leave

**Sick Leave.** Full-time employees will receive paid sick leave. The employee will accrue sick leave at a rate of eight hours per month. Full-time Police Sergeants will accrue sick leave at a rate of eight and ½ (8.50) hours per month. Sick leave may be accrued up to a 240-hour cap. At the end of the fiscal year, any sick leave over the 240-hour cap will be reimbursed to the employee at half pay.

Sick leave shall be accrued for full-time employees beginning with their first month of employment. The employee must start work by the 15<sup>th</sup> of the month in order to accrue in the first month.

No sick leave shall be taken before accrual. Each month's accrual will be officially accrued once the month has been completed and will be eligible for use on the first day of the following month. As an example, sick time accrued for January will be available for use on February 1<sup>st</sup>.

Sick leave may be used only to cover absences resulting from bona-fide sickness or injury; to cover absences required by exposure to contagious disease; to cover absences resulting from a necessity to attend to an ill member of the employees household or a family member; for a medical provider office visit; physical therapy; or, any type of medically related use. All sick leave must be approved by the supervisor.

In order to receive pay for sick leave, the Department Head or appropriate supervisor must be notified of the absence no later than fifteen minutes after the start of the employee's work day. Certain departments may have a more strict departmental policy in place for this, so the employee must check with the Department Head. Upon return to work, the employee must fill out the appropriate paperwork to use sick leave. The Town may require a doctor's note/statement for any sick leave absences of three days or more. The doctors note/statement must be provided upon request. The doctors note/statement may be required before being allowed to return to work.

Each fiscal year, 16 hours of annual sick leave will be considered 'personal leave' for the employee to use for personal reasons during the current fiscal year. These 16 hours will be taken from the employee's sick leave account when used. All personal leave will follow the same procedure as sick leave when applied for. At the end of the fiscal year, unused personal leave will be converted back to sick leave and will be carried over into the next fiscal year. This will result in the employee having a total of no more than 16 hours of personal time per fiscal year.

Chronic cases of absenteeism may be reviewed by the Department Head and a determination will be made regarding continued employment. If an employee is suspected or known to be misusing sick leave for reasons other than sickness or a medically related issue, the Department Head or designee may require a doctors note, and/or conduct an investigation into the alleged misuse. Upon conclusion of the investigation, the employee may or may not be required to reimburse the paid sick leave depending on the investigation results. If found to be misusing sick leave, discipline will be issued up to and including dismissal.

Salaried exempt employees must use the appropriate leave(s) (vacation, sick, personal) for a workweek with less than 40 hours worked.

## 9. LEAVES OF ABSENCE – Unpaid Leave of Absence

**Unpaid Leave of Absence.** Any employee who requests time off but has no accrued leave available may be granted an unpaid leave of absence. Unpaid leave of absence may be granted by the Department Head with concurrence of the Town Administrator for a period not to exceed 30 days. An employee who has taken an unpaid leave of absence will have no loss of insurance benefits or seniority but will not accrue leave benefits such as vacation, sick, etc. An exception to accruals is an employee who has worked for at least half of the month will accrue sick leave and vacation leave. Insurance benefits will be paid by the Town in accordance with the established level of contribution and the employee will be responsible to pay for their weekly payroll deductions and any previously agreed upon financial obligations. When the unpaid leave of absence ends, the employee will be reinstated to the position held before the leave was granted.

## 10. INSURANCES - Health

**Health.** The Town shall maintain health insurance for single, two-person, and family plans, paid by the Town to a maximum monthly premium and/or a percentage determined by the Town Council. The employee shall be responsible to pay the difference through payroll deductions. In the event the Town changes health carriers, this health section becomes null and void, and the new health policy will be adhered to. Employees with a spouse covered under the Town's health insurance plan are not eligible to enroll as a subscriber on a separate Town health insurance plan.

## 10. INSURANCES – Health insurance stipend agreement

**Health insurance stipend agreement.** The Town agrees to pay five-thousand dollars annually, disbursed per pay period at a rate of \$96.15, to each full-time regular employee not covered under the Town's health insurance plan, provided the employee does the following:

- Provides proof of equivalent coverage with another health insurance provider.
- Submits annually certification of equivalent coverage from the health insurance provider.
- Immediately notifies the Town of any changes in health insurance coverage or provider or of the termination of coverage.
- Receives no coverage under the Town's health insurance plan from a spouse or other relative employed by the Town and is not a subscriber on a separate Town health insurance plan.

## 10. INSURANCES - Dental

**Dental.** The Town shall maintain dental insurance for single, two-person, and family plans, paid by the Town to a maximum monthly premium and/or a percentage determined by the Town Council. The employee shall be responsible to pay the difference through payroll deductions. In the event the Town changes dental carriers, this dental section becomes null and void, and the new dental policy will be adhered to. Employees with a spouse covered under the Town's dental insurance plan are not eligible to enroll as a subscriber on a separate Town dental plan.

## 10. INSURANCES - Disability

**Disability.** The employees present disability plan provides benefits based on 67% (short-term disability) and 66 2/3% (long-term disability) of regular wages. Disability plan benefits are payable starting with the fifteenth (15<sup>th</sup>) day in the event of nonoccupational accident or sickness and continues for the duration of total disability, subject to a maximum duration.

- **During the 14-day wait period before the present disability plan will process the STD claim** for time missed from work, the employee must use their accrued sick time, comp time or holiday time (vacation time cannot be used per the disability plan requirements) - Per Town Personnel Plan an employee cannot have an unpaid leave of absence if they have accrued time available
- **While waiting for the STD claim to be processed by the disability Claim Rep.** the employee must use their accrued sick time, comp time or holiday time (vacation time cannot be used per the disability plan requirement) - Per Town Personnel Plan below an employee cannot have an unpaid leave of absence if they have accrued time available
- **Upon receiving disability payments from the insurance company,** the employee may use their accrued sick time, comp time or holiday time to make their wages whole (100%) - (vacation time cannot be used per the disability plan requirement) - this is an option to make wages whole and It is the employee's responsibility to notify the Finance Department of this choice.  
The Town Personnel Plan unpaid leave of absence policy would not apply since employee is receiving an income.

This plan contains a nonduplication clause which stipulates that the 2/3 benefit will include any benefits from a statutory plan (i.e., social security, NH Retirement System, and/or disability, etc.).

In the event the Town changes disability carriers, this disability section becomes null and void, and the new disability policy will be adhered to.

Pay raises, sick leave, vacation leave and holiday pay will not accrue while on disability. An exception to accruals is an employee who has worked for at least half of the month will accrue sick leave and vacation leave.

While on disability all insurance benefits will continue and the employee will continue to be responsible for any payroll deductions associated with and required on health and dental insurances.

See Human Resources for more information on the current disability coverage.

## 10. INSURANCES – Workers' compensation

**Workers' compensation.** On-the-job injuries are covered by workers compensation insurance, which is provided at no cost to the employee. If an employee is injured on the job, no matter how slightly, the employee must report the incident immediately to their supervisor. Employees must complete the necessary workers compensation forms following any injury. Once a claim is approved, the employee will receive a dollar amount for a period of time from the workers compensation company, as specified by State law. Workers compensation is tax exempt and is not considered compensation under the New Hampshire Retirement System.

If an employee has applied for workers compensation and is awaiting approval, the employee may use any available accrued time in order to receive a paycheck. Examples of accrued time are sick, vacation, personal day, floater, etc. The employee must agree in writing that upon

receipt of workers compensation a reimbursement will be done to restore the accrued leave time that was used; and, to ensure the employee will not have been paid more than 100% of the employee's regular gross wages between workers comp and the Town. This process will be as follows: On the employee's next regular paycheck, the amount of accrued time previously used, will be reversed from their paycheck and placed back into their accrual account. If the amount of reversal is of a size that cannot be reversed from one paycheck, the amount will be divided up and reversed over multiple paychecks.

When the employee is approved for workers Compensation, the employee will keep their workers comp check/wages and the Town will supplement that workers comp payment with regular wages in an amount that will equal 100% of the employee's regular gross wages. This is known as the differential pay. The employee keeps the differential pay. The differential will be paid for up to a maximum of 15 weeks. Once the 15 week differential pay has been exhausted, the employee may use any accrued time he/she has in order to be compensated at 100%.

If the employee has been denied workers compensation, the employee has the right to appeal and continue to use any available accrued time in order to receive a paycheck while waiting for the appeal decision. Examples of accrued time are sick, vacation, personal day, floater, etc. If the appeal is won, the same reimbursement process would apply.

An employee who has sustained an on-the-job injury will be reinstated to his or her former position within eighteen months of the initial injury if the position exists and is available, and the employee is not disabled from performing the duties of the position. A fitness-for-duty certificate may be required before an employee is permitted to return to work.

Under New Hampshire law, an employee's reinstatement rights expire eighteen months from the date of injury. An employee also will not be reinstated if they have accepted a job with another employer at any time after the date of the injury, or if there is a medical determination that the employee cannot return to their former position. Other circumstances concerning reinstatement will be governed by the New Hampshire Department of Labor requirements.

Upon return to work the employee will receive any cost of living increase that would have normally occurred while on workers compensation.

Upon return to work the employee will receive, if qualified, any merit increase that was missed while on workers compensation. The same evaluation process will be used as is used for all other employees.

Sick leave and vacation leave ~~will accrue not be accrued~~ while on workers compensation.

Additional holiday pay above workers compensation payments will not be awarded while the employee is on workers compensation (except for Police Sergeants – see Holiday Leave – Police Department Sergeants for details).

## 11. END OF EMPLOYMENT CONDITIONS and REQUIREMENTS

**Benefits – end of employment.** Employees who are dismissed will receive all accrued vacation leave and shall forfeit any applicable sick leave which is normally paid over the 30-day cap at 50%.

Employees who retire, resign, or end their employment for reasons other than dismissal will receive all accrued vacation leave and applicable sick leave which is normally paid over the 30-day cap at 50%. Unused personal days will be converted back to sick days in order that they may be applied to the total accrual of sick days. Accrued sick leave will be to the date of separation from employment. Each month's accrual will be officially accrued once the month has been completed and will be eligible for use on the first day of the following month. Exception to the End of Employment accruals is an employee retiring under NHRS. These retirees would get their last monthly accruals on the last day of the month.



## Town Council STAFF REPORT



**To:** Town Council  
**Title:** Impacts of Potential Town Clerk Vacancy  
**Meeting:** Town Council - 25 May 2022  
**Department:** Administration  
**Staff Contact:** Leann McLaughlin, Project Coordinator

### BACKGROUND INFORMATION:

The Town Clerk position is a vital position. This is not a position that can be vacant. To better understand the impacts of not having a Town Clerk, the Town Council needs to understand the roles and duties of a Town Clerk. These responsibilities are governed by many RSAs: RSA 41:9; RSA 261:165; RSA 41:58 (public records); RSA 33-A:3 (must serve on the Municipal Committee for the retention of each type of record created by the municipality); RSA 91-A (Right to Know); RSA 170-B:19, II (Vital Records); RSA 436:102 (Rabies Certificates to Town Clerks). Town Clerk responsibilities include but are not limited to budget submission, frequent deposits, maintaining public records and vital records, issuing marriage licenses, issuing dog licenses, and providing support for the elections (before, during and after).

Small examples of work to be done for Elections (before, during and after):

- Filing of a candidacy
- Preparation of ballots
- Process absentee ballots
- Requests for recounts
- Record all votes of the Town meeting
- Certify meeting minutes
- Notify winners of the various contests

"The compensation of the town clerk is set by the Town Meeting. The Town Clerk is not an employee of the town and not subject to personnel policies. The Clerk may set his or her own office hours and take what vacation and sick time they feel they can, while still providing the service their constituents expect" (NHMA Article "Town Clerks: What do they do – and do they have a boss?")

"If there is no deputy or the deputy does not live in town, the select board would fill the vacancy by appointment."

### RECOMMENDATION:

This information is for review purposes only to outline what will happen come July 1, 2022 if there are no potential candidates for this vacancy.

### TOWN ADMINISTRATOR'S RECOMMENDATION:

This information is being provided to keep Town Council updated about the town clerk's office vacancy and possible council actions.

**ATTACHMENTS:**

[Town Clerks What do they do—and do they have a boss New Hampshire Municipal Association](#)



# Town Clerks: What do they do—and do they have a boss?

***By Kimberly Hallquist, Esq.***

The duties and responsibilities of a town clerk are numerous and varied. There is no one place in the statutes to find a list of the duties for this position; rather, the duties can be found throughout many statutes such as motor vehicle laws, election laws, vital statistics, planning and land use laws, libraries and the budget law. This article will review some of those duties and responsibilities of the town clerk as well as oversight of the position.

## **Town Official**

Unlike the tax collector, there is no provision in the law to allow a town clerk to be appointed. Thus, all town clerks must be elected and thereby must also be residents in the town they serve. City clerks, however, are appointed by the city council and are subject to the provisions of the city charter. These distinctions aside, most of the duties described below apply to city clerks as well as town clerks.

The compensation of the town clerk is set by the legislative body (the town meeting) and can be statutory fees collected, a set salary in lieu of fees or a combination of both. The legislative body may also include insurance benefits as part of the compensation package. The town clerk submits his or her budget request to the selectmen for their consideration who then submit it the budget committee, if there is one. Within the budget request, the town clerk may include compensation, monies to attend trainings, and other items necessary to run the office. The legislative body has ultimate decision-making power over all budget requests presented at the annual meeting. Thus, if the selectmen or budget committee recommend a budget for the town clerk's office that the clerk disagrees with, he or she can take the issue up with the voters at the annual meeting.

In order for a municipality to pay their clerk in a manner other than statutory fees, there must be a vote at town meeting. Regardless of whether the clerk is paid by statutory fees, or a combination of salary and fees, all fees collected by the clerk must be deposited with the treasurer at least monthly, or more often as directed by the selectmen, for use of the town. If the clerk is paid by way of statutory fees, he or she then submits an invoice to the treasurer for payment of the fees. The town meeting may also vote to have the town clerk elected every three years instead of every year, and may vote to combine the position of town clerk and tax collector. If the position is combined, it must be an elected position, regardless of whether the tax collector had previously been an appointed position.

The town clerk may appoint a deputy town clerk, and the appointment is subject to the approval of the selectmen. Like the town clerk, the deputy must be a resident of the town and will perform all of the duties of the town clerk in the case of his or her absence by sickness or resignation. In the event that there is a vacancy in the office of town clerk, the deputy town clerk assumes the position of town clerk until the next annual meeting. If no deputy has been appointed, the selectmen fill the vacancy by appointment. A town clerk may not hold the office of treasurer, supervisor of the checklist or town auditor.

As a town official, the town clerk is not an employee of the town. Thus, the town clerk is not subject to the personnel policies of the town with respect to vacation time, sick time, or hours of work per week. The clerk may set his or her own office hours and take what vacation and sick time they feel they can, while still providing the service their constituents expect. However, this does not mean that there is no oversight of the position by the selectmen. There are some instances where other town officials may have input into the way the town clerk runs his or her office. For example, the selectmen are responsible for establishing and maintaining appropriate internal control procedures to ensure the safeguarding of all town assets and properties pursuant to [RSA 41:9](#). Thus, the selectmen can institute procedures for the clerk to follow with regard to safeguarding the financial assets that he or she collects for the town and well as decisions regarding the physical space the town clerk office occupies, to the extent that the selectmen need to properly manage town property. The clerk is also bound by the limitations on expenditures provisions contained in the Municipal Budget Law. Although it is possible to have a clerk removed from office, as described below, the most likely way for a town clerk to lose his or her job is when the voters decide they no longer want the person to serve as their clerk and they elect someone else.

The selectmen may institute proceedings to remove a clerk whenever the accounts, as examined by the Department of Revenue, a certified public accountant, or an accountant registered by the state, are found to contain irregularities or material error, or show evidence that the timely deposit of funds has not been made in accordance with [RSA 261:165](#). The clerk is entitled to notice, an opportunity for a written response and a public hearing. The governing body's determination may be appealed *de novo* to the superior court. The clerk may also be removed by the selectmen if, in their judgment, the clerk has become insane or otherwise incapacitated to discharge the duties of the office.

While there is no direct supervision of the town clerk by the selectmen in the way that town employees are supervised, cooperation and a spirit of teamwork on the part of all town officials is essential. Only by working together will the goal of serving the town to the best of their abilities be achieved.

### **Public Records**

A vital role of the town clerk is as keeper of all of the town's public records. Many statutes require that in order to be effective certain documents, such as ordinances, by-laws, regulations, and warrants must be on file with the town clerk. Additionally, [RSA 41:58](#) requires that all books, records, papers, vouchers, and documents which shall be in the possession of any officers, committee, or board of officers of the town, and which are not needed elsewhere by them in the discharge of their official duty, shall be deposited in the office of the town clerk. The clerk also serves on the municipal records committee pursuant to [RSA 33-A:3](#) that governs the disposition of municipal records.

As a keeper of public records, it is important that clerks are well versed in [RSA 91-A](#), the Right to Know Law, so that records that should be disclosed to the public are made easily accessible to the public, and those that must be kept from public view pursuant to [RSA 91-A:5](#), are not released.

### **Licenses and Registrations**

Probably the most familiar to the general public is the clerk's responsibility with regard to registering of motor vehicles. Any resident of this state who intends to own and operate a motor vehicle must first go to the town or city clerk's office to register the vehicle. The clerk must be aware of several laws with regard to motor vehicle registration such as certificates of titles, which vehicles are exempted from the law, when transfer credits must be given, and what registration fee must be charged.

A clerk, with the approval of the governing body, may apply to the state to become a municipal agent. In this way, the clerk can process the municipal portion of a vehicle registration, as well as the state portion, allowing "one-stop shopping" for the resident wishing to register a vehicle. The clerk may charge the applicant not more than \$2.50 in addition to the regular registration fees. If the clerk is paid on a salary basis, the municipality will retain the \$2.50 fee in the same manner as all other fees collected by the clerk. If the clerk is paid on a fee basis, the \$2.50 fee is paid over to the clerk by the municipality. Those clerks that are appointed municipal agents must attend training sessions, they must agree to the rules as enacted by the Department of Motor Vehicles and they must secure a bond in favor of the state.

The clerk is also responsible for keeping a chronological record of births, marriages and deaths reported to his or her office and of transmitting a copy of such records to the state registrar on a timely basis. The clerk must issue to any applicant a certified copy of any record in the office relative to births, marriages and deaths and may charge a fee as permitted by statute. However, the clerk shall not permit the inspection of vital statistics records, unless satisfied that the applicant has a direct and tangible interest in the record, and in no circumstances shall information concerning adoption be given out by the clerk to any individual except pursuant to [RSA 170-B:19](#), II.

A couple wishing to marry in this state must first file the marriage application worksheet with a town clerk. The clerk completes statistical and legal information on the marriage application worksheet and then transfers all of the information supplied by the bride and groom onto a marriage license. The clerk must also review various documents such as identification, divorce decrees if either or both of the applicants has been married before, or death certificates if either had a marriage end because of a death of a spouse. The marriage will not be registered until the marriage license is returned to the clerk, signed by the person who performed the ceremony, and then signed by the clerk and forwarded to the state.

The clerk also has the responsibility for the licensing of dogs, and cats if the municipality licenses cats. Before issuing the license, the clerk must be satisfied that the animal is properly vaccinated against rabies. Since veterinarians are required to send copies of rabies certificates to town clerks pursuant to [RSA 436:102](#), town clerks have an idea of who owns animals in town that should be licensed. The clerk may decide to authorize local law enforcement to issue licenses and collect license fees as well.

### **Elections**

The town clerk's role in the election process is also quite visible to the community. A clerk is an election officer, as is any moderator, deputy moderator, assistant moderator, city clerk, deputy city clerk, ward clerk, selectman, supervisor of the checklist, registrar or deputy registrar. The selectmen select the location for the voting and make sure it is suitable, and the moderator has overall control on the day of the election. (Note: In cities, it is the clerk, not the moderator, who establishes procedures for the conduct of elections at all polling places within the city.) The clerk has many responsibilities before, during and after the election or town meeting. The following descriptions provide an overview of the clerk's role in the election process.

The clerk is involved at the very start of the election process: the filing of a candidacy. A person who intends to run for a town office must file his or her declaration of candidacy with the town clerk. The clerk must make a decision whether the person filing meets the requirements for office with respect to residency and filing dates and may have to explain why a declaration of candidacy cannot be accepted. Once the filing period has expired, the town clerk may not accept withdrawals of candidacy unless the candidate dies or makes oath that he or she does not qualify because of age, domicile or incapacitating physical disability acquired subsequent to his or her filing. The clerk is also responsible for the preparation of the ballots for town elections. Ballots for state elections are sent to the clerk by the secretary of state and must be inspected by the clerk, in the presence of at least one other person, to verify that they are the correct ballots for that town.

The clerk must also process requests for absentee ballots. The clerk must maintain a list of absentee ballots and a notation made of those people who actually return their ballot. The absentee ballots are received by the clerk and are turned over by the clerk to the moderator for processing. Once all ballots are counted, the ballots are placed in a container by the moderator, in the presence of the selectmen, sealed, and are then delivered to the town clerk. The clerk shall preserve the ballots for the time specified by statute. The moderator announces the final count for each office and the clerk certifies the results.

Requests for recounts must be made to the town clerk, in writing, no later than the Friday following the election. The clerk is responsible for setting up the time for the recount which must be no earlier than five days nor later than ten days after receipt of the application for recount. The clerk notifies all candidates for the office that is subject to the recount and publicly breaks the seal on the box containing the ballots to be recounted.

After each town meeting, the town clerk must record in the official records of the town, all votes of the town meeting and certify the meeting minutes. Town clerks generally prepare minutes of the meeting, summarizing discussion from the floor of each article. Once the period for recount has expired, the clerk notifies the people who have been declared winners of the various contests to inform them that they must appear to take the required oath of office. The clerk may administer the oath, as can the moderator, a town selectman or justice of the peace.

### **Reporting**

The town clerk has reporting duties to various entities. For example, after the annual meeting, the town clerk must report the names and addresses of all town officers to the department of revenue and must send two copies of the town report to the State Library. The clerk must also forward to the selectmen and treasurer a certified copy of any vote to transfer surplus funds to capital reserve accounts with- in 10 days of the vote. For a detailed list of the clerk's reporting responsibilities and the applicable due dates, refer to the *Important Dates for Towns* calendar published annually by the New Hampshire Local Government Center.

To summarize, town and city clerks serve a vital role by securing and preserving the public documents of the municipality, thereby ensuring the historical records for future generations. The position is also complex, requiring the clerk to understand many different laws, to review and understand many documents that are presented to him or her by citizens to show eligibility for various licenses and registrations. Town clerks should avail themselves of the many training opportunities that are offered each year by the State of New Hampshire, the New Hampshire Town Clerk's Association and the New Hampshire Local Government Center to make sure they are apprised of the many—and often changing—laws relating to their jobs. In this way, they can best serve their municipalities.

*Kimberly Hallquist is Staff Attorney with New Hampshire Local Government Center's Legal Services and Government Affairs Department.*



# Town Council

## STAFF REPORT



**To:** Town Council  
**Title:** ARPA Committee Project List and Ranking  
**Meeting:** Town Council - 25 May 2022  
**Department:** Administration  
**Staff Contact:** Leann McLaughlin, Project Coordinator

### BACKGROUND INFORMATION:

July 7, 2021

R. Lapierre motioned to accept the Local Fiscal Recovery Funds in the amount of \$1,522,397.00 354 of the American Rescue Plan Act in accordance with NH RSA 31:95-b. seconded by D. Boutin.

November 17, 2021

J. Sullivan motioned to form a subcommittee to review, research and suggest appropriate 795 projects to be funded from the ARPA funds seconded by C. Karolian.

April 27, 2022

D. Boutin motioned that we get a complete list of projects proposed by the subcommittee 292 seconded by J. Durand.

“Final Rule” guidance from the U.S. Treasury on January 27, 2022

“...funds may only be used for costs incurred within a specific time period, beginning March 3, 2021, with all funds obligated by December 31, 2024 and all funds spent by December 31, 2026.”

DEPARTMENT OF THE TREASURY

31 CFR Part 35

RIN 1505–AC77

Coronavirus State and Local Fiscal Recovery Funds

ARPA Subcommittee Process:

Sources of projects for consideration

- Public Input
- CIP Plan
- Town Administrator
- Other town committees
- Individual councilors

Rank of projects conducted at May 6, 2022 Subcommittee meeting:

Project	Projected Cost	Rank
Sherwood Drainage Project	30000	1

Project	Projected Cost	Rank
Corriveau Dr Drainage Project	40000	2
Petersbrook Scoreboard Install	18500	3
River Walk Phase IV	270000	4
DPW Van Replacement	40000	5
Town Offices Projects - Automatic Generator Switch	25000	6
Lincoln Heights Drainage Study	150000	7
Sherwood Drainage Phase II Study	100000	8
Farmer Rd Water Project	400000	9
Petersbrook Lighting Phase II	400000	10
Petersbrook Clubhouse	500000	11
Solar Project Phase I Study	75000	12
Donati Bridge Replacement	100000	13
Future TIF Project	600000	14
Town Council Sound Project	6000	15
Town Offices Optimization	10000	16
Old Town Hall Project Planning	20000	17
Tax Office Software Upgrade	45000	18
Safety Dept Gyms Upgrades	46000	19

**FINANCIAL IMPACT:**

The town has allocated \$107,500 of the \$1,522,397, the remainder of which needs to be obligated by December 31, 2024 and expended by December 31, 2026.

**RECOMMENDATION:**

Review the list of potential projects and place projects on a future agenda for further discussion and considerations

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Review and discuss the results of the ARPA Committee's recommendations for the use of the remaining ARPA funds allocated to Hooksett in 2021 and 2022.

**ATTACHMENTS:**

[ARPA Subcommittee Minutes 05.06.22](#)



**ARPA – Local Fiscal Recovery Fund Subcommittee  
Town of Hooksett Municipal Building  
Council Chambers  
Friday, May 6, 2022  
Meeting Minutes**

**CALL TO ORDER**

Chair Lapierre called the meeting to order at 9:02 am.

**PROOF OF POSTING**

Leann McLaughlin, Project Coordinator, provided proof of posting.

**ATTENDANCE**

Chairman Councilor Randall Lapierre, Councilor Tim Tsantoulis, Councilor David Ross

Staff: Leann McLaughlin- Project Coordinator; Christine Tewksbury- Finance Director; Thomas Bartula, Acting Director – DPW

**PUBLIC INPUT**

**OLD BUSINESS**

**NEW BUSINESS**

▪ **Ranking of Potential Projects**

Councilor Randall Lapierre offered to present a rundown of the proposed projects to Council Ross since this is his first meeting. Councilor Ross expressed his disappointment that he did not receive any background information prior to the meeting. Councilor Lapierre explained that Departments and Committees have provided backup multiple times to the members of the subcommittee. He reminded the group that the full Town Council requested a ranking of the projects be presented at the second meeting in May. Since the full Town Council requested that information, the rankings must be completed at this meeting to provide that to the Town Council on May 25.

Councilor Ross is concerned with the methods used to determine which projects should be on the list. Councilor Ross explained his understanding of the use of the ARPA funds. The funds are for relief for people who suffered because of the shutdowns. For example, police vehicles were held back because there were concerns about funding. The people in town are the ones who have possession of these funds. Councilor Ross states that projects with benefits to residents should be priority. As far as community items, Councilor Ross asked if anyone had thought about the Churches or reached out to them. Due to less attendance, donations dropped off, but incoming bills did not.

Councilor Lapierre thanked Councilor Ross for his input. Council Lapierre then explained the items that were included and why. The use of ARPA funds can't be used for projects that were already committed through a Warrant Article because the funding sources for those projects were explicitly discussed on the Warrant Article. On the list, there is a "Future TIF Project". It was determined that if money is put towards the TIF expansion of water and sewer, \$600,000 would be earmarked for a future project that is undefined and pay for that project with the ARPA funds. Remembering that they must be committed by

the end of 2024 and utilized by the end of 2026. Councilor Lapierre requested to complete the ranking by reading each project on the list and each Councilor will vote if the project seems high or low on the priority list.

Councilor Ross explained that he did not feel comfortable ranking any projects today because he has not heard any discussions and does not know how these projects were presented. He did not receive a copy of previous minutes or an actual copy of the defined funds and uses as provided by the government. Councilor Lapierre stated that all that information is online. Councilor Ross said that paper is his preferred method of receiving information. Councilor Ross felt unprepared and said it was not his fault. Councilor Tsantoulis agreed with the unprepared part but does not agree that it is at the fault of the subcommittee. There is a responsibility of the individual to do their homework. Councilor Tsantoulis explained that the subcommittee's goal of this meeting is to rank these projects. Councilor Ross felt that it was an exercise of utility, and he was just there to fill a seat. The reason he agreed to be on the subcommittee is because he cares about this. Councilor Ross stated that this does not need to be done in a hurry. In November, he suggested to create a subcommittee to slow down the process. Councilor Lapierre agreed that this should not be rushed. However, the full Town Council voted to request a ranking by the second meeting in May. There is a deadline to meet based on the Town Council vote and the subcommittee is bound by that.

- Future TIF Project \$600,000
  - Councilor Ross: Low; Councilor Tsantoulis: High; Councilor Lapierre: Low
- Town Gyms Upgrades (Safety Center and Station 1) \$46,000
  - Councilor Ross: Low; Councilor Tsantoulis: Low; Councilor Lapierre: Low
- Farmer Rd Water Project \$400,000
  - Councilor Ross: High; Councilor Tsantoulis: Low; Councilor Lapierre: Low
- Petersbrook Lighting Phase II \$400,000
  - Councilor Ross: Low; Councilor Tsantoulis: Low; Councilor Lapierre: High
- Petersbrook Scoreboard Installation \$18,500
  - Councilor Ross: High; Councilor Tsantoulis: High; Councilor Lapierre: High
- Town Office Generator Automatic Transfer Switch \$25,000
  - Councilor Ross: High; Councilor Tsantoulis: High; Councilor Lapierre: Low
- Old Town Hall Project \$20,000
  - Councilor Ross: Low; Councilor Tsantoulis: Low; Councilor Lapierre: Low
- Council Chambers Sound Project \$6,000
  - Councilor Ross: Low; Councilor Tsantoulis: High; Councilor Lapierre: Low
- Town Clerk/Tax Collector Software Upgrade \$45,000
  - Councilor Ross: Low; Councilor Tsantoulis: Low; Councilor Lapierre: Low
- Merrimack Riverwalk Trail Phase IV \$270,000
  - Councilor Ross: High; Councilor Tsantoulis: High; Councilor Lapierre: High
- DPW Van \$40,000
  - Councilor Ross: High; Councilor Tsantoulis: High; Councilor Lapierre: Low
- Administration Offices Project \$10,000
  - Councilor Ross: Low; Councilor Tsantoulis: Low; Councilor Lapierre: Low
- Sherwood Drive Drainage Issue \$30,000
  - Councilor Ross: High; Councilor Tsantoulis: High; Councilor Lapierre: High
- Corriveau Drive Drainage Issue \$40,000
  - Councilor Ross: High; Councilor Tsantoulis: High; Councilor Lapierre: High

- Sherwood Drive Drainage #2     \$100,000
  - Councilor Ross: Abstained; Councilor Tsantoulis: High; Councilor Lapierre: Low
- Lincoln Heights Drainage     \$150,000
  - Councilor Ross: Abstained; Councilor Tsantoulis: Low; Councilor Lapierre: High
- Donati Bridge     \$100,000
  - Councilor Ross: Low; Councilor Tsantoulis: High; Councilor Lapierre: Low

(Tom Bartula explained that the Town Engineer is working on possible donations from the Sewer Commission and other businesses to replace the bridge. Councilor Lapierre recommended staff come back to the subcommittee should they need a smaller amount of funds to complete the project.)

- Petersbrook Clubhouse     \$500,000
  - Councilor Ross: Low; Councilor Tsantoulis: High; Councilor Lapierre: Low
- Solar Project Design     \$75,000
  - Councilor Ross: Low; Councilor Tsantoulis: High; Councilor Lapierre: Low

The subcommittee then reviewed which projects were rated at the highest level and which were the lowest. The subcommittee completed the following ranking:

Project	Projected Cost	Rank
Sherwood Drainage #1	30000	1
Corriveau Dr Drainage	40000	2
Petersbrook Scoreboard Install	18500	3
River Walk Phase IV	270000	4
DPW Van	40000	5
Town Offices Projects - Gen	25000	6
Lincoln Heights Drainage	150000	7
Sherwood Drainage #2	100000	8
Farmer Rd Water Project	400000	9
Petersbrook Lighting Phase II	400000	10
Petersbrook Clubhouse	500000	11
Solar Project Phase I	75000	12
Donati Bridge	100000	13
Future TIF Project	600000	14
Town Council Sound Project	6000	15
Town office upgrade	10000	16
Old Town Hall Project	20000	17
Tax Office Software Upgrade	45000	18
Safety Dept Gyms Upgrades	46000	19

#### APPROVAL OF MINUTES

Staff was unable to provide the minutes prior to the meeting. The April 15, 2022, minutes will be reviewed and voted on at the next meeting.

**PUBLIC INPUT**

**ADJOURNMENT**

*R. Lapierre motioned to adjourn at 9:53 am. T. Tsantoulis seconded the motion. Voted unanimously in favor.*

Minutes respectfully submitted by

Leann McLaughlin  
Project Coordinator

# Town Council

## STAFF REPORT



**To:** Town Council  
**Title:** 2022 Resurfacing  
**Meeting:** Town Council - 25 May 2022  
**Department:** Public Works  
**Staff Contact:** Thomas Bartula, Highway Crew Chief

### BACKGROUND INFORMATION:

Last month, the Department released a Request for Proposals for 2022 Resurfacing project which included, Autumn Run, Corriveau Drive, Granite Street, Green Street, Scott Avenue, Old Mammoth Road, Old Town Hall, Harmony Lane, Hidden Ranch, Technology Drive and Valley View. Bids were opened on April 22, 2022. Bids were received from the following:

GMI Asphalt, LLC	\$1,235,779.41
Pike Industries, Inc.	\$1,340,555.40
Advanced Excavating & Paving, LLC	\$1,391,991.01
Busby Construction Co., Inc.	\$1,772,947.56

Total funds available for paving is approximately \$1,055,000.00. It was decided that Old Town Hall, Technology Drive and Valley View will be taken off the list for now. Total bids without said roads are as follows:

GMI Asphalt, LLC	\$1,047,059.66
Pike Industries, Inc.	\$1,130,224.50
Advanced Excavating & Paving, LLC	\$1,176,593.62
Busby Construction Co., Inc.	\$1,513,881.33

### FINANCIAL IMPACT:

Approximately \$155,000.00 to come from FY 2021-2022 budget and the balance to come from FY 2022-2023 paving budget, currently at \$900,000.00.

### POLICY IMPLICATIONS:

None.

### RECOMMENDATION:

Approve and consent to award the 2022 Resurfacing Project to GMI Asphalt, LLC for a total of \$1,047,059.66 (without Old Town Hall, Technology Drive and Valley View), approximately \$155,000.00 to come from FY 2021-2022 budget and the balance to come from FY 2022-2023 budget currently at \$900,000.00.

### SUGGESTED MOTION:

Motion to approve and consent to award the 2022 Resurfacing Project to GMI Asphalt, LLC for a total of \$1,047,059.66 (without Old Town Hall, Technology Drive and Valley View), approximately \$155,000.00 to come from FY 2021-2022 budget and the balance to come from FY 2022-2023 budget currently at \$900,000.00.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

**ATTACHMENTS:**

[RFP 22-04 Resurfacing  
Resurfacing Bids](#)

Town of Hooksett



February 2022

Prepared by:  
DEPARTMENT OF PUBLIC WORKS  
35 MAIN STREET  
HOOKSETT, NH 03106  
(603) 485-8471

**REQUEST FOR PROPOSALS**

**HOOKSETT 2022 RESURFACING**  
**Proposal #22-04**

**Acceptance Date: 11:00 AM, Friday, April 22, 2022**

Sealed proposals, plainly marked, "Hooksett 2022 Resurfacing Proposal #22-04" on the outside of the mailing envelope as well as the sealed proposal envelope, address to Administration Department – Hooksett Town Hall; 35 Main Street; Hooksett, New Hampshire 03106 will be accepted until **Friday, April 22, 2022 at 11:00 am** when all proposals will be publicly opened and read aloud.

This proposal is for: 2022 Resurfacing to: Autumn Run, Corriveau Drive, Granite Street, Green Street, Scott Avenue, Old Mammoth Road, Old Town Hall, Harmony Lane, Hidden Ranch, Technology Drive, and Valley View.

Proposal packages may be obtained from the town's website: [www.hooksett.org](http://www.hooksett.org), by contacting the Administration Department at the above address, or by calling (603) 485-8472.

The Town of Hooksett reserves the right to reject any or all Proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the Town.

**HOOKSETT 2022 RESURFACING**  
**Proposal #22-04**

**Contract Documents – Town of Hooksett 2022 RESURFACING**

**Introduction**

The Town of Hooksett is seeking Proposals to perform resurfacing to: Autumn Rum, Corriveau Drive, Granite Street, Green Street, Scott Avenue, Old Mammoth Road, Old Town Hall, Harmony Lane, Hidden Ranch, Technology Drive, and Valley View. **No pavement shall be installed without a Town employee being on site to monitor.**

**Scope of Work**

The streets scheduled for resurfacing are described as follows:

1. Part A – Autumn Rum 4953 LF: Reclaimed Stabilized Base (16,510 SY) and 2,880 tons of bituminous pavement (base and wearing courses) and 60 sewer manholes/basins, 12 Water valves and 55 driveway aprons.
2. Part B – Corriveau Drive 1145 LF: Reclaimed Stabilized Base (16,653 SY) and 2904 tons of bituminous pavement (base and wearing courses), no sewer manholes/basins, no Water valves, and 36 driveway aprons.
3. Part C – Granite Street: Reclaimed Stabilized Base (7467 SY) and 1302 tons of bituminous pavement (base and wearing courses), 22 sewer manholes/basins, 8 Water valves, and 31 driveway aprons.
4. Part D – Green Street: Reclaimed Stabilized Base (1800 SY) and 314 tons of bituminous pavement (base and wearing courses), 0 sewer manholes/basins, no Water valves, and 7 driveway aprons.
5. Part E Scott Avenue: Reclaimed Stabilized Base (4667 SY) and 814 tons of bituminous pavement (base and wearing courses), 6 sewer manholes/basins, 2 Water valves, and 15 driveway aprons.
6. Part F – Old Mammoth Road: Reclaimed Stabilized Base (767 SY) and 127 tons of bituminous pavement (base and wearing courses), 0 sewer manholes/basins, 0 Water valves, and 0 driveway aprons.
7. Part G – Old Town Hall: Reclaimed Stabilized Base (1222 SY) and 213 tons of bituminous pavement (base and wearing courses), 0 sewer manholes/basins, 2 Water valves, and 0 driveway aprons.
8. Part H – Harmony Lane: Reclaimed Stabilized Base (5076 SY) and 885 tons of bituminous pavement (base and wearing courses and 23 sewer manholes/basins, 6 Water valves and 24 driveway aprons.
9. Part I – Hidden Ranch: Reclaimed Stabilized Base (2444 SY) and 426 tons of bituminous pavement (base and wearing courses and 0 sewer manholes/basins, 0 Water valves and 4 driveway aprons.
10. Part J – Technology Drive: Reclaimed Stabilized Base (6667 SY) and 1163 tons of bituminous pavement (base and wearing courses and 12 sewer manholes/basins, 4 Water valves and 4 driveway aprons.



11. Part K – Valley View: Reclaimed Stabilized Base (1883 SY) and 328 tons of bituminous pavement (base and wearing courses) and 0 sewer manholes/basins, 0 Water valves, 1 driveway aprons.

The Town may elect to award any or all of the parts listed depending upon available of funds and whatever is in the best interests of the Town.

**Contract Requirements:**

A typical Standard Contract is attached to this Request for Proposals. The contractor shall provide at the time of the contract signing Performance and Payment Bonds and a Certificate of Insurance with requirements as specified in this RFP naming the Town as additional insured. The Town will retain 10% of the contract amount until after final contract is completed and will retain 2% of the contract amount for the one-year warranty period. The Proposer shall provide a construction schedule at the time of the preconstruction meeting.

The Contractor, at the time of the preconstruction meeting, will be responsible to provide a detailed approach to complete the project including the staging area as part of the contract. In addition, the Contractor shall complete a Town Excavation Permit prior to the start of construction for each street. The application fee will be waived for the Contractor. Some streets will require a Driveway Permit from New Hampshire Department of Transportation.

The Town of Hooksett, Department of Public Works will oversee the proposals and construction of the project.

**Vendor Qualifications**

The Proposer shall list qualifications and financial stability and references on similar projects.

**Criteria for Reviewing Proposals**

In reviewing proposals, the Town will carefully weigh the following in making a determination which Proposal to award which will be in the best interests of the TOWN (not necessarily the lowers proposal):

1. Vendor's qualifications
2. Municipal experience
3. Pricing
4. Delivery of services

Proposals shall be valid for a 60-day period after date of the Proposal opening. It is expected that a contract approval will be made by within that 60-day period and award following Town Council approval, depending upon the available of funding and whatever is in the best interests of the Town.

**Construction Schedule and Completion**

The Resurfacing shall start within 30 days of the award and shall be complete by October 15, 2022.

**Construction work shall be limited to Monday to Friday, 7:00 am to 5:00 pm excluding holidays.**

**Submission**

Pricing must be inclusive, clear and concise, including such other information as requested or required. Be sure the proposal envelope is completely and properly identified. The face of the

envelope shall indicate the title of the RFP “**Proposal 22-04 Hooksett 2022 RESURFACING**”. Proposals must be received by the Town of Hooksett ON or BEFORE THE HOUR SPECIFIED ON THE ACCEPTANCE DATE. Proposals may be either mailed or hand delivered to the Town Hall, 35 Main Street, Hooksett, NH 03106, Attn: Town Administrator.

**Inquiries**

Inquiries pertaining to the Request for Proposal must cite the RFP title and acceptance date and be directed to Interim Public Works Director, Thomas Bartula at [tbartula@hooksett.org](mailto:tbartula@hooksett.org) or 603-668-8019.

**Competition**

It is the town’s intent that this RFP shall permit competition. It shall be the respondent’s responsibility to advise the Town Administrator, in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received not later than ten (10) days prior to the proposal acceptance date.

**Reservation of Rights**

The Town of Hooksett reserves the right to reject all or any part of any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the Town.

Should the proposal amount exceed the approved budget line, the Town reserves the right to remove or cancel some of the requested streets to not exceed the approved budget line.

**Firm Pricing**

Proposed fees must be firm for the Town acceptance for 60 days from acceptance date of proposals.

Pricing must be inclusive, clear and concise, including such other information as requested or required.

**Insurance**

The awarded vendor at their cost will be required to provide certificate of liability insurance before installation can commence naming the Town of Hooksett as additional insured. The following standard insurance shall be required:

**Umbrella Insurance Coverage**

Per Occurrence	\$1,000,000
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**Commercial General Liability Insurance**

Each Occurrence Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000
Personal and Advertising Limit	\$1,000,000

**Commercial Automobile Insurance (for Owned, Hired, and Non-owned Autos:**

Bodily Injury and Property Damage Liability	
Combined Single Limit (Per Occurrence)	\$1,000,000

**Workers Compensation/Employers Liability Insurance**

Bodily Injury by Accident Each Accident

(Coverage B – Employer's Liability)	\$500,000
Bodily Injury by Disease Aggregate Limit	\$500,000
Bodily Injury by Disease- Each Employee (Coverage A – Statutory)	\$500,000

**Items Addressed**

The Proposal should address all the points outlined in the request for proposals. The proposal should be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects and questions must be addressed:

- a) Name, address, telephone number, fax number and e-mail address of the company
- b) Three (3) copies of the proposal must be submitted
- c) Name of contact person and telephone number for purposes of following up on proposal.
- d) Narrative including the qualifications of the company and municipal experience.
- e) Has the company been in bankruptcy, reorganization or receivership in the last five years? If so, please explain under what circumstances this disqualification or termination occurred.

**Submission**

The proposal container must be completely and properly identified. The face of the container shall be marked "**Hooksett 2022 RESURFACING Proposal #22-04**". Prospective Proposers must monitor the Town's website for any addendums.

**Prospective Proposers must monitor the Town's website for any addendums.**

Proposals must be received by the Town of Hooksett ON or BEFORE the hour specified on the acceptance date. Proposals may be either mailed to Town Administrator, 35 Main Street, Hooksett, NH 03106, or hand delivered to the Municipal Center, 35 Main Street, Hooksett, NH, Attention: Town Administrator.

**LATE PROPOSALS WILL NOT BE ACCEPTED**

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**TOWN OF HOOKSETT and CONTRACTOR AGREEMENT**

In Re: Project: #22-04 Hooksett 2022 RESURFACING

**THIS CONTRACT AGREEMENT** is made and entered into at **Hooksett, NH** this \_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2022 by and between the Town of Hooksett, NH hereinafter designated TOWN, and \_\_\_\_\_ herein after designated CONTRACTOR, as follows:

**1. SCOPE OF WORK.** CONSULTANT agrees to furnish professional services to prepare preliminary design services, final design services and Proposing services necessary for performance of the following portion of the work described in the Contract titled "Proposal #22-04 Hooksett 2022 RESURFACING" between TOWN and the CONTRACTOR.

**2. SPECIAL CONDITIONS:**

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**3. SCHEDULING.** Time is of the essence of this Contract. CONTRACTOR shall start and complete its work under this Contract in accordance with the RFP's proposed Schedule. CONTRACTOR shall reimburse TOWN for any costs accumulated or penalties levied against TOWN due to the negligence or non-performance of the CONTRACTOR, and such costs or penalties may be deducted from the amount due to CONTRACTOR under this Contract.

**4. TAXES, INSURANCE, PERMITS AND LICENSES.** CONTRACTOR shall take out and pay for Workers' Compensation insurance as required by the State of New Hampshire. CONTRACTOR shall pay all sales taxes, excise taxes, old age benefit and unemployment compensation taxes on labor and material furnished under this Contract. CONTRACTOR shall obtain and comply with any permits or licenses necessary for the performance of its work under this Contract.

**5. PRICE AND PAYMENT.** TOWN shall pay CONTRACTOR for its performance of this Contract in accordance with the proposed scope of work as outlined for the sum of \$ \_\_\_\_\_. Progress payments on this Contract will be made once a month, based upon the Contractor's estimate of the percentage of the Contract performed, less **10 %** to be retained until the completion of CONTRACTOR's work and approval thereof by the TOWN. **Completion shall be defined as completion of the final overlay, and establishment of grass in 2022.** Retentions shall be paid to CONTRACTOR within 30 days after CONTRACTOR's work has been completed and approved by the TOWN and upon the receipt of a one-year Guaranty (see item 8 below). No payments other than on or about the 15th of each month unless expressly provided for here. **A 2% retainage shall be held by the Town for the one-year warranty period.**

**6. EXTRA WORK.** No claims for extra work beyond the scope of this Contract will be honored unless first authorized in writing by TOWN prior to the performance of any such extra work.

7. **GUARANTY.** The CONTRACTOR hereby provides a twelve (12) month guaranty to TOWN with respect to CONTRACTOR's work under this Contract after the date of final acceptance by the TOWN.

8. **DEFAULTS AND TERMINATION.** In the event CONTRACTOR interferes with the general progress of the general contract by negligence or delay, or CONTRACTOR abandons this contract or fails or refuses to complete the project required under the terms of this Contract, the TOWN may at its election terminate the contract. The CONTRACTOR agrees to reimburse the TOWN for any loss sustained thereby.

9. **INDEMNITY.** To the fullest extent of the law, CONTRACTOR agrees to defend, indemnify, and hold TOWN harmless and, if requested by TOWN, their CONTRACTORS, agents and employees or any of them, from and against any and all claims, suits, losses or liability, including attorney's fees and litigation expenses, for or on account of injury to or death of persons, including CONTRACTOR's employees, CONTRACTOR's Subcontractors or their employees, or damage to or destruction of property, or any bond obtained for same, as a result of contractors operations or completed operations, or by the operations of those acting on behalf of contractor. CONTRACTOR's indemnification and defense obligations hereunder shall extend to Claims occurring after this Agreement is terminated as well as while it is in force and shall continue until it is finally adjudicated that any and all actions against the Indemnified Parties for such matters which are indemnified hereunder are fully and finally barred by applicable Laws.

10. **ASSIGNMENT.** CONTRACTOR may not assign this Contract.

11. **SAFETY:** CONTRACTOR acknowledges and represents that he/she has made an on-site inspection of the Premises and the work area so as to be familiar with all conditions, which may affect the safety and health of its employees as well as those of its subcontractors. CONTRACTOR and all its employees shall follow all applicable safety and health laws and requirements pertaining to its work and the conduct thereof, but not limited to, compliance and all applicable laws, ordinances, rules, regulations, and orders issued by a public authority, whether federal, state or local, including OSHA and any safety measures required by TOWN. TOWN reserves the right, but not the obligation; to inspect the safety work performance of CONTRACTOR is to ascertain their compliance with these applicable safety provisions. Notwithstanding the forgoing, CONTRACTOR, as an independent contractor, is solely responsible for controlling the manner and means by which it performs the Work pursuant to this Agreement. Unless otherwise agreed to by the parties in writing, CONTRACTOR shall provide all safety equipment, materials, tools and personal protection equipment necessary to perform the work in a safe, healthful and workmanlike manner. CONTRACTOR shall immediately report to the TOWN all accidents, occupational injuries, and illness involving its employees or those of its subcontractors, relating to the Work of which cause any injury to a third party, or which cause damage to the property of TOWN or a third party. CONTRACTOR shall promptly furnish to TOWN copies of any worker's compensation report of injury or illness forms filed by any of its employees or those of its subcontractors and when requested, assist TOWN in any investigation it may conduct of any such accident, injury or illness. CONTRACTOR shall give prompt written notice to the TOWN of any accident involving bodily injury requiring a physician's care, any property damage exceeding Five Hundred Dollars (\$500) in value, or any failure that could result in serious bodily injury, whether or not such an injury was sustained.

## 12. INSURANCE AND LICENSE INFO:

Prior to starting work the CONTRACTOR shall provide a Certificate of Insurance confirming acceptable terms and limits of insurance (see below). This Certificate of Insurance will confirm that the TOWN is named as an Additional Insured on the CONTRACTOR's Comprehensive General Liability Insurance policy. The CONTRACTOR's policies must contain standard contractual liability insurance coverage as respects to contract agreements. The policy shall include "Continued Products and Completed Coverage" to remain in force for 2 years following completion of the construction.

The CONTRACTOR shall sign the Contract Insurance Requirements form with the Town. Insurance coverage and limits required by the CONTRACTOR are as follows:

**Umbrella Insurance Coverage** \$1,000,000 per Occurrence

### **Commercial General Liability Insurance**

Each Occurrence Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000
Personal and Advertising Limit	\$1,000,000

### **Workers Compensation/Employers Liability Insurance**

Bodily Injury by Accident	\$500,000	Each Accident
Bodily Injury by Disease	\$500,000	Aggregate Limit
Bodily Injury by Disease	\$500,000	Each Employee

### **Commercial Automobile Insurance (for Owned, Hired, and Non-owned Autos)**

Bodily Injury and Property Damage Liability	
Combined Single Limit	\$1,000,000 Each Accident

The CONTRACTOR shall also provide a copy of its current NEW HAMPSHIRE CONTRACTOR's License; and Federal Id # (if a Corporation or Partnership) or Social Security # (if a sole proprietor).

13. **PAYMENT TERMS:** Application for Payment shall be submitted by the 30th of each month in order to facilitate payment on or about the 10<sup>th</sup> of the following month. Any payments due under this contract shall be subject to TOWN's receipt of all requirements in Paragraphs #'s 5 and 12. No payment shall be made unless TOWN is in receipt of same, or if TOWN should receive notice of cancellation of any required coverage. **No faxed invoices will be accepted.**

The CONTRACTOR shall provide a Release of Lien stating that payment to all subcontractors/vendors/suppliers have been paid in full prior to the TOWN releasing the final payment.

14. **WORK TIME FRAMES:** The CONTRACTOR shall provide a detailed schedule of the proposed work. Construction work to be started by \_\_\_\_\_, 2022 and shall be completed by October 15, 2022. **Work shall be performed Monday to Friday, 7 am to 5 pm only, excluding holidays. Weekend work shall not be permitted. No pavement shall be installed without a Town employee being on site to monitor.**

15. **BOND:** The CONTRACTOR shall provide a Performance Bond and a Payment Bond as part of this contract agreement.

16. **ATTORNEY FEES:** In the event that any suit or action is commenced by either party to enforce the terms or conditions of the Agreement, or for damages arising from breach of the Agreement, the prevailing party in such a suit or action shall be entitled to its reasonable attorney's fees, including fees incurred in investigating the basis for such an action or the grounds of a defense, prosecuting or defending such an action and enforcing any judgment rendered in such an action. A prevailing party under this provision will also be entitled to recover its costs and disbursements in bringing or defending such an action.

**This Contract is accepted:**

CONTRACTOR: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax#: \_\_\_\_\_ Mobile#: \_\_\_\_\_

**Town of Hooksett, NH, 35 Main Street 03106**

By: \_\_\_\_\_

**Town Administrator**

Date: \_\_\_\_\_



**CONTRACT INSURANCE REQUIREMENTS FOR THE TOWN OF HOOKSETT, NH:**

1. The Consultant shall maintain insurance coverage in the following amounts on an ISO Occurrence Form or equivalent during the duration of this contract or any other subcontracts this year.

**Umbrella Insurance Coverage**

Per Occurrence	\$1,000,000
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**Commercial General Liability Insurance**

Each Occurrence Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000
Personal and Advertising Limit	\$1,000,000

**Commercial Automobile Insurance (for Owned, Hired, and Non-owned Autos:**

Bodily Injury and Property Damage Liability Combined Single Limit (Per Occurrence)	\$ 1,000,000
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**Workers Compensation/Employers Liability Insurance**

Bodily Injury by Accident Each Accident (Coverage B – Employer's Liability)	\$500,000
Bodily Injury by Disease Aggregate Limit	\$500,000
Bodily Injury by Disease- Each Employee (Coverage A – Statutory)	\$500,000

2. Additionally, the Consultant shall carry, at his sole expense, all risk insurance for the full insurable value for damage or loss of personal property of contractor or under the control of or in the possession of contractor, including but not limited to materials, equipment, tools, supplies, scaffolding, and machinery.
3. Certificates of insurance shall be filed with the Consultant prior to the commencement of any work at the project location. The contractor's insurance policies under this provision must name the Town of Hooksett (TOWN) as an additional insured and must provide that such policies cannot be modified, cancelled or not renewed with less than thirty (30) day notice of such action by mail to the TOWN.
4. Failure to maintain adequate insurance coverage shall be deemed to be a material breach of this Contract and the TOWN shall be entitled to withhold any and all further payments claimed to be due or owing pursuant to this contract.
5. Consultant's general liability insurance policy shall provide that it affords primary insurance and that the insurance company's liability shall not be reduced by the existence of other insurance carried by the Consultant applicable to the loss. Certificates for the contractor's general liability coverage shall be written on an "occurrence" basis.
6. To the fullest extent permitted by law, the Consultant hereby acknowledges and agrees that it shall defend, indemnify and hold harmless the TOWN and any of its officers, directors, employees, agents, affiliates, subsidiaries, and partners from and against all claims, damages, judgments liability, losses and expenses, including attorney's fees arising out of or resulting from, in whole or in part, any act

or omission of the Consultant, its employees, agents, and subcontractors, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, provided that any such claim, damage, judgment liability, loss or expense is attributable to bodily injury, sickness, disease or death or to injury to or destruction of tangible property (other than services itself) including loss of use.

7. INCLUDE ON CERTIFICATE OF INSURANCE UNDER "DESCRIPTION OF OPERATIONS":

Town of Hooksett, New Hampshire, 35 Main Street 03106 is included as an additional insured on the General Liability Policy for various works throughout the policy term.

Signed and entered by duly authorized representatives of Town of Hooksett and Contractor as of the date first written.

\_\_\_\_\_  
Signature of Town of Hooksett's  
Authorized Representative

\_\_\_\_\_  
Signature of Contractor's  
Authorized Representative

\_\_\_\_\_  
Name (print or type)  
Town Administrator  
(603)-485-8472

\_\_\_\_\_  
Name (print or type)

\_\_\_\_\_  
Title/Telephone number

**PART A PROPOSAL – Autumn Run, 4953 Linear feet**

**Proposal Sheet of Unit Prices – Page 13 of 34**

ITEM	UNIT	ESTIMATED QUANTITY	UNIT PROPOSAL PRICE DESCRIPTION	UNIT PROPOSAL PRICE	TOTAL
306.108	S.Y.	16,510	Reclaimed Stabilized Base Processed In Place 8 inch Deep _____ Dollars and _____ Cents		
403.11	TON	1920	Bituminous Pavement Base course – Machine Method) 2-inch thickness _____ Dollars and _____ Cents		
403.11	TON	960	Permanent Bituminous Wearing Course 1 inch thickness – Machine Method _____ Dollars and _____ Cents		
	EA	55	Driveway Aprons (up to 3 feet into apron)		
604	LS	60	Lower and Raise Sewer Manhole and drain basin Covers _____ Dollars and _____ Cents		
		12	Lower and raise Water shut Offs and Gas Valves _____ Dollars and _____ Cents		
619.1	LS	1	Traffic Control Plan and Maintenance of Traffic _____ Dollars and _____ Cents		
618.7	Hr.	60	Traffic Flaggers - Certified _____ Dollars and _____ Cents		
692	LS	1	Mobilization & Clean Up including dust control, and all other Miscellaneous Items _____ Dollars and _____ Cents		
1001	LS	1	Contingencies as Ordered and Approved by Town 10% of this part	10%	

**Part A PROPOSAL AMOUNT:** \_\_\_\_\_  
(NUMERALS)

**Part A PROPOSAL AMOUNT:** \_\_\_\_\_  
(WRITE OUT IN WORDS)

**PART B PROPOSAL – Corriveau Drive, 1145 Linear feet****Proposal Sheet of Unit Prices – Page 14 of 34**

ITEM	UNIT	ESTIMATED QUANTITY	UNIT PROPOSAL PRICE DESCRIPTION	UNIT PROPOSAL PRICE	TOTAL
306.108	S.Y.	16,653	Reclaimed Stabilized Base Processed in Place 8 inch Deep _____ Dollars and _____ Cents		
403.11	TON	1936	Bituminous Pavement Base course – Machine Method) 2-inch thickness _____ Dollars and _____ Cents		
403.11	TON	968	Permanent Bituminous Wearing Course 1 inch thickness – Machine Method _____ Dollars and _____ Cents		
	EA	36	Driveway Aprons (up to 3 feet into apron)		
604	LS	0	Lower and Raise Sewer Manhole and drain basin Covers _____ Dollars and _____ Cents		
		0	Lower and raise Water shut Offs and Gas Valves _____ Dollars and _____ Cents		
619.1	LS	1	Traffic Control Plan and Maintenance of Traffic _____ Dollars and _____ Cents		
618.7	Hr.	60	Traffic Flaggers - Certified _____ Dollars and _____ Cents		
692	LS	1	Mobilization & Clean Up including dust control, and all other Miscellaneous Items _____ Dollars and _____ Cents		
1001	LS	1	Contingencies as Ordered and Approved by Town 10% of this part	10%	

**PART C PROPOSAL – Granite Street, 2800 Linear feet****Proposal Sheet of Unit Prices – Page 15 of 34**

ITEM	UNIT	ESTIMATED QUANTITY	UNIT PROPOSAL PRICE DESCRIPTION	UNIT PROPOSAL PRICE	TOTAL
306.108	S.Y.	7467	Reclaimed Stabilized Base Processed in Place 8 inch Deep _____ Dollars and _____ Cents		
403.11	TON	868	Bituminous Pavement Base course – Machine Method) 2-inch thickness _____ Dollars and _____ Cents		
403.11	TON	434	Permanent Bituminous Wearing Course 1 inch thickness – Machine Method _____ Dollars and _____ Cents		
	EA	31	Driveway Aprons (up to 3 feet into apron)		
604	LS	22	Lower and Raise Sewer Manhole and drain basin Covers _____ Dollars and _____ Cents		
		8	Lower and raise Water shut Offs and Gas Valves _____ Dollars and _____ Cents		
619.1	LS	1	Traffic Control Plan and Maintenance of Traffic _____ Dollars and _____ Cents		
618.7	Hr.	60	Traffic Flaggers - Certified _____ Dollars and _____ Cents		
692	LS	1	Mobilization & Clean Up including dust control, and all other Miscellaneous Items _____ Dollars and _____ Cents		
1001	LS	1	Contingencies as Ordered and Approved by Town 10% of this part	10%	

**Part A PROPOSAL AMOUNT:** \_\_\_\_\_  
(NUMERALS)

**Part A PROPOSAL AMOUNT:** \_\_\_\_\_  
(WRITE OUT IN WORDS)

**PART D PROPOSAL – Green Street, 675 Linear feet**

**Proposal Sheet of Unit Prices – Page 16 of 34**

ITEM	UNIT	ESTIMATED QUANTITY	UNIT PROPOSAL PRICE DESCRIPTION	UNIT PROPOSAL PRICE	TOTAL
306.108	S.Y.	1800	Reclaimed Stabilized Base Processed in Place 8 inch Deep _____ Dollars and _____ Cents		
403.11	TON	209	Bituminous Pavement Base course – Machine Method) 2-inch thickness _____ Dollars and _____ Cents		
403.11	TON	105	Permanent Bituminous Wearing Course 1 inch thickness – Machine Method _____ Dollars and _____ Cents		
	EA	7	Driveway Aprons (up to 3 feet into apron)		
604	LS	0	Lower and Raise Sewer Manhole and drain basin Covers _____ Dollars and _____ Cents		
		0	Lower and raise Water shut Offs and Gas Valves _____ Dollars and _____ Cents		
619.1	LS	1	Traffic Control Plan and Maintenance of Traffic _____ Dollars and _____ Cents		
618.7	Hr.	60	Traffic Flaggers - Certified _____ Dollars and _____ Cents		
692	LS	1	Mobilization & Clean Up including dust control, and all other Miscellaneous Items _____ Dollars and _____ Cents		
1001	LS	1	Contingencies as Ordered and Approved by Town 10% of this part	10%	

**Part A PROPOSAL AMOUNT:** \_\_\_\_\_  
(NUMERALS)

**Part A PROPOSAL AMOUNT:** \_\_\_\_\_  
(WRITE OUT IN WORDS)

**PART E PROPOSAL – Scott Avenue, 2000 Linear feet**

**Proposal Sheet of Unit Prices – Page 17 of 34**

ITEM	UNIT	ESTIMATED QUANTITY	UNIT PROPOSAL PRICE DESCRIPTION	UNIT PROPOSAL PRICE	TOTAL
306.108	S.Y.	4667	Reclaimed Stabilized Base Processed in Place 8 inch Deep _____ Dollars and _____ Cents		
403.11	TON	543	Bituminous Pavement Base course – Machine Method) 2-inch thickness _____ Dollars and _____ Cents		
403.11	TON	271	Permanent Bituminous Wearing Course 1 inch thickness – Machine Method _____ Dollars and _____ Cents		
	EA	15	Driveway Aprons (up to 3 feet into apron)		
604	LS	6	Lower and Raise Sewer Manhole and drain basin Covers _____ Dollars and _____ Cents		
		2	Lower and raise Water shut Offs and Gas Valves _____ Dollars and _____ Cents		
619.1	LS	1	Traffic Control Plan and Maintenance of Traffic _____ Dollars and _____ Cents		
618.7	Hr.	60	Traffic Flaggers - Certified _____ Dollars and _____ Cents		
692	LS	1	Mobilization & Clean Up including dust control, and all other Miscellaneous Items _____ Dollars and _____ Cents		
1001	LS	1	Contingencies as Ordered and Approved by Town 10% of this part	10%	

**Part A PROPOSAL AMOUNT:** \_\_\_\_\_  
(NUMERALS)

**Part A PROPOSAL AMOUNT:** \_\_\_\_\_  
(WRITE OUT IN WORDS)

**PART F PROPOSAL – Old Mammoth Road, 210 Linear feet**

**Proposal Sheet of Unit Prices – Page 18 of 34**

ITEM	UNIT	ESTIMATED QUANTITY	UNIT PROPOSAL PRICE DESCRIPTION	UNIT PROPOSAL PRICE	TOTAL
306.108	S.Y.	767	Reclaimed Stabilized Base Processed in Place 8 inch Deep _____ Dollars and _____ Cents		
403.11	TON	89	Bituminous Pavement Base course – Machine Method) 2-inch thickness _____ Dollars and _____ Cents		
403.11	TON	38	Permanent Bituminous Wearing Course 1 inch thickness – Machine Method _____ Dollars and _____ Cents		
	EA	0	Driveway Aprons (up to 3 feet into apron)		
604	LS	0	Lower and Raise Sewer Manhole and drain basin Covers _____ Dollars and _____ Cents		
		0	Lower and raise Water shut Offs and Gas Valves _____ Dollars and _____ Cents		
619.1	LS	1	Traffic Control Plan and Maintenance of Traffic _____ Dollars and _____ Cents		
618.7	Hr.	60	Traffic Flaggers - Certified _____ Dollars and _____ Cents		
692	LS	1	Mobilization & Clean Up including dust control, and all other Miscellaneous Items _____ Dollars and _____ Cents		
1001	LS	1	Contingencies as Ordered and Approved by Town 10% of this part	10%	

**Part A PROPOSAL AMOUNT:** \_\_\_\_\_  
(NUMERALS)

**Part A PROPOSAL AMOUNT:** \_\_\_\_\_  
(WRITE OUT IN WORDS)



**PART G PROPOSAL – Old Town Hall, 5500 Linear feet****Proposal Sheet of Unit Prices – Page 19 of 34**

ITEM	UNIT	ESTIMATED QUANTITY	UNIT PROPOSAL PRICE DESCRIPTION	UNIT PROPOSAL PRICE	TOTAL
306.108	S.Y.	1222	Reclaimed Stabilized Base Processed in Place 8 inch Deep _____ Dollars and _____ Cents		
403.11	TON	142	Bituminous Pavement Base course – Machine Method) 2-inch thickness _____ Dollars and _____ Cents		
403.11	TON	71	Permanent Bituminous Wearing Course 1 inch thickness – Machine Method _____ Dollars and _____ Cents		
	EA	0	Driveway Aprons (up to 3 feet into apron)		
604	LS	0	Lower and Raise Sewer Manhole and drain basin Covers _____ Dollars and _____ Cents		
		2	Lower and raise Water shut Offs and Gas Valves _____ Dollars and _____ Cents		
619.1	LS	1	Traffic Control Plan and Maintenance of Traffic _____ Dollars and _____ Cents		
618.7	Hr.	60	Traffic Flaggers - Certified _____ Dollars and _____ Cents		
692	LS	1	Mobilization & Clean Up including dust control, and all other Miscellaneous Items _____ Dollars and _____ Cents		
1001	LS	1	Contingencies as Ordered and Approved by Town 10% of this part	10%	

Part A PROPOSAL AMOUNT: \_\_\_\_\_  
(NUMERALS)

Part A PROPOSAL AMOUNT: \_\_\_\_\_  
(WRITE OUT IN WORDS)

**PART H PROPOSAL – Harmony Lane, 1757 Linear feet****Proposal Sheet of Unit Prices – Page 20 of 34**

ITEM	UNIT	ESTIMATED QUANTITY	UNIT PROPOSAL PRICE DESCRIPTION	UNIT PROPOSAL PRICE	TOTAL
306.108	S.Y.	5076	Reclaimed Stabilized Base Processed in Place 8 inch Deep _____ Dollars and _____ Cents		
403.11	TON	590	Bituminous Pavement Base course – Machine Method) 2-inch thickness _____ Dollars and _____ Cents		
403.11	TON	295	Permanent Bituminous Wearing Course 1 inch thickness – Machine Method _____ Dollars and _____ Cents		
	EA	24	Driveway Aprons (up to 3 feet into apron)		
604	LS	23	Lower and Raise Sewer Manhole and drain basin Covers _____ Dollars and _____ Cents		
		6	Lower and raise Water shut Offs and Gas Valves _____ Dollars and _____ Cents		
619.1	LS	1	Traffic Control Plan and Maintenance of Traffic _____ Dollars and _____ Cents		
618.7	Hr.	60	Traffic Flaggers - Certified _____ Dollars and _____ Cents		
692	LS	1	Mobilization & Clean Up including dust control, and all other Miscellaneous Items _____ Dollars and _____ Cents		
1001	LS	1	Contingencies as Ordered and Approved by Town 10% of this part	10%	

Part A PROPOSAL AMOUNT: \_\_\_\_\_  
(NUMERALS)

Part A PROPOSAL AMOUNT: \_\_\_\_\_  
(WRITE OUT IN WORDS)

**PART I PROPOSAL – Hidden Ranch, 1000 Linear feet**

**Proposal Sheet of Unit Prices – Page 21 of 34**

ITEM	UNIT	ESTIMATED QUANTITY	UNIT PROPOSAL PRICE DESCRIPTION	UNIT PROPOSAL PRICE	TOTAL
306.108	S.Y.	2444	Reclaimed Stabilized Base Processed in Place 8 inch Deep _____ Dollars and _____ Cents		
403.11	TON	284	Bituminous Pavement Base course – Machine Method) 2-inch thickness _____ Dollars and _____ Cents		
403.11	TON	142	Permanent Bituminous Wearing Course 1 inch thickness – Machine Method _____ Dollars and _____ Cents		
	EA	4	Driveway Aprons (up to 3 feet into apron)		
604	LS	0	Lower and Raise Sewer Manhole and drain basin Covers _____ Dollars and _____ Cents		
		0	Lower and raise Water shut Offs and Gas Valves _____ Dollars and _____ Cents		
619.1	LS	1	Traffic Control Plan and Maintenance of Traffic _____ Dollars and _____ Cents		
618.7	Hr.	0	Traffic Flaggers - Certified _____ Dollars and _____ Cents		
692	LS	1	Mobilization & Clean Up including dust control, and all other Miscellaneous Items _____ Dollars and _____ Cents		
1001	LS	1	Contingencies as Ordered and Approved by Town 10% of this part	10%	

Part A PROPOSAL AMOUNT: \_\_\_\_\_  
(NUMERALS)

Part A PROPOSAL AMOUNT: \_\_\_\_\_  
(WRITE OUT IN WORDS)

**PART J PROPOSAL – Technology Drive, 2000 Linear feet**

**Proposal Sheet of Unit Prices – Page 22 of 34**

ITEM	UNIT	ESTIMATED QUANTITY	UNIT PROPOSAL PRICE DESCRIPTION	UNIT PROPOSAL PRICE	TOTAL
306.108	S.Y.	6667	Reclaimed Stabilized Base Processed in Place 8 inch Deep _____ Dollars and _____ Cents		
403.11	TON	775	Bituminous Pavement Base course – Machine Method) 2-inch thickness _____ Dollars and _____ Cents		
403.11	TON	388	Permanent Bituminous Wearing Course 1 inch thickness – Machine Method _____ Dollars and _____ Cents		
	EA	4	Driveway Aprons (up to 3 feet into apron)		
604	LS	12	Lower and Raise Sewer Manhole and drain basin Covers _____ Dollars and _____ Cents		
		4	Lower and raise Water shut Offs and Gas Valves _____ Dollars and _____ Cents		
619.1	LS	1	Traffic Control Plan and Maintenance of Traffic _____ Dollars and _____ Cents		
618.7	Hr.	60	Traffic Flaggers - Certified _____ Dollars and _____ Cents		
692	LS	1	Mobilization & Clean Up including dust control, and all other Miscellaneous Items _____ Dollars and _____ Cents		
1001	LS	1	Contingencies as Ordered and Approved by Town 10% of this part	10%	

Part A PROPOSAL AMOUNT: \_\_\_\_\_  
(NUMERALS)

Part A PROPOSAL AMOUNT: \_\_\_\_\_  
(WRITE OUT IN WORDS)

**PART K PROPOSAL – Valley View 565 Linear feet**

**Proposal Sheet of Unit Prices – Page 23 of 34**

ITEM	UNIT	ESTIMATED QUANTITY	UNIT PROPOSAL PRICE DESCRIPTION	UNIT PROPOSAL PRICE	TOTAL
306.108	S.Y.	1883	Reclaimed Stabilized Base Processed in Place 8 inch Deep _____ Dollars and _____ Cents		
403.11	TON	219	Bituminous Pavement Base course – Machine Method) 2-inch thickness _____ Dollars and _____ Cents		
403.11	TON	109	Permanent Bituminous Wearing Course 1 inch thickness – Machine Method _____ Dollars and _____ Cents		
	EA	1	Driveway Aprons (up to 3 feet into apron)		
604	LS	0	Lower and Raise Sewer Manhole and drain basin Covers _____ Dollars and _____ Cents		
		0	Lower and raise Water shut Offs and Gas Valves _____ Dollars and _____ Cents		
619.1	LS	1	Traffic Control Plan and Maintenance of Traffic _____ Dollars and _____ Cents		
618.7	Hr.	60	Traffic Flaggers - Certified _____ Dollars and _____ Cents		
692	LS	1	Mobilization & Clean Up including dust control, and all other Miscellaneous Items _____ Dollars and _____ Cents		
1001	LS	1	Contingencies as Ordered and Approved by Town 10% of this part	10%	

**Part A PROPOSAL AMOUNT:** \_\_\_\_\_  
(NUMERALS)

**Part A PROPOSAL AMOUNT:** \_\_\_\_\_  
(WRITE OUT IN WORDS)

(WRITE OUT IN WORDS)

These Resurfacing are described as follows:

1. Proposal Part A - Amount Autumn Run Avenue: \_\_\_\_\_
2. Proposal Part B – Amount Corriveau Drive: \_\_\_\_\_
3. Proposal Part C – Amount Granite Street: \_\_\_\_\_
4. Proposal Part D – Amount Green Street: \_\_\_\_\_
5. Proposal Part E – Amount Scott Avenue: \_\_\_\_\_
6. Proposal Part F – Amount Old Mammoth Road: \_\_\_\_\_
7. Proposal Part G – Amount Old Town Hall: \_\_\_\_\_
8. Proposal Part H – Amount Harmony Lane: \_\_\_\_\_
9. Proposal Part I – Amount Hidden Ranch: \_\_\_\_\_
10. Proposal Part J - Amount Technology Drive: \_\_\_\_\_
11. Proposal Part K – Amount Valley View: \_\_\_\_\_

**TOTAL PART's A, B, C, D, E, G, H, I, J, and K– Proposal Amount:**

DATE SUBMITTED: \_\_\_\_\_

RESPECTIVELY SUBMITTED: \_\_\_\_\_  
(PLEASE PRINT PROPOSALDER / CONTRACTOR'S NAME)

\_\_\_\_\_  
Print Representative's Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address / Street-City-Zip Code

\_\_\_\_\_  
Telephone Number and E-Mail Address

*Person signing proposal must be a person in your company authorized to sign a contract with the Town of Hooksett, NH*

**Notes to Proposal providers**

- All work included in this Proposal is dependent upon the Proposal amounts and available funding.
- Actual quantities are subject to change and will be based upon actual field measurements taken during construction.
- The Town may elect to award all or selected Parts depending upon available of funds and whatever are in the best interests of the Town.

**Town of Hooksett  
Public Works Department**

**MEMO**

**To:** Excavators seeking to work on Town highways  
**From:** Diane Boyce, Public Works Director  
**Date:** August 7, 2015  
**Cc:** Dr. Dean Shankle, Town Administrator

**Re:** Roadway Excavation Permits pursuant to Ordinance 13

Any excavation in a Town highway right of way requires a permit. Information relating to the permit is attached:

- A. Ordinance 00-13 Roadway Excavation (2 pages)
- B. "Town of Hooksett Street Opening Application and Permit regulations" (8 pages)
- C. Daytime Traffic Controlling (1 page)
- D. Warning Sign Package (1 page)
- E. State of NH DOT "AN APPROVED METHOD FOR PATCHING A TYPICAL PAVEMENT TRENCH" (applicable to most Town highways, 1 page)
- F. Street Opening Application and Permit (1 page)

Prior to grant of a permit the applicant must:

- 1. Pre-mark proposed location of utility to be installed on the pavement or stake if outside of pavement.
- 2. Submit completed Application with required dig safe number, drawing with utility company approval, schedule, insurance certificates, minimum \$5,000.00 bond, and \$100.00 check for fee, payable to Town of Hooksett.
- 3. List all contractors on the project (excavators, pipelayer/tapping firms, testing firms, pavers, drillers and blasters, strippers, etc.), with 24 hour emergency contact name and phone number.
- 4. Furnish Insurance Certificates listing the Town of Hooksett as additional insured, for all contractors to be working in right of way.
- 5. Furnish a bond, amount to be established by Public Works Director (for most common cuts a \$5000.00 amount is sufficient). Bond to cover 30 month period beyond completion of work.
- 6. Contact dig safe, and furnish number with application. Contact other Town utilities (water and sewer) for the location (these utilities are not members of DigSafe).
- 7. Have adequate, trained personnel to handle traffic control or arrange with Police Department for special duty to handle this responsibility.
- 8. Have adequate paddies, vests, signs, lights, barricades, etc. to properly direct traffic or install detours.
- 9. Furnish a drawing of the proposed cut showing existing and proposed utilities, extent of cut and patching, placement of traffic control signs, and detour signs, if a detour is required and permitted. Drawing to be approved by the utility company prior to submittal.
- 10. Furnish a schedule (work cannot begin until the permit is effective, and permanent patch cannot be installed until subgrade, base and subbase are approved).
- 11. Furnish an escrow for inspection and lab costs. Many permits will require inspection and testing of backfill/compaction and paving – This work will generally be performed by engineers and test labs hired for the project by the Town. The cost of this work is the responsibility of the applicant. The inspector's hourly fee is \$85.00 with a minimum of 4 hours, unused inspection escrow will be returned when approved final pavement is in place. If inspection is required, for most common cuts an \$800.00 amount is a sufficient deposit. If project is delayed or involved and escrow is depleted, it will be required to be increased, prior to release of bond.



# *Town of Hooksett*

## PUBLIC WORKS DEPARTMENT

Diane Boyce, Public  
Works Director

### ROADWAY EXCAVATION APPLICATION & PERMIT (PER ORDINANCE 00-13)

APPLICATION DATE: \_\_\_\_\_

You are hereby given permission to excavate, per NH RSA: 236-9, & Roadway Ordinance 00-13.  
\_\_\_\_\_ for the purpose of:

\_\_\_\_\_ on (date): \_\_\_\_\_ at (time): \_\_\_\_\_. Work is to be  
performed in accordance with the street opening Regulations with Special Conditions as noted  
below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Check here if continued on another sheet

I hereby agree to perform the work in accordance with the Street Opening Regulations and the  
above-stated Special Conditions.

My Dig Safe number is: \_\_\_\_\_. Valid after \_\_\_\_\_ (date & time). I  
understand that this permit is not valid until then, and until signed by the Hooksett Public  
Works Director.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Address \_\_\_\_\_ Phone \_\_\_\_\_

APPROVED: \_\_\_\_\_  
Public Works Director \_\_\_\_\_ Date \_\_\_\_\_

The following Departments have been notified of the above Street Opening and have indicated their  
approval below:

Police Department \_\_\_\_\_ Fire Department \_\_\_\_\_

Water Precinct \_\_\_\_\_ Sewer Department \_\_\_\_\_

\* There will be construction monitoring and fees assessed for any digging on a town road. This  
monitoring will be done by the Town Of Hooksett by the Public Works Department.

• Page 2



Town of Hooksett  
Public Works Department  
210 W. River Rd.  
Hooksett, NH 03106  
Phone: (603) 668-8019 Fax: (603) 668-6850

## ROADWAY EXCAVATION

### APPLICATION AND PERMIT REGULATIONS

Roadway Excavation permits shall be issued by the Public Works Director. Anyone wishing to open or excavate in any street shall make an application for a permit on a form provided by the Highway Department Manager.

Work authorized by a permit shall be performed between the hours of 7:00am and 5:00pm weekdays, unless the Permittee obtains written consent from the Public Works Director to do the work during another time. Such permission shall be granted only in case of an emergency, the "Emergency Provisions" Section of this regulation shall apply.

The Permittee shall notify "Dig Safe" and receive confirmation of all utility locations. You can either call at 1-888-344-7233 or email your request to [digsafe.com](mailto:digsafe.com).

No opening or excavation in any street shall extend beyond the centerline of the street, before being backfilled and the surface of the street made passable to traffic.

No more than three hundred (300) feet measured longitudinally shall be opened in any street at one time, except by special permission of the Public Works Director.

Every Permittee shall be required to place around openings, excavations, encumbrances or obstructions, such barriers, barricades, lights, warning flags and danger signs as may be required by NH DOT, Town of Hooksett and the Public Works Director, to protect the safety of the general public. During the hours of darkness adequate artificial lighting devices are required to protect the public and call attention to and indicate the actual location of obstructions and hazards.

All barricades, warning signs lights, temporary signals and other protective devices shall conform with the edition of the "Manual on Uniform Traffic Control Devices for Street and Highway Administrator as the National Standard for all highways open to public travel.

Traffic control devices shall be set up prior to the start of construction or maintenance operations and shall remain in place only as long as needed, as required by the Public Works Director. Advertisements, notices and signs other than for traffic control shall not be displayed on or attached to any barricade or fence in any highway.

#### Street Opening Regulations:

A minimum of one lane of traffic shall be provided on all streets at all times. The minimum width for temporary traffic lanes is eleven (11) feet. Access shall be provided to all property at night and on weekends, and shall be provided to all places of business at all times.

• Page 3

If a complete street closure is necessary, at least seven (7) working days' notice is required to the Public Works Department, Police, and Fire Departments with confirmation of the proposed closure three (3) working days in advance of the actual street closure. The Public Works Director shall review and approve any detours required. If an emergency necessitates the complete closing of a street, the closing shall be governed by the "Emergency Provision" section of this regulation.

When the work area encroaches upon a sidewalk, walkway or crosswalk area; protective barriers, together with appropriate warning and guidance devices and signs, must be utilized so that the passageway for pedestrians is safe and well defined.

The location of all utility facilities shall be determined sufficiently ahead of trench excavation work and appropriately marked on the road or other location clearly visible to equipment operators, inspectors, and officials.

Property or street line monuments survey reference points and permanent survey bench marks shall not be moved or disturbed, unless specifically permitted in writing by the Public Works Director. In the event that a survey bound pin, bench mark, or other such permanent reference is disturbed it shall be replaced by a NH registered licensed surveyor and all cost paid by the applicant.

Provisions shall be made to provide for proper drainage during construction, and the Permittee shall be responsible for all claims for damage or injury, whatsoever, that may arise from the obstruction or use of any public sewer or drain in connection with the work contemplated under the permit.

Trees shall not be cut or trimmed without the approval of the property owner or the Town. Where excavations may affect the tree, provisions and care shall be taken to protect the tree. Permanently damaged and/or destroyed trees shall be replaced "in kind", size and type of tree, or as agreed by the property owner the Town.

Excavated material shall be replaced or backfilled in layers or courses not to exceed twelve (12) inches in compacted thickness; and shall be compacted at or near optimum moisture content using pneumatic tampers, vibratory compactors or other approved means. The material shall be compacted to not less than 98% maximum dry density as determined by the Standard Proctor Method in accordance with Standard Specifications.

#### Street Opening Regulations:

If unsuitable for backfill, excavated material shall be replaced granular backfill as specified in the "Standard Specifications for Road and Bridge Construction", State of New Hampshire Department of Public Works and Highways, hereinafter referred to as "The New Hampshire Standard Specifications". Water shall be uniformly applied during compaction in the amount necessary for proper consolidation, but puddling will not be allowed.

The minimum depth to any substance except manholes, vault entrance tubes, valve casing and catch basins shall be twenty four inches below the surface of the nearest edge of the traveled portion of the street, and no excavation shall be less than 20 inches in length or width.

Within the asphalt paved areas, crushed gravel (as described in New Hampshire Standard Specifications) equal to the existing gravel course shall be placed in layers not exceeding six (6) inches loose depth and thoroughly compacted. In no case shall the compacted depth of crushed gravel be less than twelve (12) inches.

In other areas, the present surface type shall be restored by placing similar materials on top of the trench to a depth equal to that existing before excavation. Any existing grassland, additionally, shall be fertilized and reseeded. Any asphalt or concrete sidewalk shall be replaced with equal width, depth, kind and quality material and as specified by the Public Works Director.

● Page 4

As the work progresses, all streets shall be thoroughly maintained and cleaned as necessary and at least daily of all rubbish, excess earth, rock and other debris resulting from such work.

As the work progresses, all streets shall be thoroughly maintained and cleaned as necessary and at least daily of all rubbish, excess earth, rock and other debris resulting from such work.

After an excavation is commenced, the work shall be prosecuted with diligence and expedition, and the road shall be maintained in a safe, well-marked, with required signage, and in a well graded condition to permit public travel and not obstruct public access or private places. The surface of the street shall be permanently restored to original or improved condition within a period of time not to exceed five (5) days from the date of completion of the project to the satisfaction of the Public Works Director.

The Public Works Director as a condition of the permit, reserves the right to restore the highway or cause the same to be restored under his directions, and the Permittee shall reimburse the Town for any or all liability and expense suffered by reason of such work. In the event that a bond, cash or other security is held by the Town for the work it shall be taken as a portion of the reimbursement.

#### Street Opening Regulations:

The Permittee further agrees to indemnify and save harmless the Town of Hooksett, New Hampshire, from all claims for damage or injury whatsoever, that may arise from the encumbrance, obstruction, or use of the aforesaid highway, the Town of Hooksett in no case, assuming any responsibility or liability by reason of granting this permit.

The person, partnership, firm, corporation, etc., who obtains the permit to excavate a town highway, shall be responsible for said excavation for thirty (30) months after all work contemplated under the permit has been completed and the Public Works Department so notified, and may be ordered by the Public Works Director at any time during the thirty (30) month period to improve or replace the work.

Each applicant for a permit shall be accompanied by a plan drawn to an approved scale, sufficient in detail to provide for easy field location of the work. Upon the completion of the pavement restoration, the Public Works Department shall be immediately notified as to the location and time of completion.

As a condition of this permit, the Permittee agrees that the excavation after being properly backfilled, shall have a permanent patch placed on the excavation under the patching guideline.

#### Patching Guideline:

Cuts shall be parallel or perpendicular to the line of the trench. In the case of transverse or diagonal trenching, the pavement shall be sawn to a two-foot minimum overlap on undisturbed material that will permit only one wheel of a vehicle at a time to strike the patch area. Within the sawn limits of the final patch, the existing pavement and any temporary patch material shall be removed and replaced with an equal depth of Type 1-1 asphaltic concrete laid and compacted to meet the existing pavement edge exactly. The face of all joints shall be painted with asphalt cement before the asphaltic concrete is placed.

In cases where multiple excavations are made in a street which would result in the edge patches being closer than 20 feet, the Public Works Director may require a continuous patch and/or complete overlay. The entire width of the road and a minimum of 25 feet each end beyond the outer limits of the trenches.

● Page 5

On surface treated gravel highways, feathering the edges of patches will be allowed. Within area of cement concrete or stone base overlaid with asphalt, the department will require the placement of the cement concrete or stone base with Class "A" Portland Cement Concrete, reinforced or non-reinforced, as specified in the New Hampshire Standard Specifications, to a depth equal to that removed and then overlay with Type 1-1, Asphaltic concrete as specified above.

The permittee agrees to furnish a continuing surety bond or cash in the amount of five thousand (\$5,000.00) (except that the Public Works Director may require up to ten (10) times the amount, depending on the volume of the work being performed by the permittee) guaranteeing the fulfillment of the provisions, instructions and regulations prescribed above and later instruction issued by the Department during the performance of the work and satisfactory maintenance of the disturbed areas for a period of thirty (30) months following the completion of the work. The permit shall be kept with the foreman of the applicant at the place where the work is being performed and shall be produced for examination upon request by Town officials.

The permittee, as a condition of the permit, shall agree to indemnify and protect the Town of Hooksett and its Departments, Commissions, and Agencies against all liability, claims, or demands for injuries or damage, including claims for loss or interruption of business in cases where the encumbrance or construction impedes the flow of traffic, to any person or property arising out of activities of the permittee, its servants, employees, agents, representatives or subcontractors.

The permittee, as a condition of the permit, shall agree to carry the following insurance:

- A. Comprehensive General Liability Insurance with limits not less than \$1,000.00 per occurrence for bodily injury and \$500,000.00 per occurrence for property damage and automobile liability insurance with limits not less than \$500,000.00 per person and \$1,000,000.00 per occurrence for bodily injury and \$500,000.00 per occurrence for property damage covering all activities of the permittee for the full period of the permit. Such insurance shall include the Town of Hooksett and the Public Works Department, including all officials and employees thereof. Such insurance shall include:
  - a) All activities including use of all vehicles.
  - b) Contractual liability covering this permit.
  - c) Coverage for the so-called "x,c,u," hazard i.e. collapse of building, blasting, and damage to underground property.
  - d) Complete operations hazard for a period of at least two years following the acceptance by the Highway Department of the completed permit.
  - e) "Personal" injury coverage (in addition to "Bodily Injury").
- B. The PERMITTEE shall carry Workmen's Compensation Insurance including Employer's Liability Insurance with limits of \$1000,000.00 whether or not required by the New Hampshire Revised Statutes Annotated, 1955, as amended, for all activities of the PERMITTEE during the period of the permit.
- C. Insurance similar to that required of the permittee shall be provided by, or on behalf of all independent contractors used by the PERMITTEE during the period of this permit. The PERMITTEE shall be held responsible for any modifications in these insurance requirements as they apply to independent contractors.

● Page 6

- D. Insurance certificates evidencing the above coverage are to be furnished to the Public Works Department prior to issuance of the permit, and shall provide for not less than thirty (30) days prior notice to the Public Works Department of any cancellation of major change in the policies.
- E. The purchase of the insurance required or the furnishings of the aforesaid certificates shall not be a satisfaction of permittee's liability hereunder or in way modify the Permittee's indemnification responsibilities to the Town of Hooksett.

The Public Works Department may revoke any permit issued under the regulation at any time.

#### **Emergency Provisions:**

Emergency requirement to excavate in or close to Town highways shall be done by emergency permit issued by the Public Works Director or his representatives.

If such an emergency exists, the Police, Fire, Water, Sewer and Public Works Departments, as a minimum, shall be notified immediately by telephone. At the earliest opportunity available, a representative of the Permittee shall obtain an emergency permit form. During the next business day, a regular permit form shall be applied for at the office of the Public Works Department.

The Public Works Director reserves the right to waive any of the provisions of this regulation in case of an emergency, and to impose such conditions as he may require, as part of an emergency permit.

#### **Penalty:**

Any person who violates any provisions of the regulations made under the authority thereof shall be guilty of a violation if a natural person, or guilty of a misdemeanor if any other person; and subject to a fine not to exceed \$100.00 per day for each offense.

Town of Hooksett, New Hampshire

Public Works Department

WINTER CONSTRUCTION PROCEDURES FOR PAVEMENT RESTORATION

---

**EFFECTIVE FROM NOVEMBER 15 THROUGH APRIL 1**

1. If hot bituminous concrete asphalt is available, three (3) inches of temporary hot bituminous pavement (1/2" aggregate) shall be used.
2. When hot bituminous pavement is not available and when deemed necessary by the Highway Department, the following procedures to be adhered to:
  - A. A three (3) inch pavement of Class "A" (3000 p.s.i.) concrete shall be placed.
  - B. The concrete shall be placed over a prepared crushed gravel base.
  - C. The concrete shall have a one percent (1%) calcium chloride added in order to accelerate curing.
  - D. The concrete placed shall be brought up even with the elevation of the existing asphalt pavement.
  - E. The surface of the pavement will have a rough broom type finish placed perpendicular to the flow of traffic.
  - F. The concrete pavement shall be protected from freezing for a minimum of two days by covering it with polyethylene plastic or hay and polyethylene plastic. The length of protection and curing may be increased or decreased by the Public Works Department depending on the daily temperature.
3. The following spring, when hot bituminous pavement becomes available, the temporary concrete pavement shall be removed and replaced with pavement as required in the Public Works Department Street Opening Regulations.
4. The permittee shall maintain the temporary patch until permanent restoration can be performed.



## DAYTIME TRAFFIC CONTROLLING

Traffic control is a vital public service.

### Functions of Flagging.

- Guide traffic safely through work areas.
- Make every effort to give the traveling public the right of way.
- Protect the lives of workers.
- Avoid unreasonable delays to the traveling public or work crew.
- Answer reasonable questions courteously and late honestly.

### Clothing and Equipment.\*

- Hard hat (orange or other bright color)
- Safety vest
- Hand paddle "Stop/Slow" at least 18" wide with 5" letters (keep spare handy)
- Flashlight with 6" beam for right-of-way
- \*All gear used at night must be reflectorized. Flagging station should be illuminated.

### DO'S

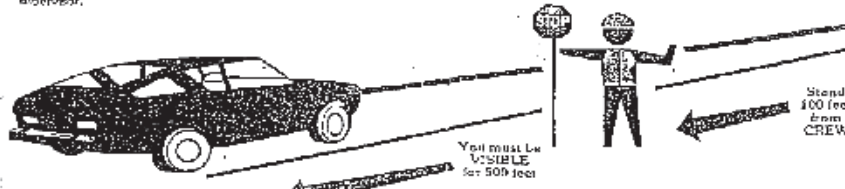
- Be alert.
- Wear equipment properly.
- Stand alert, in good view.
- Know plans.
- Treat every driver as you would like to be treated.

### DON'TS

- Stand in open traffic lane.
- Turn your back on traffic.
- Walk between vehicles.
- Leave your position unattended.

### STATION OR POSITION

The flagperson shall stand in a conspicuous position on the right edge of the traveled way FACING THE DIRECTION OF THE APPROACHING TRAFFIC. The position taken should be near enough to the workers being protected so that there is no doubt as to the flagperson's purpose, but not so close as to be mistaken for one of the workers. This position may vary up to 500 feet depending upon sight distances, etc. In urban areas the distance from the flagperson to the work area can be reduced. Special care must be taken to avoid long traffic delays that may "log up" the local street system. At a "spot" work site it may be necessary to stand on the shoulder of the left hand lane or opposite the work site in order to effectively control the traffic. Flagging positions must be adequately covered by proper advance warning signs and night time stations must have adequate illumination. A flagperson should not leave the flagging station to pick up or replace signs or barricades. This is the responsibility of the supervisor.



### Traffic control procedures with paddles

- To stop traffic:
  - Face the traffic.
  - Extend the paddle to a vertical position so the "STOP" side is visible to oncoming driver.
  - Make eye contact with driver.
  - Raise and wave palm of free hand to indicate vehicle is required to stop.
- To alert and slow traffic:
  - Extend the sign paddle vertically with the "STOP" side visible to driver.
  - Before vehicle comes to a complete stop, turn paddle to show "SLOW" side.
  - For emphasis the free hand may be raised and lowered with the palm down.
- To release traffic:
  - Step to side of road.
  - Show "SLOW" side of paddle.
  - With free hand, motion traffic to proceed.

### Traffic Control With Flags

- Flags to be used only when paddles not available.
- To stop traffic:
  - Face traffic and extend flag horizontally across the traffic lane in stationary position. Raise free hand, palm up, toward traffic.
- To alert or slow traffic:
  - Face traffic and slowly wave flag in a sweeping motion of the extended arm from shoulder level to straight down, without raising the arm above the horizontal position.
- To release traffic:
  - Stand on side of road with flag and arm lowered to your side. Motion traffic ahead with free hand.

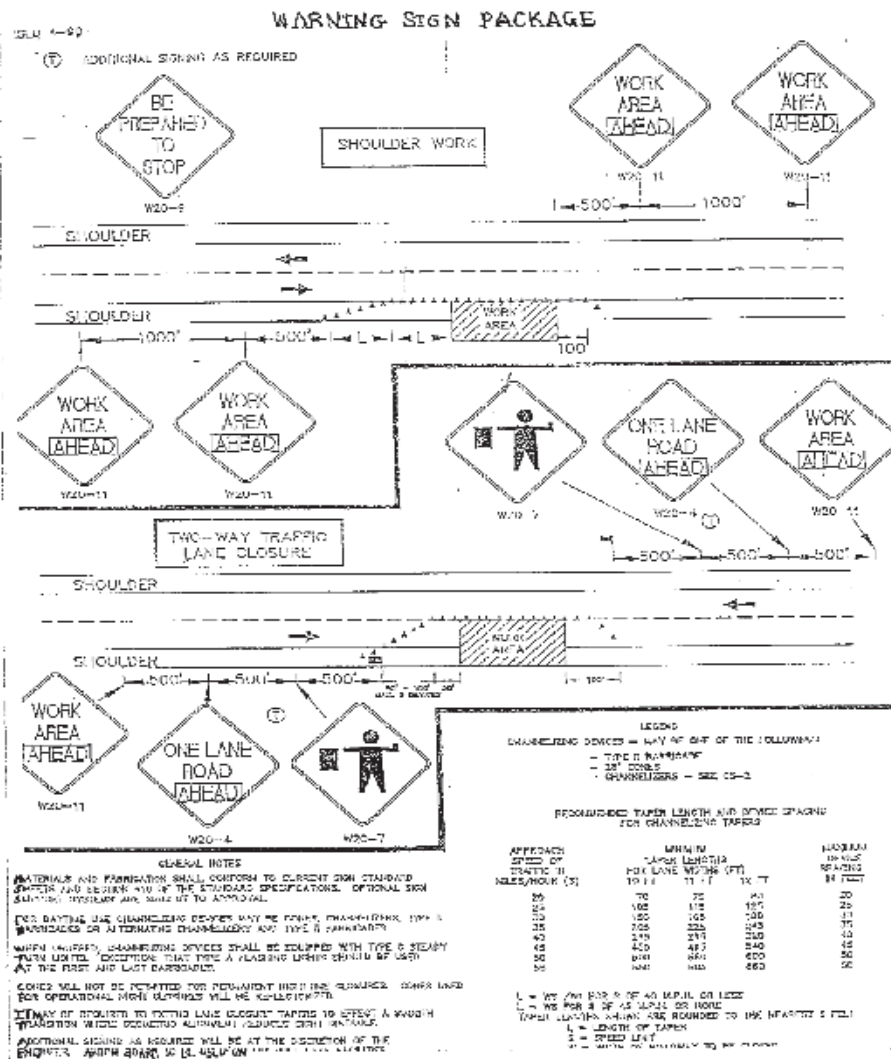
FLAGS SHALL NOT BE USED TO SIGNAL TRAFFIC TO PROCEED.

New Hampshire Department of Transportation

### REMEMBER

THE FLAGPERSON SHOULD BE VISIBLE AT ALL TIMES. NEVER STAND IN AN OPEN TRAFFIC LANE. STAND ALONE AND DON'T PERMIT WORKERS TO GATHER AROUND YOU. DO NOT STAND NEAR EQUIPMENT. DO NOT WATCH THE OPERATIONS. NEVER TURN YOUR BACK TO THE TRAFFIC.

Your job is to provide the motorists with guidance. You will lose their respect and add to their confusion by turning your back to them.



## End of Request for Proposal



### 2022 Resurfacing Bids

	GMI Asphalt, LLC	Pike Industries	Advanced Excavation	Busby Construction
Autumn Run	\$ 326,175.85	\$ 336,369.00	\$ 358,720.45	\$ 472,491.25
Corriveau Drive	\$ 281,649.56	\$ 305,934.20	\$ 307,194.09	\$ 360,218.93
Granite Street	\$ 149,237.94	\$ 157,566.20	\$ 164,716.26	\$ 220,079.75
Green Street	\$ 35,756.71	\$ 43,401.60	\$ 38,503.96	\$ 58,120.70
Scott Avenue	\$ 87,359.42	\$ 97,669.90	\$ 101,277.94	\$ 125,615.60
Old Mammoth Road	\$ 17,338.31	\$ 23,723.70	\$ 34,510.96	\$ 33,038.50
Old Town Hall	\$ 26,937.63	\$ 32,748.00	\$ 35,995.41	\$ 43,612.80
Harmony Lane	\$ 107,709.42	\$ 114,803.70	\$ 121,390.50	\$ 171,415.20
Hidden Ranch	\$ 41,832.45	\$ 50,756.20	\$ 50,279.46	\$ 72,901.40
Techology Drive	\$ 125,121.15	\$ 133,772.10	\$ 131,118.30	\$ 164,278.95
Valley View	\$ 36,660.97	\$ 43,810.80	\$ 48,283.68	\$ 51,174.48
Total	\$ 1,235,779.41	\$ 1,340,555.40	\$ 1,391,991.01	\$ 1,772,947.56
Total w/out 3 roads	\$ 1,047,059.66	\$ 1,130,224.50	\$ 1,176,593.62	\$ 1,513,881.33



# Town Council STAFF REPORT



**To:** Town Council  
**Title:** Town Wide Road Line Striping Bid Acceptance  
**Meeting:** Town Council - 25 May 2022  
**Department:** Public Works  
**Staff Contact:** Thomas Bartula, Highway Crew Chief

## BACKGROUND INFORMATION:

The Department released a Request for Bids for the Town Wide Road Line Striping. Bids were opened on April 26, 2022. Bids were received from the following:

Industrial Traffic Lines	\$29,604.97
Pro Finish Lines	\$29,710.52
K5 Corporation	\$32,350.46
Markings, Inc.	\$33,958.09
On-The-Line, Inc.	\$59,719.42

## FINANCIAL IMPACT:

Funding to come from current FY 2021-2022 Budget.

## POLICY IMPLICATIONS:

None.

## RECOMMENDATION:

Approve and consent to award the Town Wide Road Line Striping bid to Industrial Traffic Lines, Inc. for \$29,604.97 to be funded out of current FY 2021-2022 budget.

## SUGGESTED MOTION:

Motion to approve and consent to award the Town Wide Road Line Striping bid to Industrial Traffic Lines, Inc. for \$29,604.97 to be funded out of current FY 2021-2022 budget.

## TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

## ATTACHMENTS:

[RFP 22-03 Town wide road line striping](#)  
[Line Striping Bids](#)

Town of Hooksett



February 2022

Prepared by:  
DEPARTMENT OF PUBLIC WORKS  
35 MAIN STREET  
HOOKSETT, NH 03106  
(603) 485-8471

**REQUEST FOR BIDS**

**Proposal for Town Wide Road Line Striping Bid #22-03**

**Acceptance Date: Tuesday, April 26, 2022 @ 2:30 PM**

Sealed bid proposals, plainly marked, "**Proposal for Town Wide Road Line Striping, Bid #22-03**" on the outside of the mailing envelope as well as the sealed bid envelope, addressed to the Administration, Town of Hooksett, 35 Main Street, Hooksett, New Hampshire, 03106, will be accepted until **Tuesday, April 26, 2022 at 2:30 PM** when all bids will be publicly opened and read aloud.

Bid packages may be obtained from the Town's website, [www.hooksett.org](http://www.hooksett.org), by contacting the Administration Department at the above address, or by calling 603-485-8472.

The Town of Hooksett reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the Town.

**Inquiries**

Inquiries pertaining to the request for proposal must cite the RFP title and acceptance date and be directed to the Department of Public Works, Interim Director, Thomas Bartula [tbartula@hooksett.org](mailto:tbartula@hooksett.org).

**Competition**

It is the Town's intent that this RFP shall permit competition. It shall be the respondent's responsibility to advise the Town Administrator in writing if any language, requirement, specification etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notifications must be received not later than seven (7) days prior to the proposal acceptance date.

**Introduction**

The Town of Hooksett, Public Works Department, is seeking proposals from qualified vendors to perform line striping services for an estimated 88 miles of Town roads, to include crosswalks and arrows.

**Background**

The Town of Hooksett is home to an estimated 13,000 residents and is located in south-central New Hampshire.

**Scope of Work**

The Town of Hooksett is seeking proposals to provide a per foot price for the line striping of approximately 24+/- miles of double yellow centerline and approximately 17+/- miles of single white fog lines, 29 Crosswalks and 49 Arrows. Paint and application must meet provisions of NHDOT Specifications Section 708. All proposals must be submitted with the attached bid form. Awarded contractor will be provide with location map and listings, there will not be a town escort provided.

**Vendor Qualifications**

Please list all qualifications and financial stability and any references on similar projects.

**Submission Requirements**

Items Addressed:

The proposal should address all points outlined in the request for proposals. While additional data may be presented, the following subjects and questions must be addressed:

- a. Name, address, telephone number, fax number and e-mail address of the company
- b. Name of contact person and telephone number for purposes of the following up on the proposal.
- c. Narrative including the qualifications of the company and municipal experience.
- d. Has the company been in bankruptcy, reorganization or receivership in the last five years? If so, please explain current status.
- e. Has the Company been disqualified or terminated by any public agency or Town? If so, explain.
- f. Three (3) copies of the proposal must be submitted.
- g. All tabulations and pricing must be submitted on the Line Striping Bid Form

**Firm Pricing**

Proposed fees must be firm for the Town acceptance for 90 days from the acceptance date of proposals.

**Completion Date**

All work performed must be completed by October 1, 2022.

**Insurance**

The awarded vendor at their cost will be required to provide certificate of liability insurance before work can commence naming the Town of Hooksett as **additional insured**. The following standard insurance shall be required:

General Liability:	\$1,000,000	per occurrence
	\$2,000,000	Aggregate
Automobile Liability	\$ 100,000	Bodily Injury per person
	\$ 300,000	per Occurrence
Workers Compensation	\$1,000,000	Per Occurrence (Coverage B-Employer's Liability)
	\$1,000,000	per Employee (Coverage A-Statutory)

**Reservation of Rights**

The Town of Hooksett reserves the right to reject all or any part of any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the Town.

**Submission**

Be sure the proposal envelope is completely and properly identified. The face of the envelope shall indicate the title of the RFP "Proposal for Town Wide Road Line Striping, Bid #22-03" and the acceptance date and time.

Prospective bidders must monitor the Town's website for any addendums.

Proposals must be received by the Town of Hooksett ON or BEFORE the hour specified on the acceptance date. Proposals may be either mailed or hand delivered to the Town of Hooksett, Town Hall, 35 Main Street, Hooksett, NH 03106, Attn: Administration.

**LATE BIDS WILL NOT BE ACCEPTED**

**LINE STRIPING FORM**

ITEM UNIT PRICE

Double Yellow Centerline \_\_\_\_\_

Single white Line \_\_\_\_\_

Crosswalks \_\_\_\_\_

Arrows \_\_\_\_\_

**BID AMOUNT:** \_\_\_\_\_  
(NUMERALS)

**BID AMOUNT:** \_\_\_\_\_  
(WRITE OUT IN WORDS)

(Prices written in word shall govern. Unit Prices shall govern over extended total when discrepancies occur)

Name of Firm: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_  
Print Representative's Name and Title

\_\_\_\_\_  
Signature

LINE STRIPING				
revised 7/1/2020				
STREETS	YELLOW DOUBLE LINES		WHITE LINES	
Technology Drive	x	1791	x	3744
Quality Drive	x	2904	x	1786
Goffstown Road	x	6801	x	13567
Hackett Hill Road	x	19446	x	38943
South Bow Road	x	5436	x	10879
Cross Road	x	4911	x	9771
Riverside Street	x	754	x	1389
Pine Street (from I-93 bridge to Bow Line)	x	2579	x	5125
Granite Street	x	2540		
Bert Street	x	437	x	882
Town Hall	x	206		
Donati Park	x	162		
Memorial Drive	x	739	x	1457
Industrial Park Drive	x	2983	x	5832
Safety Center	x	1788	x	3683
Lindsay Drive	x	3769	x	7605
Julia Drive	x	1438		
Benton Road	x	2342	x	4751
North River Road	x	2468	x	4726
Martin Ferry Road	x	3505	x	7156
Sherwood Drive	x	876		
Cawley School	x	2245		
Farmer Road	x	6977	x	14165
Auburn Road	x	5772	x	11315
Zapora Road (from Springwood to 28)	x	2000	x	4279
Morrill Road	x	4141	x	8339
Prescott Heights	x	4144		
Smyth Road	x	7162	x	14517
East Point Drive	x	1881		
Alice Ave	x	1217	x	2481
West Alice Ave	x	1828	x	3798
Donati Drive	x	2592		
Bicentennial Drive	x	4593	x	9186
Rae Brook			x	1045
clough Ave	x	383	x	766
Egawes	x	500	x	1045
Main Street	x	3214	x	6422
Post Road (So end)	x	100		
Depot Rd	x	165		
DPW Yard	x	500		
totals		117289		198654

5

Bid # 22-03 Town Wide Line Striping



CROSSWALKS

	Number	
Brookview	2	88
Main Street Grant	1	44
Main Street Grant	1	44
Main Street Donati	1	44
Main Street Bauch	1	44
Main Street College	1	308
Main Street LaFond	1	44
Martins Ferry McAllister	1	44
Martins Ferry Benton	1	88
Martins Ferry Cemetery 1	1	88
Martins Ferry Cemetery 2	1	88
Martins Ferry Depot		60
Martin Ferry Sherwood	1	60
Martins Ferry North River	2	44
University Circle campus	1	72
Crawford	1	72
LaFond	1	44
Cawley School	5	102
Underhill School	1	120
Memorial School	2	60
Rosedale	1	44
North River east	1	44
North River crossing light	1	968
Total	29	2614

ARROWS	TOTAL	ONE HEAD	TWO HEAD
Benton	2	1	1
Campus	2	2	
Legends	4	3	1
Post Road	4	4	
Quality	5	5	
Quality (Target side)	9	6	3
Technology	6	4	2
Industrial Dr	2	2	
Goonan	2	2	
Cawley School	2	2	
West Alice	3	2	1
Underhill School	6	6	
main St college	2	2	
Total	49	41	8

**End of Request for Proposal**

**Bid #22-03  
Town Wide Line Striping  
April 26, 2022 @ 2:30 pm**

**Attendees:** Andre Garron, Town Administrator; Robin Page, Bookkeeper; Leann McLaughlin, Project Coordinator

Bidders	Total
On-The-Line, Inc Bangor, ME	\$59,719.42
Markings Inc Pembroke, MA	\$33,958.09
Pro Finish Lines Plymouth, MA	\$29,710.52
K5 Corporation Rockland, MA	\$32,350.46
Londonderry Industrial Traffic Lines Londonderry, NH	\$29,604.97

Bid opening closed: \_2:47 PM\_\_



# Town Council

## STAFF REPORT



**To:** Town Council  
**Title:** District Court Roof Repair Bid Acceptance  
**Meeting:** Town Council - 25 May 2022  
**Department:** Public Works  
**Staff Contact:** Thomas Bartula, Highway Crew Chief

### BACKGROUND INFORMATION:

The Department released a Request for Bids for the District Court Roof Repair. Bids were opened on April 27, 2022. Bids were received from the following:

JJS Universal Construction Co.	\$75,000.00
JB Roofing Systems, LLC	\$89,195.00/\$80,839.00
Triumph Roofing, Inc.	\$120,000.00

### FINANCIAL IMPACT:

Funding to come from Capital Reserves Town Building Maintenance, currently with a balance of \$682,000.00.

### POLICY IMPLICATIONS:

None.

### RECOMMENDATION:

Approve and consent to award the District Court Roof Repair bid to JJS Universal Construction Co. for \$75,000.00 to be funded out of Capital Reserves Town Building Maintenance, currently with a balance of \$682,000.00.

### SUGGESTED MOTION:

Motion to approve and consent to award the District Court Roof Repair bid to JJS Universal Construction Co. for \$75,000.00 to be funded out of Capital Reserves Town Building Maintenance, currently with a balance of \$682,000.00.

### TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

### ATTACHMENTS:

[RFP 22-02 Courthouse Roofing](#)  
[CH Roofing Bids](#)

**TOWN OF HOOKSETT**



February 2022

Prepared by:  
DEPARTMENT OF PUBLIC WORKS  
35 MAIN STREET  
HOOKSETT, NH 03106  
(603) 485-8471

**REQUEST FOR PROPOSALS**

**HOOKSETT 2022 DISTRICT COURT ROOF REPAIR**  
**Proposal #22-02**

**Acceptance Date: 12:30 PM, Wednesday, April 27, 2022**

**General:**

Sealed proposals, plainly marked, "**Hooksett 2022 District Court Roof Repair #22-02**" on the outside of the mailing envelope as well as the sealed proposal envelope, address to Administration Department, Hooksett Town Hall, 35 Main Street, Hooksett, New Hampshire 03106 **will be accepted until Wednesday, April 27, 2022 at 12:30 pm** when all proposals will be publicly opened and read aloud.

This proposal is for repairing the roof at the Hooksett District Court building. Proposal packages may be obtained from the town's web site, [www.hooksett.org](http://www.hooksett.org), or by contacting the Administration Department at the above address, or by calling (603) 485-8472.

The Town of Hooksett reserves the right to reject any or all Proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the Town.

**Introduction**

The Town of Hooksett is seeking Proposals to repair the roof at the Hooksett District Court building. This work will be coordinated with the staff at the Courthouse, there should be minimal disruption to the activities and day to day operations of the court.

**Scope of Work:**

The CONTRACTOR will provide the services needed for the following:

The removal and disposal of all removed roofing materials (contractor shall evaluate the existing roof for hazardous materials in the removed roofing materials).

1. The shingle roof does not require any major repairs at this time.
2. The Small Shed Roof needs to be re-roofed with a new ½" cover board and an adhered EPDM roof system.
3. Garage Roof needs to be Reroof with a new 2" insulation and adhered EPDM roof system.
4. Court Main roof re-roof with new insulation and an adhered EPDM roof system'
5. Provide time and material rates, additional trucking fees and/or equipment rental rates (ie extra lifts), for any unseen work.

All labor, materials and equipment are to be included in the fixed price quote to install the listed reroofing. There are no drawings for this roof. Requirements will be validated by an onsite inspection. Any unanticipated repairs that are discovered must be approved prior to repair.

**3. WARRANTY**

- 3.1 At project closeout, provide to Owner or Owners Representative an executed copy of the manufacturer's Total-System warranty, outlining its terms, conditions, and exclusions from coverage.
  - a) 20 years.
  - b) Coverage to be extended to include accidental punctures in accordance with terms stated in the Warranty document.

**4. SCOPE / APPLICATION**

- 5.1 Roof System: Provide a waterproof roof system, capable of withstanding uplift forces as specified in Design Criteria.

**5. INSULATION**

- 5.1 Install insulation or membrane underlayment in multiple layers over the substrate with boards butted tightly together with no joints or gaps greater than 1/4 inch (6 mm). Stagger joints both horizontally and vertically.
- 5.2 Secure insulation to the substrate with the required mechanical fasteners or insulation adhesive in accordance with the manufacturer's current application guidelines.

**6. CLEAN UP**

- 6.1 Perform daily clean-up to collect all wrappings, empty containers, paper, and other debris from the project site. Upon completion, all debris must be disposed of in a legally acceptable manner.
- 6.2 Prior to the manufacturer's inspection for warranty, the applicator must perform a pre- inspection to review all work and to verify all flashing has been completed as well as the application of all caulking.

#### **Contract Requirements:**

A typical Standard Contract is attached to this Request for Proposals. The contractor shall provide at the time of the contract signing Performance and Payment Bonds and a Certificate of Insurance with requirements as specified in this RFP naming the Town as additional insured. The Town will retain 10% of the contract amount until after final contract is completed and will retain 2% of the contract amount for a one-year warranty period. The Proposer shall provide a construction schedule at the time of the preconstruction meeting.

The Contractor, at the time of the preconstruction meeting, will provide a detailed approach to complete the project including the staging area as part of the contract.

The Town of Hooksett, Department of Public Works will oversee the proposals and construction of the project.

#### **Vendor Qualifications**

The Proposer shall list qualifications and financial stability and references on similar projects.

#### **Criteria for Reviewing Proposals**

In reviewing proposals, the Town will carefully weigh the following in making a determination which Proposal to award which will be in the best interests of the TOWN (not necessarily the lowest proposal):

1. Vendor's qualifications
2. Municipal experience
3. Pricing
4. Delivery of services

Proposals shall be valid for a 60 day period after date of the Proposal opening. It is expected that a contract approval will be made by within that 60 day period and award following town council approval, depending upon the availability of funding and whatever is in the best interests of the Town.

#### **Construction Schedule and Completion**

The Contractor will start within 30 days of the award.

**Construction work shall be limited to Monday to Friday, 7:00 am to 5:00 pm excluding holidays.**

#### **Submission**



Pricing must be inclusive, clear and concise, including such other information as requested or required. Be sure the proposal envelope is completely and properly identified. The face of the envelope shall indicate the title of the RFP, “**Hooksett 2022 District Court Roof Replacement #22-02**”. Proposals must be received by the Town of Hooksett **ON or BEFORE THE HOUR SPECIFIED ON THE ACCEPTANCE DATE**. Proposals may be either mailed or hand delivered to the Town Hall, 35 Main Street, Hooksett, NH 03106, Attn: Town Administrator.

#### **Inquiries**

Inquiries pertaining to the Request for Proposal must cite the RFP title and acceptance date and be directed to Department of Public Works, Interim Director, Thomas Bartula at [tbartula@hooksett.org](mailto:tbartula@hooksett.org) or 603-668-8019.

#### **Competition**

It is the town’s intent that this RFP shall permit competition. It shall be the respondent’s responsibility to advise the Town Administrator, in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received not later than ten (10) days prior to the proposal acceptance date.

#### **Reservation of Rights**

The Town of Hooksett reserves the right to reject all or any part of any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the Town.

#### **Firm Pricing**

Proposed fees must be firm for the Town acceptance for 60 days from acceptance date of proposals.

Pricing must be inclusive, clear and concise, including such other information as requested or required.

#### **Insurance**

The awarded vendor at their cost will be required to provide certificate of liability insurance before installation can commence naming the Town of Hooksett as additional insured. The following standard insurance shall be required:

##### **Umbrella Insurance Coverage**

Per Occurrence	\$1,000,000
----------------	-------------

##### **Commercial General Liability Insurance**

Each Occurrence Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000
Personal and Advertising Limit	\$1,000,000

##### **Commercial Automobile Insurance (for Owned, Hired, and Non-owned Autos:**

Bodily Injury and Property Damage Liability	
Combined Single Limit (Per Occurrence)	\$ 1,000,000

**Workers Compensation/Employers Liability Insurance**

Bodily Injury by Accident Each Accident (Coverage B – Employer’s Liability)	\$500,000
Bodily Injury by Disease Aggregate Limit	\$500,000
Bodily Injury by Disease- Each Employee (Coverage A – Statutory)	500,000

**Items Addressed**

The Proposal should address all the points outlined in the request for proposals. The proposal should be prepared simply and economically, providing a straightforward, concise description of the firm’s capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects and questions must be addressed:

1. Name, address, telephone number, fax number and e-mail address of the company
2. Three (3) copies of the proposal must be submitted
3. Name of contact person and telephone number for purposes of following up on proposal.
4. Narrative including the qualifications of the company and municipal experience.
5. Has the company been in bankruptcy, reorganization or receivership in the last five years? If so, please explain under what circumstances this disqualification or termination occurred.

**Submission**

The proposal container must be completely and properly identified. The face of the container shall be marked “**Hooksett 2022 District Court Roof Replacement #22-02**”.

**Prospective Proposers must monitor the Town’s website for any addendums.**

Proposals must be received by the Town of Hooksett ON or BEFORE the hour specified on the acceptance date. Proposals may be either mailed to Town Administrator, 35 Main Street, Hooksett, NH 03106, or hand delivered to the Municipal Center, 35 Main Street, Hooksett, NH, Attention: Town Administrator.

**LATE PROPOSALS WILL NOT BE ACCEPTED**

Bid Sheet:

**BID AMOUNT:** \_\_\_\_\_

*(NUMERALS)*

**BID AMOUNT:** \_\_\_\_\_

*(WRITE OUT IN WORDS)*

**Time and Material Rates for Extra/Un-seen Work:**

**Labor:** \_\_\_\_\_

**Materials:** \_\_\_\_\_

**Name of Firm:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

\_\_\_\_\_

Print Representative's Name and Title

\_\_\_\_\_

Signature

**Bid #22-02  
District Court Roof Repairs  
April 27, 2022 @ 12:30 pm**

**Attendees:** Andre Garron, Town Administrator; Robin Page, Bookkeeper; **Leann McLaughlin, Project Coord**

Bidders	Total
JB Roofing Systems LLC Henniker, NH	\$89,195.00
	Alternate bid \$80,839.00
Triumph Roofing Inc Amesbury, MA	\$120,000.00
JJS Universal Construction Co Dudley, MA	\$75,000.00

Bid opening closed: \_\_12:50 PM\_\_

# Town Council

## STAFF REPORT



**To:** Town Council  
**Title:** Corriveau Drive Drainage Improvements Project Award to Pichette Brothers Construction Company for \$49,454.00  
**Meeting:** Town Council - 25 May 2022  
**Department:** Community Development  
**Staff Contact:** Bruce Thomas, Town Engineer

### BACKGROUND INFORMATION:

Corriveau Drive Drainage Improvements Project Award to Pichette Brothers Construction Company for \$49,454.00

The Town received proposals to replace a drainage system on Corriveau Drive. The existing drains are two, twin 36" CMP (corrugated metal) pipes crossing the road. One of the pipes has failed with the bottom eroded away on much of the pipe and a sinkhole in the roadway on top of the pipe. The purpose of this project is to replace both pipes with HDP (high density polyethylene) pipe. The project was advertised in the Manchester Union Leader on April 8, 2022. It was also put on the Town website and sent to several contractors that do drain work. Five bids were received and opened on April 28, 2022. The low bidder was initially thought to be Blue Bull based on the presented bid total. However, based on further inspection, their bid was \$52,159.00 (based on recalculating their math and with some interpretation of their poorly prepared bid document). Due to the difficulties interpreting the bid, I consider this bid unqualified. I determined the actual low bidder to be Pichette Brothers with a bid of \$49,454.00. The three lowest qualified bids were the following:

Contractor	Base Bid:
Pichette Brothers	\$49,454.00
Jennings Excavation	\$86,865.20
Advanced Excavating	\$89,452.00

The Staff recommends awarding the contract to Pichette Brothers for the Base Bid of \$49,454.00.

### FINANCIAL IMPACT:

The award price of \$49,454.00 will be funded from the Drainage Upgrades account. After completion of this project, \$1,045.00 will remain in the account.

### POLICY IMPLICATIONS:

None

**RECOMMENDATION:**

To award the Drainage Improvements Project contract to Advanced Excavating and Paving, LLC for the bid price of \$49,454.00 and pay for the project from the Public Works Drainage Upgrades account.

**SUGGESTED MOTION:**

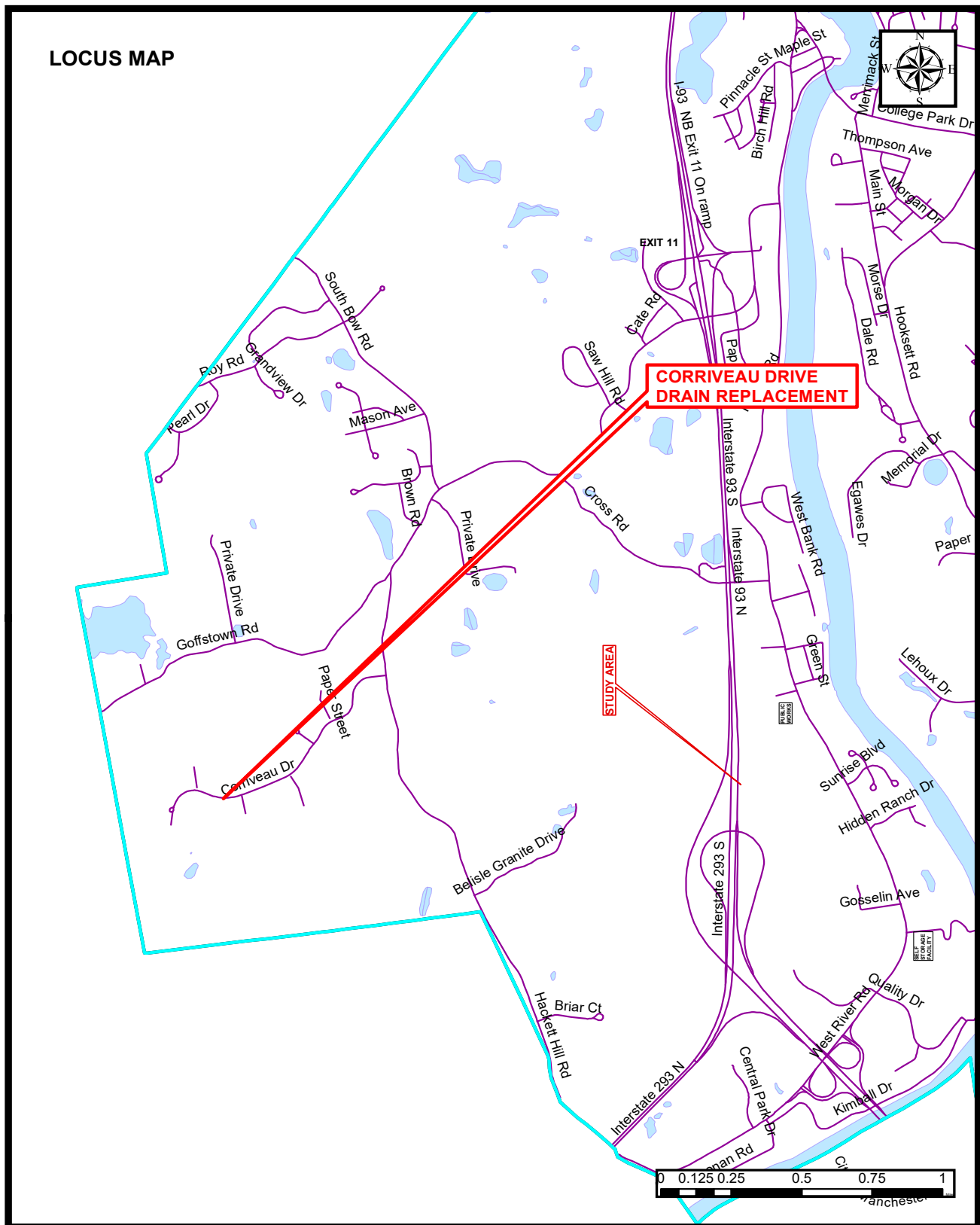
Motion to award the Drainage Improvements Project contract to Advanced Excavating and Paving, LLC for the bid price of \$49,454.00 and pay for the project from the Public Works Drainage Upgrades account.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

**ATTACHMENTS:**

[0001 Locus Plan - Corriveau Drive](#)  
[0002 Corriveau Drain Collapse Plan](#)  
[0003 Corriveau Estimate](#)  
[0004 Corriveau Drive Bid Opening](#)





# CORRIVEAU DRIVE TWIN CULVERTS



81

73

REPAIR/REPLACE EMBANKMENT WITH  
EROSION CONTROL BLANKET COVERED  
WITH RIPRAP D50 = 6" (BOTH ENDS OF PIPE)

SAND BAGS SHALL BE USED TO CLOSE EACH  
OUTLET WHILE REPLACING THE OTHER

SILT FENCE - 20' +/-

REPLACE EXISTING PIPES WITH  
80 LF OF TWIN 36" HDP PIPES  
AT SAME INVERT ELEVATIONS  
AND SLOPES

PAVEMENT PATCH  
1.5" WEARING COURSE  
2.5" BASE COURSE  
18" CRUSHED GRAVEL (NHDOT 304.3)

INLET ON NORTH SIDE:  
TOP OF PIPES = 96.4  
INVERT-IN = 93.6

CENTERLINE ROAD FINISH GRADE:  
100.00 (ASSUMED)

36

86

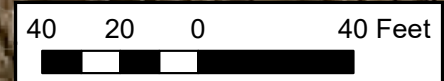
LENGTH OF PIPES: 81'  
SLOPE: 4.6%

SILT FENCE - 20' +/- (TYP.)

80

OUTLET ON SOUTH SIDE: 93.0  
INVERT-OUT = 89.9

74





BID TABULATION    B.A.T.    APRIL 28, 2022 CORRIVEAU DRAINAGE IMPROVEMENT PROJECT												
			Engineer			Blue Bull			Pichette Bros.		Jennings Excavation	
Item Number	Item Description	Units	Quantity	Unit Price	Amount	Unit Price	Amount Provided	Calculated Amount	Unit Price	Amount	Unit Price	Amount
209.3	Granular Backfill	CY	124.0	\$20.00	\$2,480.00	\$14.00	\$2,604.00	\$1,736.00	85	\$10,540.00	\$32.50	\$4,030.00
304.3	Crushed Gravel	CY	30.0	\$50.00	\$1,500.00	\$14.50	\$652.50	\$435.00	65	\$1,950.00	\$86.50	\$2,595.00
403.12	Bituminous 4” thick Trench Repair (2-1/2 Base course and 1-1/2 wearing course) including diamond cut	TON	14.0	\$200.00	\$2,800.00	\$75.50	\$1,057.00	\$1,057.00	250	\$3,500.00	\$413.00	\$5,782.00
585.3	Stone Fill, Class C (riprap)	CY	4.0	\$75.00	\$300.00	\$16.75	\$100.50	\$67.00	100	\$400.00	\$696.00	\$2,784.00
603.8214	36” Plastic Pipe, Smooth Interior	LF	160.0	\$150.00	\$24,000.00	\$120.00	\$19,200.00	\$19,200.00	135	\$21,600.00	\$303.00	\$48,480.00
618.6	Flagger	ALL	1.0	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	1,000	\$1,000.00	\$1,000.00	\$1,000.00
619.1	Maintenance of Traffic incl. Dustlaying	LS	1.0	\$1,000.00	\$1,000.00	\$2,600.00	\$2,600.00	\$2,600.00	3,500	\$3,500.00	\$500.00	\$500.00
619.2	Const. Signs and Warning Devices	LS	1.0	\$1,000.00	\$1,000.00	\$800.00	\$800.00	\$800.00	1,500	\$1,500.00	\$250.00	\$250.00
628.2	Sawed Bituminous Pavement	LF	66.0	\$3.00	\$198.00	\$4.00	\$400.00	\$264.00	4	\$264.00	\$44.70	\$2,950.20
645.531	Silt Fence	LF	40.0	\$5.00	\$200.00	\$200.00	\$200.00	\$8,000.00	10	\$400.00	\$32.00	\$1,280.00
692	Mobilization	L.S.	1.0	\$5,000.00	\$5,000.00	\$17,000.00	\$17,000.00	\$17,000.00	4,800	\$4,800.00	\$17,214.00	\$17,214.00
	Total:				\$39,478.00		\$45,614.00	\$52,159.00		\$49,454.00		\$86,865.20

**Bid #22-07**  
**Corriveau Drive Drainage**  
**April 28, 2022 @ 2:30 pm**

**Attendees:** Andre Garron, Town Administrator; Robin Page, Bookkeeper; **Leann McLaughlin, Project Coordinator; Bruce Thomas, Town Engineer**

<b>Bidders</b>	<b>Total</b>
Blue Bull Industries LLC Amherst, NH	\$45,614.00
Jennings Excavation, Inc Hollis, NH	\$86,865.20
Advanced Excavating & Paving LLC Suncook, NH	\$89,452.00
Pichette Bros Construction Co Inc Manchester, NH	\$49,454.00
Hall's Excavation Inc Bridgewater, NH	\$97,040.00

Bid opening closed: \_2:40PM\_\_





# Town Council

## STAFF REPORT



**To:** Town Council  
**Title:** TIF District Easements – Purchase easements from three residential properties in the Exit 11 area of the TIF District for \$31,900.  
**Meeting:** Town Council - 25 May 2022  
**Department:** Community Development  
**Staff Contact:** Bruce Thomas, Town Engineer

### BACKGROUND INFORMATION:

TIF District Easements – Purchase easements from three residential properties in the Exit 11 area of the TIF District for \$31,900.

The Staff has negotiated with the three residents in the TIF District Exit 11 area where easements are required. The draft letter offers are attached as well as the easements and easement drawings.

A summary of the costs follows:

#### Easement Cost Summary

##### Damon, Paquette, Vandyne Properties

	Damon	Paquette	Vandyne
Base Cost	\$5,000	\$5,000	\$7,500
Sewer Connection Waiver	\$6,200	n/a	\$6,200
Sprinkler system repair	\$2,000	n/a	n/a
Total:	<b>\$13,200</b>	<b>\$5,000</b>	<b>\$13,700</b>

#### Total Cost for Three

**Properties:** **\$31,900**

Part of the Vandyne agreement is to leave a crushed gravel driveway over the pipe in the easement for a future driveway. Typically we construct the easement surface with crushed gravel topped by loam. In this case, we will simply not install loam.

The Staff recommends purchasing the easements as described above for the total of \$31,900.

### FINANCIAL IMPACT:

Funding for the easements will come from the \$2,500,000 warrant article bond passed on February 2, 2019. The current balance of that bond is 1,217,199.70. After this amendment, the balance will be \$1,185,299.70.

**POLICY IMPLICATIONS:**

None

**RECOMMENDATION:**

To purchase the easements as described for \$31,900 and fund it through the 2019 TIF Warrant Article.

**SUGGESTED MOTION:**

Motion to purchase an easement from Damon, David S. and Damon, Suzanne E. at 1 West Bank Road (17-17-15) for \$13,200.

Motion to purchase an easement from Phil Paquette & Son at 15 Meadowcrest Road (17-21) for \$5,000.

Motion to purchase an easement from the Van Dyne Rev Trust of 2003, Sandra M. Property at 3 Bayview Terrace Road (17-17-7) for \$13,700.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur- Easements are necessary to carry out the design and construction of the sewer and water systems within the TIF district.

**ATTACHMENTS:**

[0000 Easement Plan vandyne-Damon-paquette](#)

[0000 Waiver of System Development Fees for Easement Grantors](#)

[001 Draft Letter Damon Easement Terms Revised 4-26-22](#)

[002 Draft Damon Easement 17-17-15](#)

[003 Damon 6447A EASE DRAFT \(17-21\)](#)

[004 Draft Letter Paquette Easement Terms 4-26-22](#)

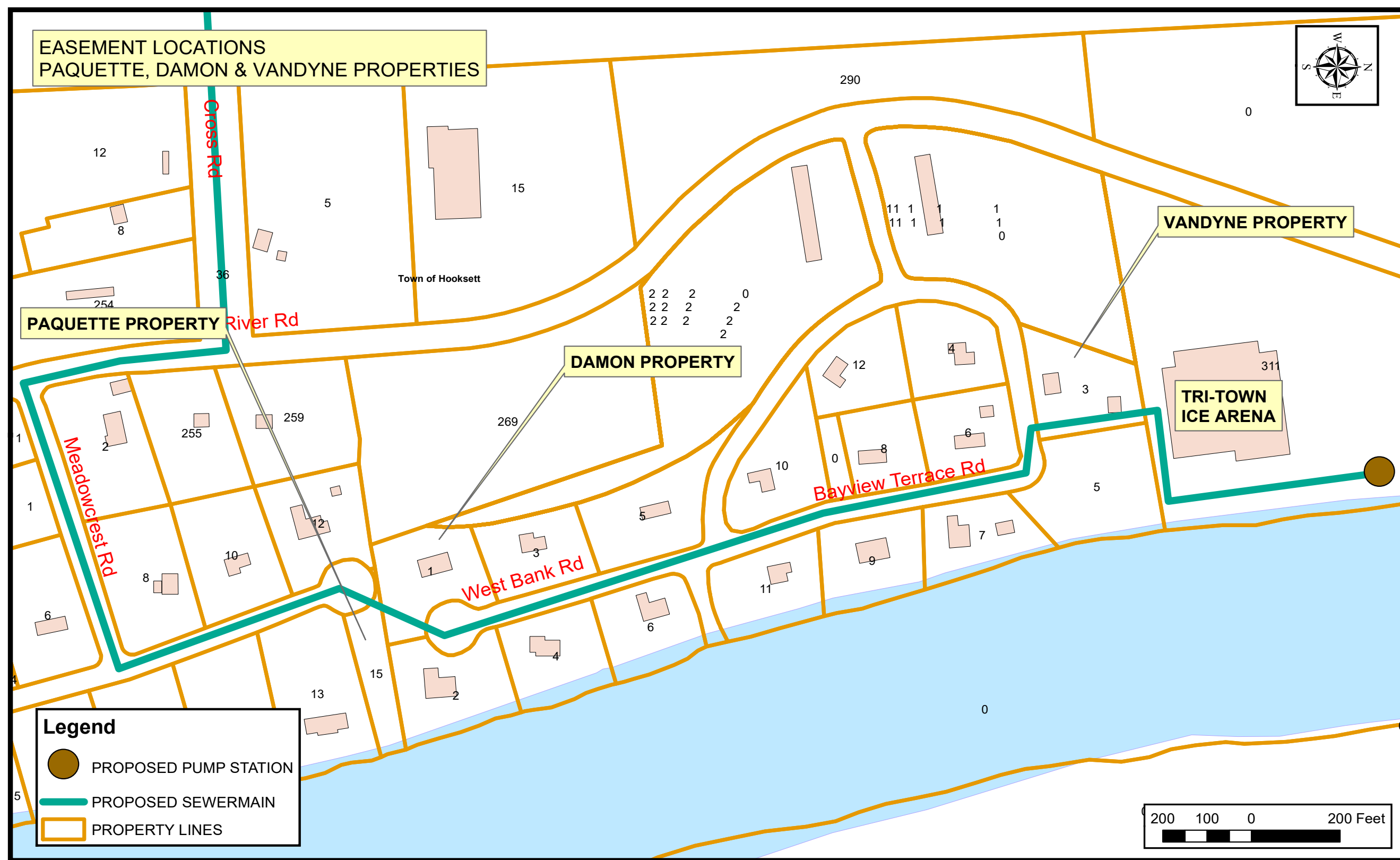
[005 Draft Paquette Easement 17-21](#)

[006 Paquette 6447A EASE DRAFT \(17-21\)](#)

[007 Letter Vandyne Easement Terms Rev. 5-12-22](#)

[008 Draft Vandyne Easement 17-17-7](#)

[009 Vandyne 6447A EASE DRAFT \(17-17-7\) 2022-03-21](#)





***Hooksett Wastewater Treatment Facility***

Board of Sewer Commissioners

1 Egawes Drive

Hooksett, NH 03106

(603) 485-7000

March 16, 2022

Bruce Thomas  
Hooksett Town Engineer

Dear Mr. Thomas,

The Hooksett Sewer Commission has decided that all residential property owners in the Tax Increment Finance District who provide easements for the sewer mainline to pass through shall have their system development fees waived as a gesture of good faith for working with the Town and the Sewer Commission on this project.

The current value of the system development fee is \$6200.

Regards,

Ken Conaty  
Superintendent

1 Egawes Drive ▪ Hooksett, New Hampshire 03106  
Tel (603) 485-7000 or 485-4112 Fax (603) 485-4306  
Email: [hooksettsewer@comcast.net](mailto:hooksettsewer@comcast.net) Website: [www.hooksettsewer.com](http://www.hooksettsewer.com)





## *Town of Hooksett*

**COMMUNITY DEVELOPMENT DEPARTMENT**  
Bruce A. Thomas, P.E., Town Engineer

April 26, 2022

David and Suzanne Damon  
1 West Bank Road  
Hooksett, NH 03106

Re: Hooksett Sewer Expansion Project

Dear Mr. and Mrs. Damon,

The Town is planning to expand its sewer and water system on the west side of the river. Part of the plan is to install a sewer pump station at the Tri-Town Arena and extend sewer and water pipe southerly through your neighborhood to Route 3A, up Cross Street approximately 1,500 feet, then cross country to Hackett Hill Road.

In order to construct the utilities along this route, we will need to acquire several easements including one on your property. I've also attached an "Easement Exhibit" that shows where the sewer and/or water pipes may cross your property.

In order to compensate you for your easement, the Town is willing to offer the following:

- Waive the "System Development Fee" that is typically required for any residential home to connect to the sewer. This fee is currently \$6,200 for each residential home. The fee at the time of connection will be waived.
- Pay you \$7,500 which should cover the cost to abandon your septic tank and install a service line from the service connection installed by the Town to the edge of the easement to the sewer line where it exits your house. Note that you will not be required to connect to the sewer unless your septic system has failed.
- Pay you \$2,000 to cover the cost to repair irrigation system and replant or replace existing shrubs.
- Any manholes on the property shall be installed within two feet from the property line (there is only one planned to be near the rear property line).



## *Town of Hooksett*

**COMMUNITY DEVELOPMENT DEPARTMENT**  
Bruce A. Thomas, P.E., Town Engineer

- Once work on the property begins, it will proceed continuously until it is completed. Note that per our conversation on April 26, 2022, the sewer and water main installations may be done at separate times.

Note that any offer that we agree upon will have to be approved by the Town Council at one of their scheduled meetings. If you have any questions or comments, please don't hesitate to call.

Sincerely,

Bruce A. Thomas, P.E.  
Town Engineer

DRAFT

## WARRANTY EASEMENT DEED

**KNOW ALL MEN BY THESE PRESENTS, THAT David S. & Suzanne E. Damon**, with a mailing address of **1 West Bank Road, Hooksett, NH 03106**, (herein “Grantor”), for consideration paid by the **Town of Hooksett, New Hampshire, 35 Main Street, Hooksett, NH 03106**, (herein “Grantee”), the receipt of which the Grantor does hereby acknowledge, has granted, bargained, and sold, and by these presents does give, grant, bargain, sell, convey and confirm unto the Grantee, it and its successors and assigns forever, with WARRANTY COVENANTS, temporary and permanent utility easements on land of the Grantor located off of West Bank Road, Town of Hooksett, County of Merrimack, and State of New Hampshire, more particularly described as follows:

### **Permanent and Temporary Easements**

Beginning at a point on the Southerly sideline of West Bank Road in the Town of Hooksett, County of Merrimack, State of New Hampshire, said point being on the Northerly sideline of Tax Map 17, Lot 17-15 and lying S 16° 42’ 04” E, a distance of 172.89’ from a concrete bound, said point also lying S 85° 05’ 04” W, a distance of 25.54’ from another concrete bound as shown on the hereinafter referenced plan;

Thence Easterly along West Bank Road, a distance of 20.71’ to a point;

Thence through said Tax Map 17, Lot 17-15 the following two courses;

S 16° 41’ 59” E, a distance of 72.02 to a point;

S 37° 42’ 55” W, a distance of 20.44’, to a point at land now or formerly of Phil Paquette & Son, Inc., said point lying N 89° 14’ 09” W, a distance of 22.21’ from a concrete bound as shown on the hereinafter referenced plan;

Thence Westerly along land of Phil Paquette & Son, Inc., a distance of 28.01’ to a point, lying N 77° 33’ 29” W, a distance of 129.66’ from a granite bound as shown on the hereinafter referenced plan;

Thence through said Tax Map 17, Lot 17-15 the following two courses:

N 37° 42' 55" E, a distance of 29.77' to a point;

N 16° 41' 59" W, a distance of 66.76' to the point of beginning.

Said area contains 0.04 acres, and is shown as "Proposed Permanent Utility Easement" on a plan entitled "Utility Easement Plan for The Town of Hooksett Over Land of David S. & Suzanne E. Damon (Tax Map 17 Lot 17-15) 1 West Bank Road Hooksett, New Hampshire" Dated March 2022 by Doucet Survey, LLC.

The intent of said utility easement is to be bounded as follows; on the West by a line 5' Westerly of the water line as constructed, on the North by the Southerly sideline of West Bank Road, on the East by a line 5' Easterly of the sewer line as constructed, and on the South by land now or formerly of Phil Paquette & Son, Inc.

Also conveying two temporary easements as shown on the hereinabove referenced plan as "Proposed Temporary 5' Wide Easement A" and "Proposed Temporary 5' Wide Easement B".

The intent of said temporary easement "A" is to be 5' Westerly of said permanent easement.

The intent of said temporary easement "B" is to be 5' Easterly of said permanent easement or to the common boundary line between land now or formerly of Nicholas Bonardi Real Estate Trust and David S. & Suzanne E. Damon whichever is closer.

Conveying to the Grantee two temporary easements, for the **temporary** right and privilege to enter during construction of new water and sewer utilities within the above described temporary easement area at Grantor's land identified as Town of Hooksett Tax Map #17 and Lot #17-15 located on West Bank Road in the Town of Hooksett, in accordance with standard construction practices, to include clearing, grubbing, stock-piling of materials, re-grading, loaming and seeding the area during said construction, with the understanding that after construction the conditions in the area of construction will be restored to a grassed area.

Conveying to the Grantee a 0.04 acre permanent easement 20 feet wide and centered on the record location of the new water and sewer utilities, for the **permanent** right and privilege to enter and construct, maintain, operate, repair, upgrade, and replace new water and sewer utilities within the above-described permanent easement area at Grantor's land identified as Town of Hooksett Tax Map #17 and Lot #17-15 located on West Bank Road in the Town of Hooksett, in accordance with standard construction practices, to include clearing, grubbing, excavation, pipe and structure installation, backfill, pavement restoration, re-grading, loaming and seeding the area during said construction, maintenance, repair, upgrade, and replacement as the case may be.

Meaning and intending to describe and convey easements as defined above, over, under and across those premises described above owned by the Grantor by Warranty Deed of David S. & Suzanne E. Damon, recorded in the Merrimack County Registry of Deeds at Book 1968, Page 1236.

This deed is a transfer of easements to a municipality, and no transfer tax is required pursuant to RSA 78-B:2,I.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

David S. & Suzanne E. Damon

BY: \_\_\_\_\_  
\_\_\_\_\_

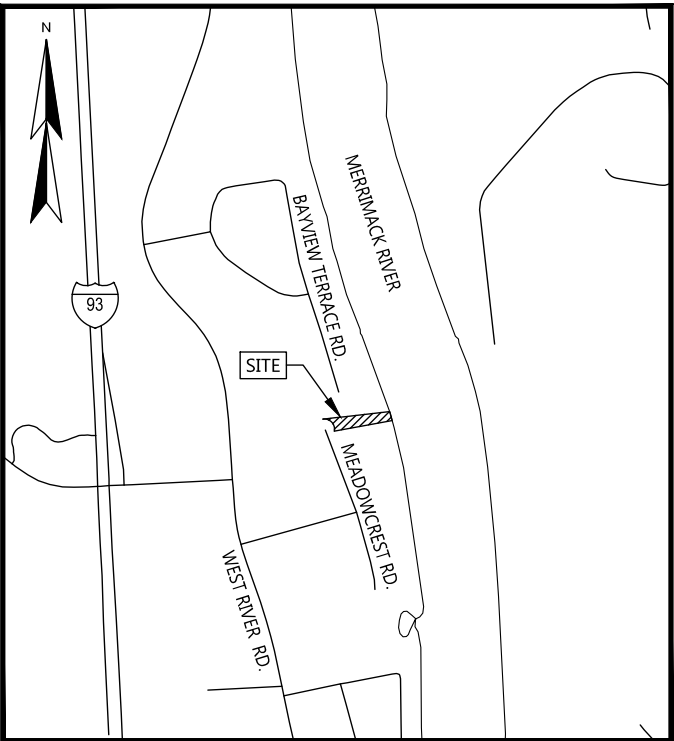
Print Name  
BY: \_\_\_\_\_  
\_\_\_\_\_

Print Name

STATE/Commonwealth of \_\_\_\_\_  
COUNTY OF \_\_\_\_\_, SS

This instrument was acknowledged before me on \_\_\_\_\_, 2022, by  
David S. & Suzanne E. Damon

\_\_\_\_\_  
Notary Public/Justice of the Peace  
My commission expires: \_\_\_\_\_





## *Town of Hooksett*

**COMMUNITY DEVELOPMENT DEPARTMENT**  
Bruce A. Thomas, P.E., Town Engineer

April 27, 2022

Bud Paquette  
Phil Paquette & Son, Inc.  
1204 Hooksett Road  
Hooksett, NH 06106

Re: Hooksett Sewer Expansion Project  
Meadowcrest Road, Lot 17-21

Dear Mr. Paquette,

The Town is planning to expand its sewer and water system on the west side of the river. Part of the plan is to install a sewer pump station at the Tri-Town Arena and extend sewer and water pipe southerly through your neighborhood to Route 3A, up Cross Street approximately 1,500 feet, then cross country to Hackett Hill Road.

In order to construct the utilities along this route, we will need to acquire several easements including one on your property. I've also attached an "Easement Exhibit" that shows where the sewer and/or water pipes may cross your property.

In order to compensate you for your easement, the Town is willing to pay you \$5,000 to cover the cost of the easement.

Note that any offer that we agree upon will have to be approved by the Town Council at one of their scheduled meetings. If you have any questions or comments, please don't hesitate to call.

Sincerely,

Bruce A. Thomas, P.E.  
Town Engineer

## WARRANTY EASEMENT DEED

**KNOW ALL MEN BY THESE PRESENTS, THAT Phil Paquette & Son, Inc.**, with a mailing address of **1204 Hooksett Road, Hooksett, NH 03106**, (herein “Grantor”), for consideration paid by the **Town of Hooksett, New Hampshire, 35 Main Street, Hooksett, NH 03106**, (herein “Grantee”), the receipt of which the Grantor does hereby acknowledge, has granted, bargained, and sold, and by these presents does give, grant, bargain, sell, convey and confirm unto the Grantee, it and its successors and assigns forever, with WARRANTY COVENANTS, temporary and permanent utility easements on land of the Grantor located off of Meadowcrest Road, Town of Hooksett, County of Merrimack, and State of New Hampshire, more particularly described as follows:

### **Permanent and Temporary Easements**

Beginning at a point on the Northeasterly side of Meadowcrest Road in the Town of Hooksett, County of Merrimack, State of New Hampshire, said point being on the Westerly sideline of Tax Map 17 Lot 21 and lying S 83° 24’ 39” E, a distance of 97.04’ from a granite bound as shown on the hereinafter referenced plan;

Thence N 37° 42’ 55” E, a distance of 49.39’ through Tax Map 17, Lot 21 to a point at land now or formerly of David S. & Suzanne E. Damon, lying N 83° 16’ 55” E, a distance of 132.27’ from a rebar as shown on the hereinafter referenced plan;

Thence Easterly along land of David S. & Suzanne Damon, a distance of 28.01’ to a point, lying N 89° 14’ 09” W, a distance of 22.21’ from a concrete bound as shown on the hereinafter referenced plan;

Thence S 37° 42’ 55” W, a distance of 80.75’ through Tax Map 17, Lot 21 to a point on the Northeasterly side of Meadowcrest Road, lying S 72° 43’ 29” E, a distance of 110.00’ from a granite bound as shown on the hereinafter referenced plan;

Thence Northwesterly along Meadowcrest Road, a distance of 23.33’ to the point of beginning.



Said area contains 0.03 Acres, and is shown as “Proposed Permanent Utility Easement” on a plan entitled “Utility Easement Plan for The Town of Hooksett Over Land of Phil Paquette and Son, Inc. (Tax Map 17, Lot 21) 15 Meadowcrest Road Hooksett, New Hampshire” Dated March 2022 by Doucet Survey, LLC.

The intent of said utility easement is to be 5’ Northwesterly of the water line as constructed, and 5’ Southeasterly of the sewer line as constructed between the Northeasterly sideline of Meadowcrest Road and land now or formerly of David S. & Suzanne Damon.

Also conveying two temporary easements as shown on the hereinabove referenced plan as “Proposed Temporary 5’ Wide Easement A” and “Proposed Temporary 5’ Wide Easement B”.

The intent of said temporary easements are to be 5’ Northwesterly and 5’ Southeasterly of said permanent easement.

Conveying to the Grantee two temporary easements, for the **temporary** right and privilege to enter during construction of new water and sewer utilities within the above described temporary easement area at Grantor’s land identified as Town of Hooksett Tax Map #17 and Lot #21 located on Meadowcrest Road in the Town of Hooksett, in accordance with standard construction practices, to include clearing, grubbing, stock-piling of materials, re-grading, loaming and seeding the area during said construction, with the understanding that after construction the conditions in the area of construction will be restored to a grassed area.

Conveying to the Grantee a 0.03 acre permanent easement 20 feet wide and centered on the record location of the new water and sewer utilities, for the **permanent** right and privilege to enter and construct, maintain, operate, repair, upgrade, and replace new water and sewer utilities within the above-described permanent easement area at Grantor’s land identified as Town of Hooksett Tax Map #17 and Lot #21 located on Meadowcrest Road in the Town of Hooksett, in accordance with standard construction practices, to include clearing, grubbing, excavation, pipe and structure installation, backfill, pavement restoration, re-grading, loaming and seeding the area during said construction, maintenance, repair, upgrade, and replacement as the case may be.

Meaning and intending to describe and convey easements as defined above, over, under and across those premises described above owned by the Grantor by Warranty Deed of Phil Paquette & Son, Inc., recorded in the Merrimack County Registry of Deeds at Book 1434, Page 448.

This deed is a transfer of easements to a municipality, and no transfer tax is required pursuant to RSA 78-B:2,I.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Phil Paquette & Son, Inc.

BY:\_\_\_\_\_

\_\_\_\_\_  
Print Name

STATE/COMMONWEALTH OF \_\_\_\_\_

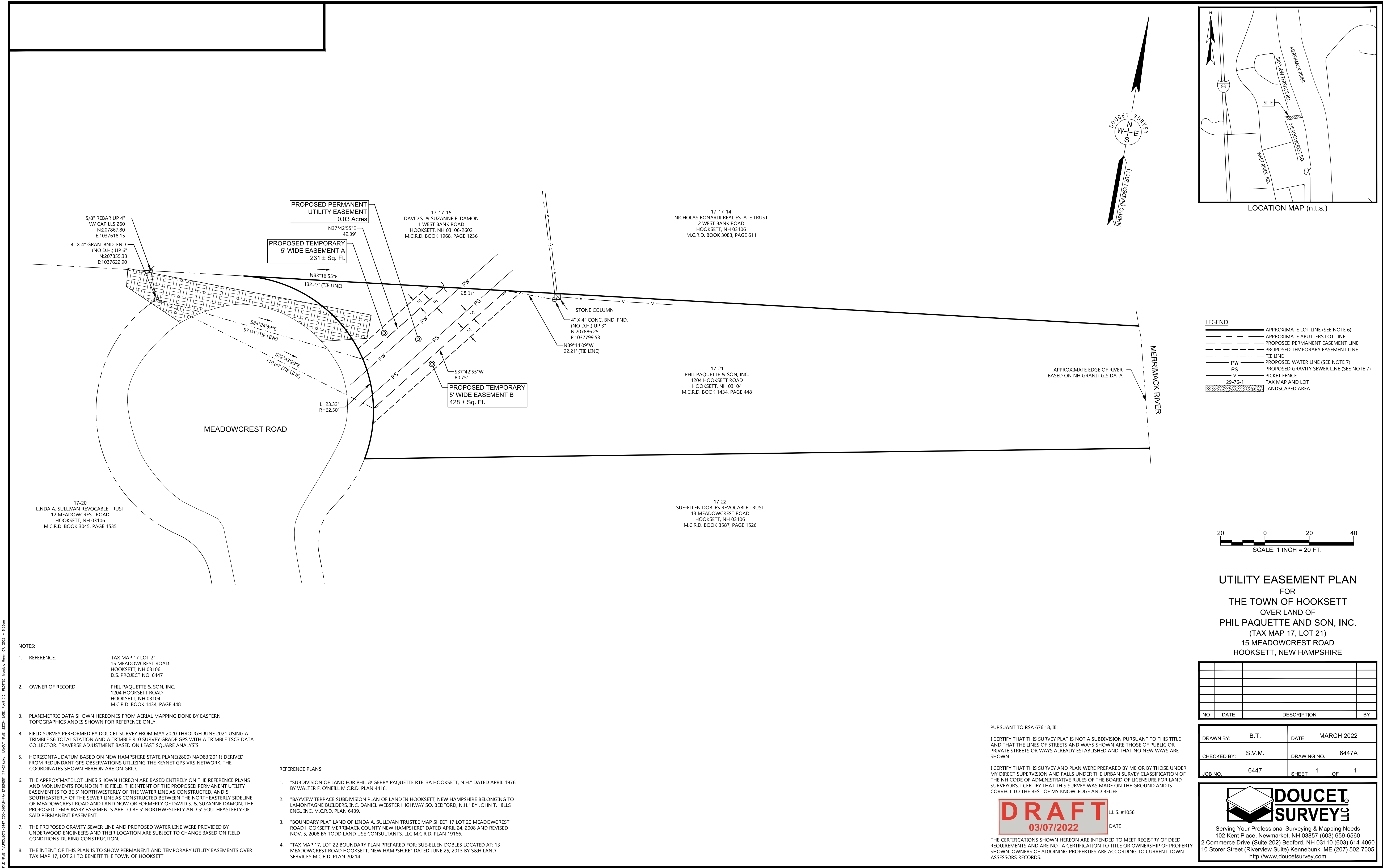
COUNTY OF \_\_\_\_\_, SS

This instrument was acknowledged before me on\_\_\_\_\_, 2022, by  
\_\_\_\_\_ as \_\_\_\_\_ of Phil Paquette  
& Son, Inc.

\_\_\_\_\_  
Notary Public/Justice of the Peace

My commission expires:\_\_\_\_\_

DRAFT





## *Town of Hooksett*

**COMMUNITY DEVELOPMENT DEPARTMENT**  
Bruce A. Thomas, P.E., Town Engineer

May 12, 2022  
Sandra M. Vandyne Revoc Trust  
3 Bayview Terrace  
Hooksett, NH 03106

Re: Hooksett Sewer Expansion Project

Dear Ms. Vandyne,

The Town is planning to expand its sewer and water system on the west side of the river. Part of the plan is to install a sewer pump station at the Tri-Town Arena and extend sewer and water pipe southerly through your neighborhood to Route 3A, up Cross Street approximately 1,500 feet, then cross country to Hackett Hill Road.

In order to construct the utilities along this route, we will need to acquire several easements including one on your property. I've also attached an "Easement Exhibit" that shows where the sewer and/or water pipes may cross your property and a draft of the easement language.

In order to compensate you for your easement, the Town is willing to offer the following:

- Waive the "System Development Fee" that is typically required for any residential home to connect to the sewer. This fee is currently \$6,200 for each residential home.
- We are willing to construct the easement route across your property with a layer of crushed gravel that will be ready to cap with pavement. Note that to pave a driveway, crushed gravel must be installed for the base material or rutting quick failure of the driveway will be experienced. The crushed gravel used will meet NHDOT specification 304.3 Crushed Gravel, or 304.4 Crushed Stone (fine). A driveway permit may have to be signed by the property owner, but the standard permit application will be completed by the Town Engineer for signature by the owner with the fee waived by the Town. It is the intent, that the gravel driveway will be created and permitted at no cost to the property owner.
- We are willing to pay you \$7,500 which should cover the cost to abandon your septic tank and install a service line from the service connection installed by the Town to the edge of the easement to the sewer line where it exits your house. Note that you will not be required to connect to the sewer unless your septic system has failed. This should also pay for some of the paving costs of the driveway.
- You told me that you were considering a second sewer connection to provide service to the garage at the rear of your property. We will provide a connection at the sewer main and a stub to the edge of the easement as part of our project.

---

35 Main Street • Hooksett, NH 03106-1631 • Tel (603) 419-4003 • Cell: (603)264-8508  
email [bthomas@hooksett.org](mailto:bthomas@hooksett.org) Website: [www.hooksett.org](http://www.hooksett.org)



## Town of Hooksett

### COMMUNITY DEVELOPMENT DEPARTMENT

Bruce A. Thomas, P.E., Town Engineer

- The septic system and the garage will be shown on the easement plan. I would like to reserve the option of showing the septic system on the easement plan based on the septic system design as opposed to a survey since the survey may require disruptive test pitting to determine the location. Any damage to the septic system during construction will be repaired immediately upon completion of the sewer across the area with the intent of no loss of service to the homeowner.
- The following wording shall be provided in the deed (or something similar). *"The Town of Hooksett shall, on completion of the project, restore the premises to as good a condition as at the initiation of the project"*.

The total value of the above is \$13,700 which seems quite reasonable. Note that any offer I make will have to be approved by the Town Council at one of their scheduled meetings. If you have any questions or comments, please don't hesitate to call.

Sincerely,

Bruce A. Thomas, P.E.  
Town Engineer

c/Andre L Garron, Town Administrator

## WARRANTY EASEMENT DEED

**KNOW ALL MEN BY THESE PRESENTS, THAT The Sandra M. Vandyne Revocable Trust**, with a mailing address of **3 Bayview Terrace Road, Hooksett, NH 03106**, (herein “Grantor”), for consideration paid by the **Town of Hooksett, New Hampshire, 35 Main Street, Hooksett, NH 03106**, (herein “Grantee”), the receipt of which the Grantor does hereby acknowledge, has granted, bargained, and sold, and by these presents does give, grant, bargain, sell, convey and confirm unto the Grantee, it and its successors and assigns forever, with WARRANTY COVENANTS, temporary and permanent utility easements on land of the Grantor located off of Bayview Terrace Road, Town of Hooksett, County of Merrimack, and State of New Hampshire, more particularly described as follows:

### **Permanent and Temporary Easements**

Beginning at a point on the Northerly sideline of Bayview Terrace Road in the Town of Hooksett, County of Merrimack, State of New Hampshire, said point being the Southeasterly corner of Tax Map 17, Lot 17-7, said point also being the Southwesterly corner of land now or formerly of Robert S. & Sandra Lamontagne, and lying N 70° 18’ 54” W, a distance of 30.36’ from a magnetic nail set as shown on the hereinafter referenced plan;

Thence Westerly along Bayview Terrace Road, a distance of 20.22’ to a point, lying N 53° 47’ 35” W, a distance of 337.62’ from a concrete bound as shown on the hereinafter referenced plan;

Thence N 00° 53’ 19” E, a distance of 237.61’ through said Tax Map 17, Lot 17-7 to a point at land now or formerly of Tri-Town Ice Arena Limited, said point lying S 80° 38’ 29” W, a distance of 20.22’ from a concrete bound as shown on the hereinafter referenced plan;

Thence Easterly along land now or formerly of Tri-Town Ice Arena Limited, a distance of 20.22’ to land now or formerly of Robert S. & Sandra Lamontagne;

Thence Southerly along said land now or formerly of Robert S. & Sandra Lamontagne, a distance of 237.61’ to the point of beginning.

Said area contains 0.11 acres, and is shown as “20’ Proposed Permanent Utility Easement” on a plan entitled “Utility Easement Plan for The Town of Hooksett Over Land of The Sandra M. Vandyne Revocable Trust (Tax Map 17 Lot 17-7) 3 Bayview Terrace Road Hooksett, New Hampshire” Dated March 2022 by Doucet Survey, LLC.

The intent of said utility easement is to be bounded as follows; on the South by the Northerly line of Bayview Terrace Road, on the East by land now or formerly of Robert S. & Sandra Lamontagne, on the North by land now or formerly of Tri-Town Ice Arena Limited, and on the West by a line 20’ Westerly of said land now or formerly of Robert S. & Sandra Lamontagne.

Conveying to the Grantee a 0.11 acre permanent easement 20 feet wide, for the **permanent** right and privilege to enter and construct, maintain, operate, repair, upgrade, and replace new sewer utilities within the above-described permanent easement area at Grantor’s land identified as Town of Hooksett Tax Map #17 and Lot #17-7 located on Bayview Terrace Road in the Town of Hooksett, in accordance with standard construction practices, to include clearing, grubbing, excavation, pipe and structure installation, backfill, pavement restoration, re-grading, loaming and seeding the area during said construction, maintenance, repair, upgrade, and replacement as the case may be.

Meaning and intending to describe and convey easements as defined above, over, under and across those premises described above owned by the Grantor by Warranty Deed of The Sandra M. Vandyne Revocable Trust, recorded in the Merrimack County Registry of Deeds at Book 2548, Page 1620.

This deed is a transfer of easements to a municipality, and no transfer tax is required pursuant to RSA 78-B:2,I.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

The Sandra M. Vandyne Revocable  
Trust

BY: \_\_\_\_\_  
\_\_\_\_\_

Print Name  
BY: \_\_\_\_\_  
\_\_\_\_\_

Print Name

STATE/COMMONWEALTH OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_, SS

This instrument was acknowledged before me on\_\_\_\_\_, 2022, by  
\_\_\_\_\_ as \_\_\_\_\_ of The Sandra  
M. Vandyne Revocable Trust.

\_\_\_\_\_  
Notary Public/Justice of the Peace

My commission expires:\_\_\_\_\_

DRAFT







## Town Council STAFF REPORT



**To:** Town Council  
**Title:** Sherwood Drive Drainage Improvements Project - Award to Pichette Brothers Construction Company for \$27,790.00.  
**Meeting:** Town Council - 25 May 2022  
**Department:** Community Development  
**Staff Contact:** Bruce Thomas, Town Engineer

### BACKGROUND INFORMATION:

Sherwood Drive Drainage Improvements Project - Award to Pichette Brothers Construction Company for \$27,790.00.

The Town received proposals to construct a catch basin and approximately 46 linear feet of pipe on Sherwood Drive (near #45). An existing catch basin drains to a swale to the south. The pipe has failed and caused a sinkhole next to a utility pole. The utility pole has a guy wire that runs parallel to the street about 10 feet. The project consists of installing a new catch basin and outlet pipe about 15' away from the existing catch basin and connecting to it. The pipe exiting the existing catch basin will be abandoned.

The project was advertised in the Manchester Union Leader on March 28, 2022. It was also put on the Town website and sent to several contractors that do drain work. Five bids were received and opened on April 28, 2022. The low bidder is Pichette Brothers with a bid of \$27,790.00. The company Blue Bull submitted a bid of the amount \$31,489.87, but that bid (although not the low bid) was deemed unqualified since the math was incorrect throughout the bid sheet.

I recommend that the contract be awarded to Pichette Brothers for \$27,790.00 when funds become available in July.

Contractor	Base Bid:
Pichette Brothers	\$27,790.00
Jennings Excavation	\$37,910.60
Advanced Excavating	\$46,568.00

### FINANCIAL IMPACT:

The award price of \$27,790.00 will be funded from the Drainage Upgrades account, but not until July when sufficient funds are available in the account. After completion of this project, \$23,255 will remain in the account.

**POLICY IMPLICATIONS:**

None

**RECOMMENDATION:**

To approve of the award the Drainage Improvements Project contract to Advanced Excavating and Paving, LLC for the bid price of \$27,790.00, allow the Town Administrator to sign the contract in July when additional funds are added to the Public Works Drainage Upgrades account, and pay for the project from that account.

**SUGGESTED MOTION:**

Motion to approve of the award the Drainage Improvements Project contract to Advanced Excavating and Paving, LLC for the bid price of \$27,790.00, allow the Town Administrator to sign the contract in July when additional funds are added to the Public Works Drainage Upgrades account, and pay for the project from that account.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

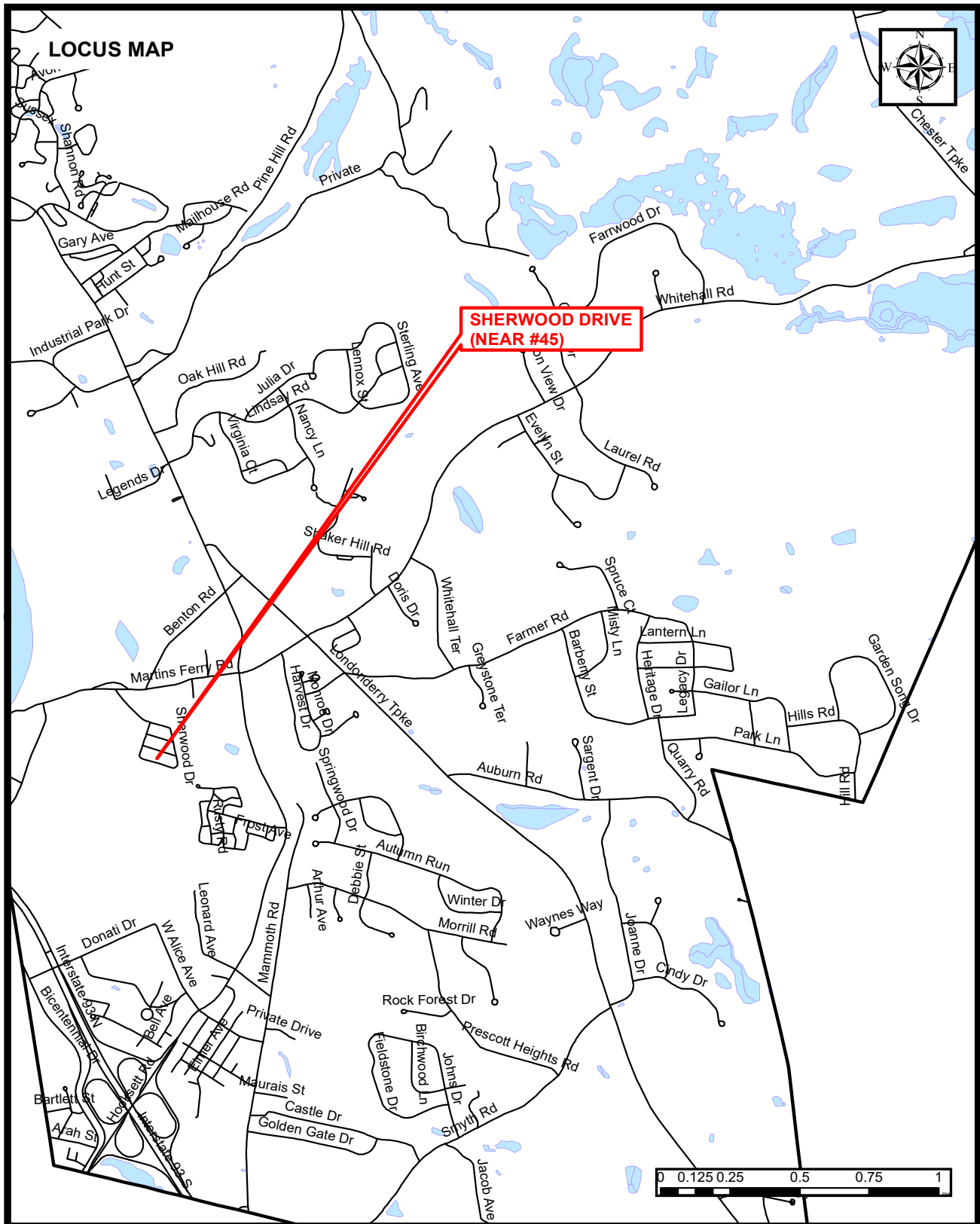
**ATTACHMENTS:**

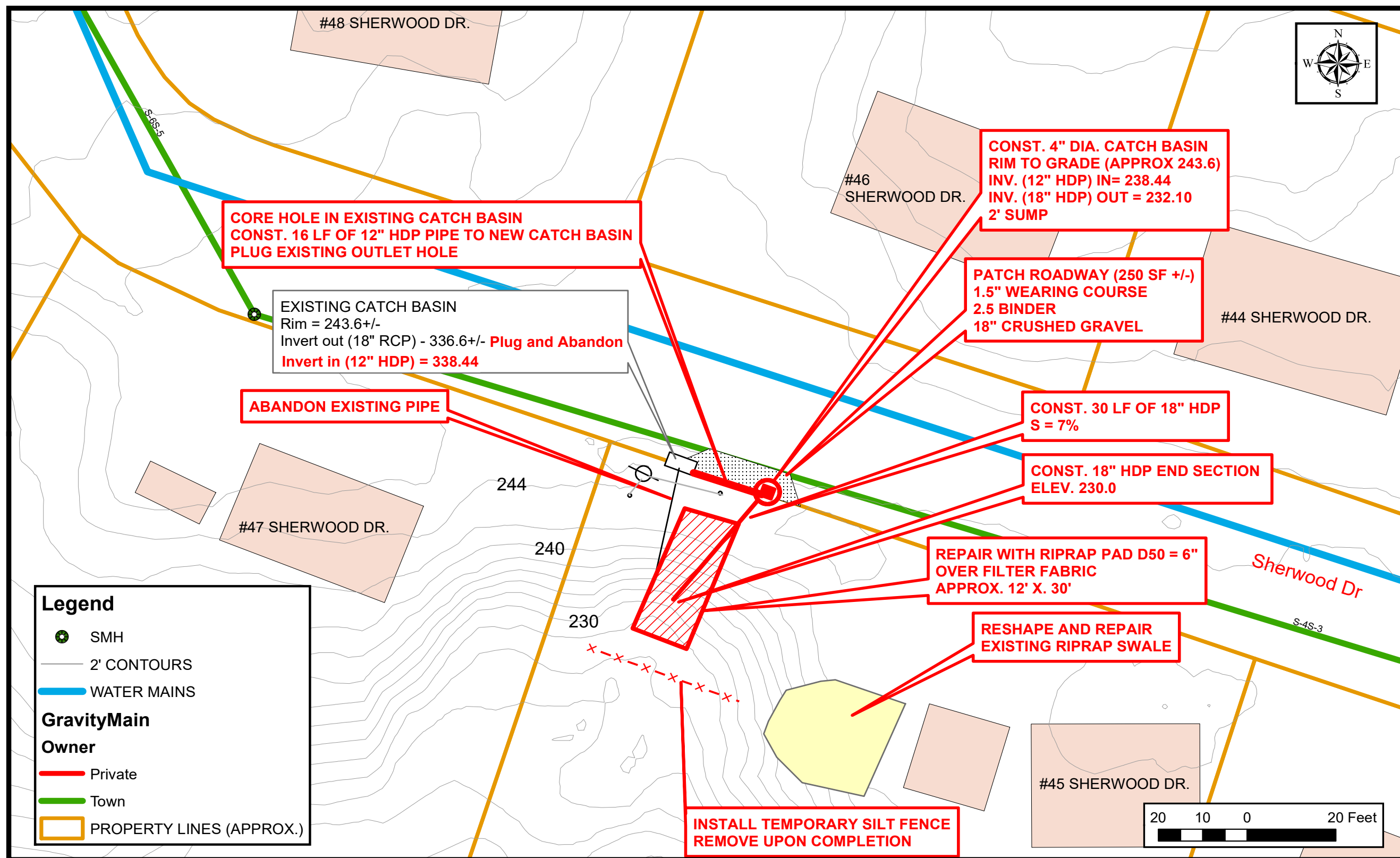
[0001 Sherwood Drive Drain Locus](#)

[0002 Sherwood Drive #45 Plan](#)

[0003 Sherwood Estimate](#)

[004 22-05 Opening](#)





BID TABULATION    B.A.T.    April 28, 2022 #45 SHERWOOD DRIVE DRAINAGE PROJECT												
			Engineer			Pichette Brothers		Blue Bull Industries			Jennings Construction	
Item Number	Item Description	Units	Quantity	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount Provided	Calculated Amount	Unit Price	Amount
209.3	Granular Backfill	CY	70.0	\$20.00	\$1,400	\$60.00	\$4,200.00	\$14.00	\$1,470.00	\$980.00	\$31.30	\$2,191.00
304.301	Crushed Gravel	CY	14.0	\$50.00	\$700	\$80.00	\$1,120.00	\$14.50	\$304.00	\$203.00	\$38.00	\$532.00
403.12	Bituminous 4” thick Trench Repair (2-1/2 Base	TON	7.0	\$220.00	\$1,540	\$250.00	\$1,750.00	\$75.50	\$528.50	\$528.50	\$305.00	\$2,135.00
585.3	Stone Fill, Class C (riprap)	CY	15.0	\$200.00	\$3,000	\$100.00	\$1,500.00	\$16.75	\$376.87	\$251.25	\$176.00	\$2,640.00
593.4213	Geotextile, Permanent Erosion Control, CL. 2,	SY	40.0	\$10.00	\$400	\$20.00	\$800.00	\$16.00	\$960.00	\$640.00	\$2.15	\$86.00
603.8211	12" Plastic Pipe, Smooth Interior	LF	16.0	\$40.00	\$640	\$95.00	\$1,520.00	\$17.00	\$272.00	\$272.00	\$215.00	\$3,440.00
603.3322	18" Plastic Pipe, End Section	EA	1.0	\$100.00	\$100	\$750.00	\$750.00	\$500.00	\$500.00	\$500.00	\$434.00	\$434.00
603.8212	18" Plastic Pipe, Smooth Interior	LF	30.0	\$100.00	\$3,000	\$90.00	\$2,700.00	\$33.55	\$1,006.50	\$1,006.50	\$154.20	\$4,626.00
604.124	Catch Basin, 4' Diameter w/4' Sump	EA	1.0	\$4,000.00	\$4,000	\$3,500.00	\$3,500.00	\$2,100.00	\$2,100.00	\$2,100.00	\$5,141.60	\$5,141.60
618.6	Flagger	ALL	1.0	\$1,000.00	\$1,000	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
619.1	Maintenance of Traffic incl. Dustlaying	LS	1.0	\$2,000.00	\$2,000	\$3,000.00	\$3,000.00	\$2,500.00	\$2,500.00	\$2,500.00	\$500.00	\$500.00
619.2	Const. Signs and Warning Devices	LS	1.0	\$1,000.00	\$1,000	\$1,000.00	\$1,000.00	\$800.00	\$800.00	\$800.00	\$250.00	\$250.00
628.2	Sawed Bituminous Pavement	LF	30.0	\$3.00	\$90	\$5.00	\$150.00	\$3.00	\$300.00	\$90.00	\$55.00	\$1,650.00
641.0	Loam 4" Deep	SY	30.0	\$5.00	\$150	\$25.00	\$750.00	\$15.00	\$675.00	\$450.00	\$41.80	\$1,254.00
645.43	Slope Stabilization, Type C	SY	30.0	\$3.00	\$90	\$15.00	\$450.00	\$17.60	\$792.00	\$528.00	\$9.85	\$295.50
646.4	Turf Establishment with Mulch	SY	30.0	\$5.00	\$150	\$10.00	\$300.00	\$19.00	\$855.00	\$570.00	\$12.75	\$382.50
645.531	Silt Fence	LF	30.0	\$5.00	\$150	\$10.00	\$300.00	\$1.50	\$150.00	\$45.00	\$39.20	\$1,176.00
692	Mobilization	L.S.	1.0	\$10,000.00	\$10,000	\$3,000.00	\$3,000.00	\$18,300.00	\$18,330.00	\$18,300.00	\$10,177.00	\$10,177.00
	<b>Total:</b>				<b>\$29,410.00</b>		<b>\$27,790.00</b>		<b>\$32,919.87</b>	<b>\$30,764.25</b>		<b>\$37,910.60</b>

Bid Provided:        \$31,489.87

**Bid #22-05**  
**Sherwood Drive Drainage Project**  
**April 28, 2022 @ 2:00 am**

**Attendees:** Andre Garron, Town Administrator; Robin Page, Bookkeeper; **Leann McLaughlin, Project Coordinator; Bruce Thomas, Town Engineer**

<b>Bidders</b>	<b>Total</b>
Blue Bull Industries LLC	\$31,489.87
Jennings Excavation Inc	\$37,910.60
Advanced Excavating & Paving LLC	\$46,568.00
Pichette Bros Construction Co Inc	\$27,790.00
Hall's Excavation Inc	\$38,000.00
Federico Co LLC	\$39,030.00

Bid opening closed: \_\_2:09 PM\_\_







Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Quarterly Financial Report as of March 31, 2022  
**Meeting:** Town Council - 25 May 2022  
**Department:** Finance  
**Staff Contact:** Christine Tewksbury, Finance Director

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Listen and discuss the update of the quarterly financial report provided by Hooksett's Finance Director, Christine Tewksbury

**ATTACHMENTS:**

[Quarterly Financial Report for March 31, 2022](#)

# Quarterly Financial Report for March 31, 2022

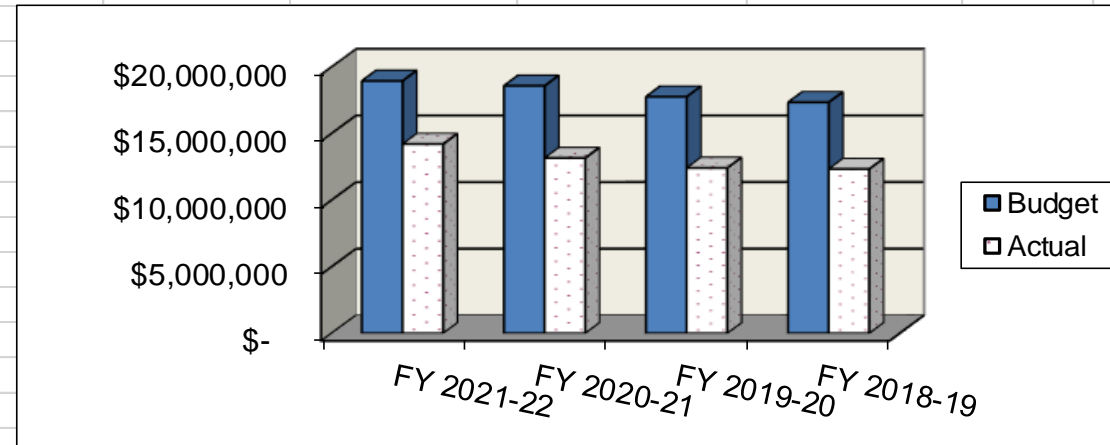
THIRD QUARTER OF FY 2021-22

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UNAUDITED

# General Fund Operating Budget

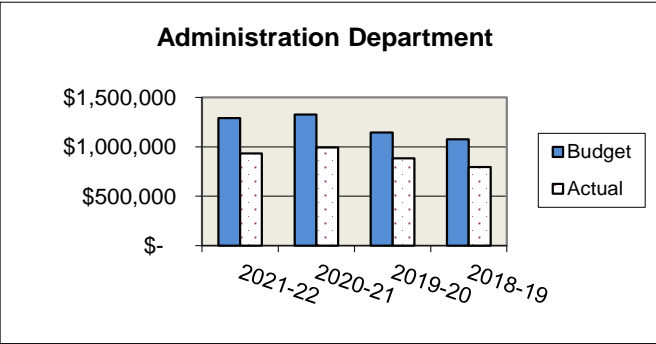
	Year	<sup>1</sup> Budget	Actual	Remaining Budget	%
	FY 2021-22	\$ 18,935,848	\$ 14,199,904	4,735,944	75%
	FY 2020-21	18,572,284	13,150,757	5,421,527	71%
	FY 2019-20	17,750,209	12,406,162	5,344,047	70%
	FY 2018-19	17,329,841	12,327,252	5,002,589	71%



1) Budget amounts include encumbrances, transfers, grants and donations approved by Council as of March 31<sup>st</sup> of each year.

# Administration Department Expenditure

Administration Department			
Year	Budget	Actual	%
2021-22	\$ 1,293,017	\$ 934,297	72%
2020-21	1,328,932	995,389	75%
2019-20	1,146,823	883,336	77%
2018-19	1,075,943	794,373	74%



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

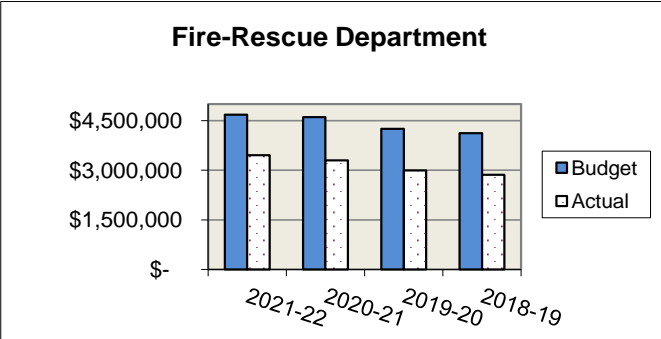
In FY 2020-21 there was \$111,450 in grant funding to offset COVID-19 expense as of March 31st. If you remove that funding from FY 2020-21, the budget would have been \$1,217,482 (\$1,328,932 less \$111,450), which is about \$75,000 less than the current FY 2021-22 budget. The current year budget increased 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.

The legal line can be very volatile. Current year to date is 54% spent. This compares to last March which was 85% spent and March of 2020 which was 77% spent.

# Fire-Rescue Department Expenditure

Fire-Rescue Department			
Year	Budget	Actual	%
2021-22	\$ 4,677,604	\$ 3,459,243	74%
2020-21	4,610,081	3,296,783	72%
2019-20	4,255,331	2,995,462	70%
2018-19	4,120,634	2,866,721	70%



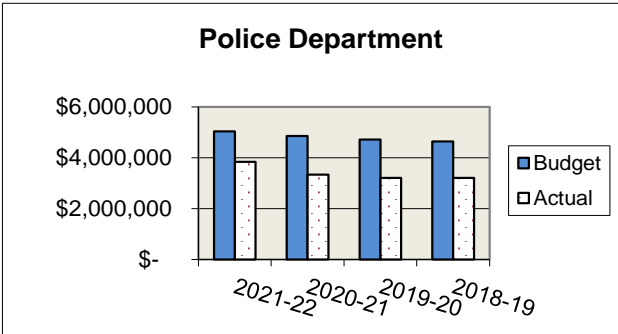
Over the last four fiscal years, this budget has increased \$556,970 or 13.5%. This increase is due to a 8.5% in wages and overtime; a 3% increase in the employer share of NH Retirement and health insurance costs and another 2% increase in general operations for items such as hydrant rentals, vehicle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

Included in the FY 2020-21 department's budget is \$207,865 in grant funding to offset COVID-19 expenses. If you remove \$207,865 from the FY 2020-21 the budget would have been \$4,402,216.

Spending has below the March benchmark of 75% each of the three prior years. The current year shows spending up due to extra time needed for COVID-19, transport patients and disinfecting the ambulances and equipment.

# Police Department Expenditure

Police Department			
Year	Budget	Actual	%
2021-22	\$ 5,028,990	\$ 3,836,319	76%
2020-21	4,855,904	3,329,792	69%
2019-20	4,709,950	3,202,563	68%
2018-19	4,642,057	3,210,796	69%



The overall increase in the Police budget for the last four fiscal years was \$386,933 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 because of the reduction in police cruisers. 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.

The FY 2020-21 department's budget received \$21,123 in grant funding to offset COVID-19 expenses. If you remove \$21,123 from the FY 2020-21 the budget would have been \$4,834,781.

The department historically underspends its budget due to vacant positions. The spending is over the March benchmark for FY 2021-22 primarily due to four factors. 1) the department has been fully staffed all year 2) changes in employees health insurance plan due to marriages and babies 3) there has been nine vehicle accident this year which cost the Town \$9,000 in deductible and 4) increases in fuel costs.

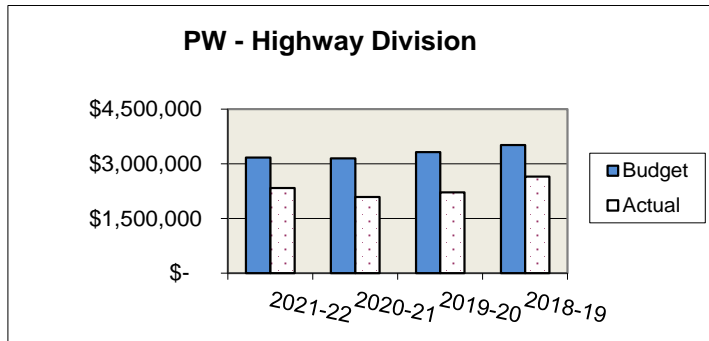


# PW – Highway Division Expenditures

PW- Highway Division			
Year	Budget	Actual	%
2021-22	\$ 3,170,220	\$ 2,332,830	74%
2020-21	3,147,900	2,084,833	66%
2019-20	3,317,103	2,216,414	67%
2018-19	3,518,487	2,650,943	75%

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

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The \$224,000 or 8% breaks down as follows: 5% on wages and overtime; 0.5% increase in health insurance; 1.5% increase in employer share of NH Retirement and 1% increase in general operations.

The FY 2020-21 department's budget received \$23,423 in grant funding to offset COVID-19 expenses as of March 31<sup>st</sup>.

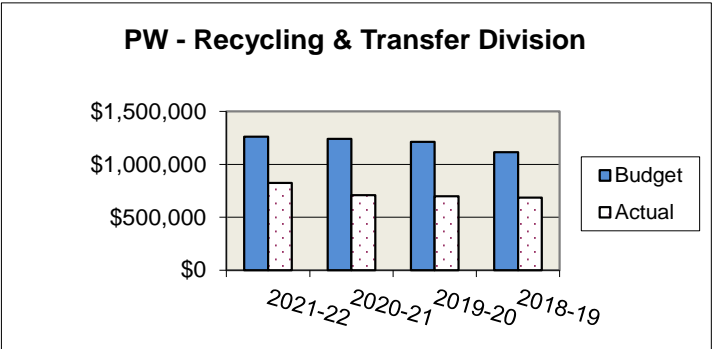
Year to date actuals are 74% of the budget. In the fall of 2021 the Town paved Mason Avenue, Medewcrest Road, Orchard Drive, Coaker Avenue, Hall Avenue, Emerson Street, Viewpoint Drive, Thompson Avenue and Crane Way.

This past winter there were 25 storms, that is seven more storms than last winter. Cost of salt to treat the road also increase from \$49.50 a ton to \$72.00 a ton this year. At the start of the winter season, the salt shed was full with salt purchased at the lower price. Currently the shed is about one third full.

Staffing levels for the Highway Division have remained level for the past four years. As of March 31, 2022 the DPW director's position, four truck drivers and one part-time custodian are vacant.

# PW – Recycling & Transfer Division Expenditures

PW- Recycling & Transfer Division			
Year	Budget	Actual	%
2021-22	\$ 1,262,096	\$ 825,465	65%
2020-21	1,240,522	707,662	57%
2019-20	1,213,158	699,173	58%
2018-19	1,114,714	684,674	61%



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 65% and the March’s benchmark is 75%. As of March 31<sup>st</sup> 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

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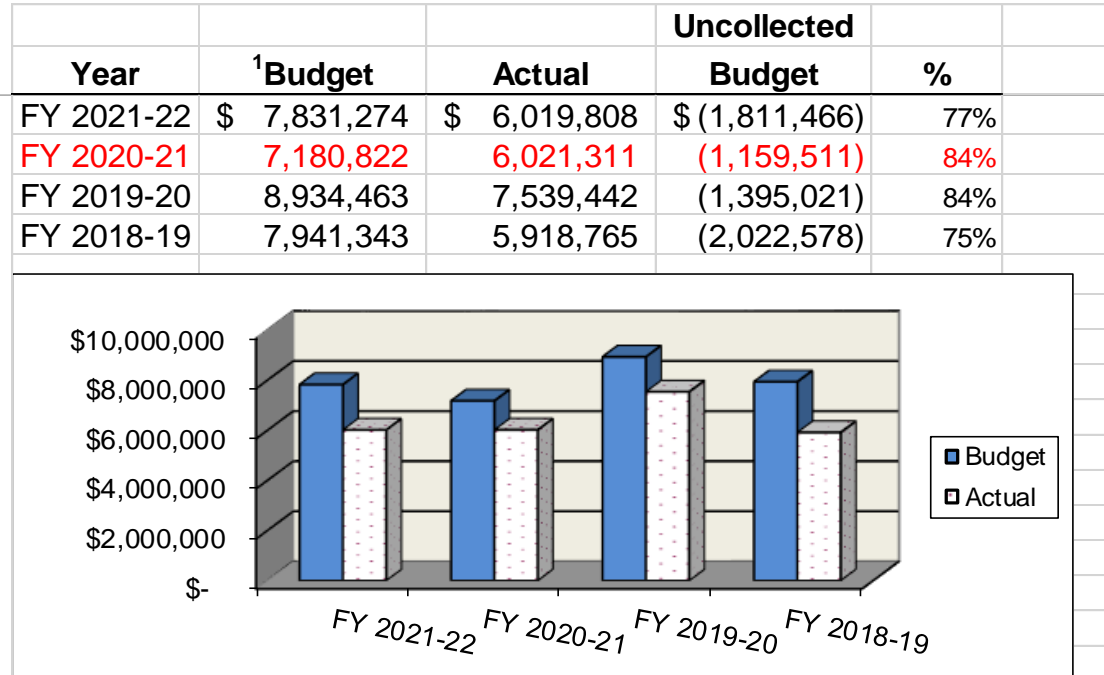
The cost to dispose of trash has increased just under \$100,000 or 8% for two reasons.

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 in April 2019.

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

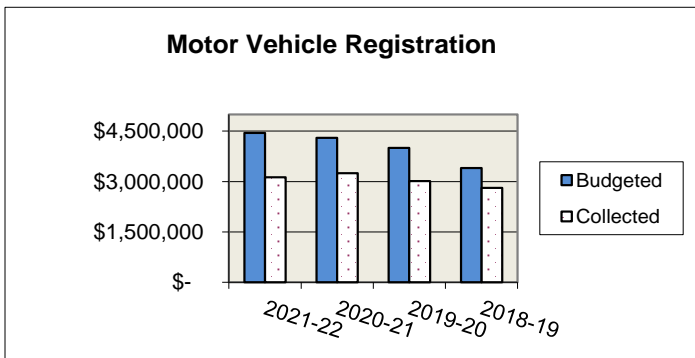
# General Fund Revenues



1) Budget amounts include encumbrances, transfers, grants and donations approved by Council as of March 31<sup>st</sup> of each year.

# Motor Vehicle Registration Revenues

Motor Vehicle Registration			
Year	Budget	Actual	%
2021-22	\$4,450,000	\$ 3,128,918	70%
2020-21	4,300,000	3,244,464	75%
2019-20	4,000,000	3,010,493	75%
2018-19	3,400,000	2,810,879	83%



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

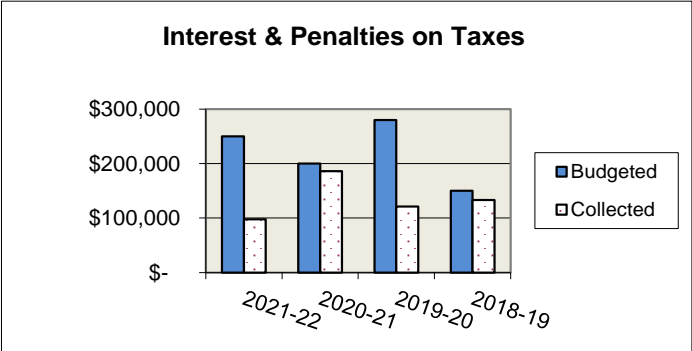
In FY 2019-20 the number of fleet registrations increased.

The Town does anticipated meeting the budget of \$4,450,000 as of June 30<sup>th</sup>, although it will be close.

# Interest & Penalties on Tax Revenues

Interest & Penalties on Taxes			
Year	Budget	Actual	%
2021-22	\$ 250,000	\$ 97,920	39%
2020-21	200,000	185,954	93%
2019-20	280,000	121,319	43%
2018-19	150,000	133,273	89%

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.



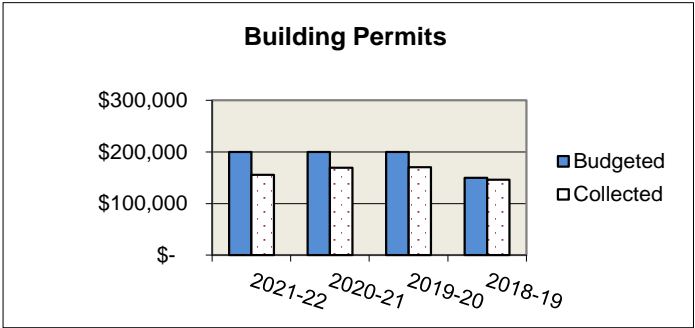
Collections for the last four years are as follows:

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

Tax Collector anticipates liening and deeding in May 2022, which should bring actual collection up to budget.

# Building Permit Revenues

Building Permits			
Year	Budget	Actual	%
2021-22	\$ 200,000	\$ 155,804	78%
2020-21	200,000	169,512	85%
2019-20	200,000	170,477	85%
2018-19	150,000	146,310	98%



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 as of March 31st of each year are as follows:

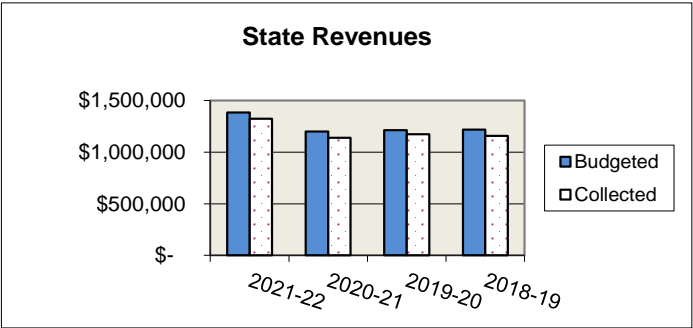
➤ 7/1/21 to 3/31/22	1072
➤ 7/1/20 to 3/31/21	1242
➤ 7/1/19 to 3/31/20	938
➤ 7/1/18 to 3/31/19	882

It's anticipated that actual collections at the end of the fiscal year will meet budget.



# State of NH Revenues

State Revenues			
Year	Budget	Actual	%
2021-22	\$1,384,666	\$ 1,324,628	96%
2020-21	1,198,726	1,138,848	95%
2019-20	1,213,075	1,174,694	97%
2018-19	1,219,082	1,156,772	95%



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. (not sure of this impact until FY 2022-23)

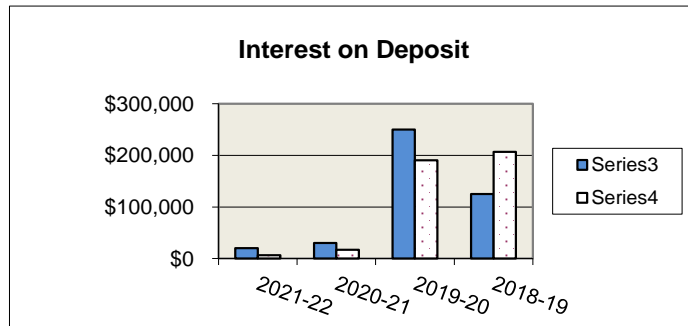
Both FY 2019-20 and 2020-21 reflect approximately \$150,000 in Municipal Aid from the State. These payment were a one-time allocations.

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

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

# Interest on Deposits

Interest on Deposit			
Year	Budget	Actual	%
2021-22	\$20,000	\$6,647	33%
2020-21	30,000	17,021	57%
2019-20	250,000	190,269	76%
2018-19	125,000	206,887	166%



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

It's anticipated that the actual collections will fall short of the budget for FY 2021-22.

# History of Year-End Balances

Operating Budget			
		Year to date	Unspent
	Budget	Spent & Encumbered	Budget
FY 2021-22	\$ 18,935,848	???	???
FY 2020-21	18,893,726	17,869,116	1,024,610
FY 2019-20	18,234,883	17,302,790	932,093
FY 2018-19	17,433,978	16,697,950	736,028

Operating Revenues			
		Year to date	Collections
	Budget	Collected	more(less)
			than Budget
FY 2021-22	\$ 7,831,274	???	???
FY 2020-21	7,494,113	8,102,435	608,322
FY 2019-20	6,920,836	6,910,855	(9,981)
FY 2018-19	5,822,479	6,564,140	741,661

Returned to Fund Balance			
	Unspent	Collections	Total
	Budget	more(less)	added to
		than Budget	Fund Balance
FY 2021-22	???	???	???
FY 2020-21	1,024,610	608,322	1,632,932
FY 2019-20	932,093	(9,981)	922,112
FY 2018-19	736,028	741,661	1,477,689



## Town Council **STAFF REPORT**



**To:** Town Council  
**Title:** Town Council Rules of Procedures Updates  
**Meeting:** Town Council - 25 May 2022  
**Department:** Administration  
**Staff Contact:** Donna Fitzpatrick, Human Resource Coordinator

### **BACKGROUND INFORMATION:**

The Town Council Rules of Procedures were last updated 10/13/2021. Proposed updates (see attached for details):

#### **Section 9 Filing Agenda Items**

- add "d" for items not on agenda that are requested by a Councilor(s) to be addressed.

#### **Section 13 Procedure for Town Administrator Annual Evaluation**

- amend "d" for establishing Town Administrator goals to match the wording in his contract 05/31/2022-05/31/2025.

#### **Section 22 Consent Agenda**

- add new section 22 for gift cards donated to the Town up to and including \$1,000 as voted 10/28/2020 by the Council.

### **POLICY IMPLICATIONS:**

As proposed.

### **RECOMMENDATION:**

Approve Town Council Rules of Procedures as presented.

### **SUGGESTED MOTION:**

Approve Town Council Rules of Procedures as presented.

### **TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

### **ATTACHMENTS:**

[TC Rules TC 05252022](#)

Town of Hooksett  
Town Council Rules of Procedures  
Adopted as of: 01/10/2001  
Amended as of: ~~10/13/2021~~ 05/25/2022

Resolved by the Town Council of the Town of Hooksett, NH that the following be and hereby are adopted as the Rules of the Hooksett Town Council.

1. The Following Rules shall be adopted by a majority of the Hooksett Town Council and these rules shall become effective immediately upon their adoption.
  - a. Robert's Rules "Parliamentary Law at a Glance" by E.C. Utter should be used as a guide when proper procedure is in question except where modified herein.
  - b. Acceptable Procedure is determined by the acting Chair.
2. Procedures for electing officers are as follows:
  - a. Annually, at the first meeting of the new Town Council:
    1. The Town Clerk shall swear-in all new Councilors as a group.

Note: The Town Administrator shall act in the role of Council Chair from July 1<sup>st</sup> until such time the new Town Council has their first meeting to choose their Chair, Vice Chair and a Secretary. The Town Administrator, as acting Council Chair, shall lead this meeting through Town Council Reorganization – Part I.

The members thereof shall:

2. Choose, from among their members, a Chair, a Vice Chair and a Secretary. In addition to the powers conferred upon the Chair, the Vice Chair and the Secretary, they shall continue to have all the rights, privileges and immunities of a member of the Town Council.
3. Motion that the Town Council confirms by a roll call vote, that the Town of Hooksett will adopt RSA 31:104, 31:105 and 31:106 to provide immunity and indemnify all Town Councilors, other elected officials, employees, agents as well as appointed officials that serve on committees and boards within the Town of Hooksett; specifically covering immunity from civil liability for discretionary acts, according to RSA 31:104, indemnification for costs of defense of civil suits, according to RSA 31:105 and indemnification for civil rights claims, according to RSA 31:106.
4. Motion to have the Town Council Chair sign ancillary documents as agent to expend as a result of Town Council prior approval of the documents.
5. Motion to have the Town Council Chair complete the Council's section of the Annual Report.
6. Motion to have the Town Council Chair complete & sign Tax Deed Waivers.
7. Motion to adopt the Town Council Rules of Procedures.
8. Motion to adopt the Administrative Code (which includes the Investment and Fund Balance Policies).
9. Motion to adopt the Family Services Guidelines.
10. Motion to have the Tax Collector sign payment plans for deedable properties.
11. Motion to have the Town Administrator approve payment plans for deedable properties (Town Administrator cannot forgive interest or principal).
12. Motion to have a Councilor work with Administration to coordinate the annual Town Council Old Home Day booth and Employee Appreciation Picnic

Town Council Rules of Procedures

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- b. The above election shall be by majority vote of the Town Council present at the first meeting.
- c. Duties of Officers
  - 1. Chair:
    - a. The Chair with the Town Administrator shall post all meetings and set meeting agenda.
    - b. Lead all meetings in an orderly manner using these procedures, Hooksett's Town Charter, Riggins Rules and Parliamentary Law as guides for appropriate protocol.
  - 2. Vice Chair:
    - a. In the absence of the Chair, the Vice Chair shall conduct the Council Meeting until such time as the Chair is present.
  - 3. Council Secretary:
    - a. The Council Secretary shall be responsible for recording the attendance of Council members by roll call at the beginning of each meeting.
    - b. The Council Secretary shall be responsible for polling and recording all roll call votes.
    - c. If the Council Secretary is absent, the chair shall ask for a volunteer. If there is no volunteer, the Chair shall appoint a Council member to act as Council Secretary until such time as the Council Secretary is present.
    - d. The Town Council Secretary shall act as clerk of the Council and shall review and approve (with or without edits) the draft (unofficial) minutes of the meeting recorded by the Recording Clerk. If there is no Recording Clerk present at meeting, the Town Council Secretary will be asked to keep minutes. Minutes will appear in the Town Council agenda packet. Minutes shall be posted on the Town website.
    - e. The Town Council Secretary shall perform such other duties in the meeting as may be requested by the presiding officer of Council.
    - f. In case of the absence of the Chair and the Vice Chair the Council Secretary shall call the Council to order and act as Chair.

3. Council Meetings

- a. The Council shall meet in regular session on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of every month, except as noted on Town Calendar, at 6:00pm. When time permits, a regular meeting may be adjointed to a workshop session.
- b. The place of meetings shall be the Council Chambers unless otherwise designated.
- c. A quorum of the Council for the transaction of any business shall be two-thirds (2/3) of the members currently in office. The Council shall not recognize a Councilor's electronic method(s) of participation, attendance, or quorum.
- d. The Council reserves the right to end meetings at 9:30. The Council shall motion to extend public session meetings past 9:30pm as follows "motion to extend public session until meeting is adjourned". Uncovered business will be included in the next meeting agenda. Meeting may be closed by a 2/3 roll call vote.
- e. The Council may meet for an informal workshop session or special meetings by Council vote on an as needed basis, in accordance of Section 3.5 C of the Town Charter. The place of meeting shall be the Council Chambers.
- f. When, after consultation with the Vice Chair and the Town Administrator, the Chair determines that the Council has insufficient business to warrant a meeting, the Chair may cancel said meeting after informing all councilors and receiving individual approval from 2/3 of the council members and shall not be inconsistent with the meeting provisions of

Town Council Rules of Procedures

3

the Town Charter. Agenda items scheduled for a meeting that is canceled shall be carried over to the next regular meeting.

- g. Council members shall be seated in Council Chambers as determined by consensus of the Council. The Chair and Vice-Chair shall be seated at the head of the Council table in Chambers. The Secretary shall be seated next to the Town Council Recording Clerk.
- h. Council members, staff and members of the general public participating in meetings shall address all questions or remarks through the Chair confine their remarks to the merit of pending questions; and shall not engage in personalities.
- i. Any member may leave the Council Chambers while in regular session after notice to the Chair of pressing business providing there is no loss of quorum as determined by the Chair.

4. Town Employees

- a. The Town Administrator will attend all regular meetings or request representation from a Town Department to attend in their place.
- b. The Town Administrator shall be responsible for providing the Council with necessary background information on all items of business before the Council.
- c. The Town Administrator may have the head of any department or division or other employee of the Town in attendance at any meeting when items within their responsibility or knowledge is being discussed. All questions shall be directed to the Town Administrator who may, when necessary, defer to a department head or employee. Staff should be made aware of all items on the agenda to be ready to discuss items in respect to their department or area of responsibility.

5. Voting

- a. Councilors may read suggested motions from staff reports to assure key elements of motions do not get missed.
- b. If a vote is immediate after a motion, the motion does not need to be repeated unless requested by a Councilor or staff.
- c. If there is a discussion after a motion, the motion should be repeated prior to the vote of the Council to assure all Councilors and the public are aware what is being voted on.
- d. Every member present, including the Chair, when a question is put shall vote either aye (yes) or nay (no) or abstain and give reason for abstaining, in accordance with the Town Charter.
- e. Council Members wishing to abstain from voting shall so indicate and give reason for doing so.
- f. All votes shall be voice votes unless determined to be a **roll call** vote.
- g. **Roll call** votes should be used anytime there is a motion based on 1) a public hearing item, 2) any monetary item over \$10,000 and 3) at the request of any Councilor for any matter.
- h. **Roll call** votes shall be in a random order with the Chair voting last.

6. Debate

- a. Council members must raise their hand to be recognized by the Chair.
- b. Rules of Debate on all motions shall be as follows:
  - 1. The council member, who introduces a motion, may speak to that motion. Thereafter, every council member may speak to the motion two times only. The sponsoring Council member may also address the motion two times, thereby allowing the sponsor the right to address his or her their motion a total of three times.
  - 2. If by 2/3 vote it is determined additional discussion is needed each council member may only speak an additional 2 times on a motion.



3. Decorum in debate: In order to assist in the carrying out of debate in an orderly and productive manner, Council members shall:
  - a. Address all questions and remarks through the Chair. Do not address audience or council members.
  - b. When commenting on another Councilor's statement or question, identify the speaker, statement and when the statement was made.
  - c. Confine remarks to the merits of the pending question.
  - d. Not engage in personalities or question the motives of other Councilors.
- c. Any member who wishes to force an end to debate must first obtain the floor by being duly recognized to speak by the chair and must then move the Previous Question. Such a motion must be seconded, and then adopted by a simple majority vote. It is not in order to interrupt a speaker with cries of "Question" or "Call the question.", and even if no one is speaking, it is still necessary to seek recognition.

## 7. Order of Business

The Town Council shall follow the below agenda order whenever possible for ease of transcription, audience participation and possible time restraints. The Council Chair, during the Agenda Overview, will inform the audience of any change in the agenda order for a particular meeting.

- a. Agenda Order of Council Meetings
  - I. Call to Order
  - II. Proof of Posting
  - III. Roll Call
  - IV. Pledge of Allegiance
  - V. Agenda Overview
  - VI. Public Hearings
  - VII. Special Recognitions
  - VIII. Public Input
  - IX. Scheduled Appointments
  - X. Consent Agenda
  - XI. Town Administrator's Report
  - XII. Nominations/Appointments
  - XIII. Brief Recess
  - XIV. Old Business
  - XV. New Business
  - XVI. Approval of Minutes
  - XVII. Subcommittee Reports
  - XVIII. Public Input
  - XIX. Non-Public Session NH RSA 91-A:3 II
  - XX. Adjournment
- b. Public Input
  1. Two 15-minute Public Input sessions will be allowed during each Council Meeting. Time will be divided equally among those wishing to speak; however, no person will be allowed to speak for more than 5 minutes.
  2. No person may address the council more than twice on any issue in any meeting. Comments must be addressed to the Chair and must not be personal or derogatory about any other person.

3. Any questions must be directly related to the topic being discussed and must be addressed to the Chair only, who after consultation with Council and Town Administrator, will determine if the question can be answered at that time. Questions cannot be directed to an individual Councilor and must not be personal in nature. Issues raised during Public Input, which cannot be resolved or answered at that time, or which require additional discussion or research, will be noted by the Town Administrator who will be responsible for researching and responding to the comment directly during normal work hours or by bringing to the Council for discussion at a subsequent meeting. The Chair reserves the right to end questioning if the questions depart from clarification to deliberation.
  4. Council members may request a comment be added to New Business at a subsequent meeting.
  5. No one may speak during Public Input except the person acknowledged by the Chair. Direct questions or comments from the audience are not permitted during Public Input.
- c. Nominations for all Board and Committee applicants may be made during the nominations/appointments portions of the Council meeting. Boards and Committees shall receive their respective applications and make recommendations for nominations. Appointment vote for a nominee will be scheduled at the next Council meeting. Nominations and appointments for new July terms shall be at the June Town Council meetings.
- d. Scheduled Appointments
1. A scheduled appointment shall have one person as a speaker when possible and follow the rules for addressing the Council.
  2. A scheduled appointment shall not exceed 15 minutes to address the Council unless the Council votes to extend.
  3. Applicants for Board and Committee positions shall be invited to attend a Council meeting as a scheduled appointment to state their interest. This meeting shall be either prior to or on the same night of their nomination.
  4. Boards and Committees shall meet at minimum once a year as a scheduled appointment to provide an overview of their activities and member attendance reports.
  5. Board & Committee and non-Town employee items for presentation and/or items requiring action of the Council will be placed under Scheduled Appointment.
  6. Town employee items for presentation and/or items requiring action of the Council will be placed under New Business/Old Business.
- e. Old Business
1. Business carried over from a previous meeting.
- f. New Business
1. New Business should be submitted to the Town Administrator or Council Chair.
  2. New Business submitted by end of business two Thursdays before a regular meeting may be considered for the next meeting by request. The Chair may schedule the topic on the Agenda under New Business as the schedule allows. Any new business brought forward at a council meeting shall not be acted upon at that meeting except by a motion to waive this rule by vote of 2/3<sup>rd</sup> of the members present.
  3. New Business submitted after end of business two Thursdays preceding a regular scheduled meeting will be considered for the next meeting agenda unless time sensitivity is determined by Town Administrator or Chair.

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8. Non-Public Session

- a. The Council Chair shall motion for the appropriate non-public session section of NH RSA 91-A:3 II (a – l) when entering the non-public session based on the subject matter as previously discussed with the Town Administrator. This motion must be seconded by a Councilor and have a roll call vote with the majority in the affirmative. This by no means restricts any Town Councilor from motioning to go into non-public session with the appropriate citation.
- b. The Council shall motion to exit in non-public. In public session a motion is made to seal the minutes of the non-public session as appropriate.
- c. Non-public sessions do not require motions to extend the meeting past 9:30pm.
- d. A councilor not present at the time non-public session minutes are taken shall receive these sealed minutes along with the rest of the Council.
- e. Non-public minutes, per RSA 91-A:3, shall include the names of members, persons appearing before the public bodies, and a brief description of the subject matter discussed and final decisions. Minutes are not verbatim.
- f. Non-public minutes and/or material in possession of Town Councilors at a Council meeting shall be handed into Administration at the end of the meeting for shredding of confidential information.
- g. All sealed non-public meeting minutes (discussions and materials included) are confidential until such time these minutes are unsealed.
- h. Unsealing of the non-public session minutes for the current fiscal year (June 1<sup>st</sup> to May 31<sup>st</sup>) shall occur annually at the Council's last meeting in May when, in the opinion of a majority of members, the circumstances that sealed the minutes no longer apply in accordance with RSA 91:3 III.

9. Filing Agenda items

- a. Every item of business to come before the Council for action must be filed with the Town Administrator or Council Chair no later than end of business two Thursdays prior to the regular Council Meeting.
- b. The Agenda shall be posted by the close of business on the Wednesday prior to the regular Council Meeting.
- c. It shall be the duty of the Town Administrator to mail by first class postage said agenda and any available supporting documents to each Councilor (if not already picked-up) by Thursday of the week prior to the regular Council Meeting unless a Councilor requests, in writing, to receive it in electronic format only.
- d. Items not on the agenda that are requested by a Councilor(s) to be addressed may be added at the end of all scheduled agenda items at the same meeting or scheduled for a future meeting.

10. Addressing the Council

- a. Persons other than members of the Council shall not be permitted to address the Council except during the designated agenda Public Input or by invitation of the Chair with consensus by Council.
- b. A time limit for addressing the Council may be established by the Chair.
- c. The speaker shall not enter into a debate with any person, the Chair or Council members.

11. Amendment To Rules

- a. Council rules may be suspended by a 2/3-majority vote of all Council members. The purpose for suspension must be clearly stated before the vote is taken and 2/3 of all Council members must declare the matter one of such priority that it would be detrimental to hold over until the next regular Council Meeting.

Town Council Rules of Procedures

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- b. The rules may be amended or new rules adopted by a 2/3 vote of all members of the Council. Any such proposed alteration or amendment by any Councilor shall be submitted in writing at a regular Council Meeting under the order of new business.

11. Community Outreach

- a. The Council Chair has the authority to act on the Council's behalf to present and/or sign letters of achievement for community outreach to include but not limited to Town of Hooksett departments, businesses, residents, and volunteer or membership groups. This authority is for times when the community outreach happens off-schedule to Town Council meetings.

12. Procedure for Adoption of Ordinances pursuant to Section 3.6 of the Charter.

- a. Prior to a Council member introducing an ordinance, the Council shall discuss the contents which may include editorial revisions and textual modifications. An ordinance needing revisions based on this discussion will be brought back to the Council in a final format at their next scheduled meeting. The final version of an ordinance shall be introduced by one Councilor for a public hearing at the Council's next scheduled meeting. No second to a motion and/or vote is required to move an ordinance to a public hearing. The Council shall not take final action on any proposed ordinance until at least seven (7) days after said public hearing(s).

- b. After the public hearing the Council shall put the proposed ordinance in final form, which may include editorial revisions and textual modifications resulting from the proceedings of that hearing. An additional public hearing shall be held if the ordinance is substantively altered by the Town Council after public hearing. Subsequent public hearings shall be held at least 14 days after the prior public hearing and with the notice provided in Section 3.5 (A) of the Charter. The Council shall not take final action on any proposed ordinance until at least seven (7) days after said public hearing(s).

13. Procedure for Town Administrator Annual Evaluation

- a. Council's first meeting in May – Council will receive Town Administrator's self-evaluation to include status on his/her goals with comments for period ending June 30th of the same fiscal year along with a blank evaluation form.
- b. Council's second meeting in May- Councilors are to have completed and submitted their town administrators evaluation form via e-mail to the council chair prior to, or are to hand deliver it at the beginning of the meeting. Councilors will then discuss in non-public, the evaluations and will finalize them into one report by a simple majority vote. Only town councilors will be in attendance during this non-public session to discuss and finalize the evaluation of the Town Administrator. The Town Administrator will receive the evaluation from the council at this meeting
- c. Council's first meeting in June - Council will discuss the evaluation report with the Town Administrator

- ~~d. Council's annual July/August Workshop meeting—New council to establish goals for new fiscal year. Annually at the first meeting in July the Administrator's goals will be an~~

agenda item. The Council and the Administrator shall define such goals and performance objectives which they determine necessary for the proper operation of the Town and the attainment of the Council's policy objectives and shall further establish a relative priority among those various goals and objectives, said goals and objectives to be reduced in writing. They shall generally be attainable within the time limitations as specified and the annual operating capital budgets and evaluation. If goals are not concluded, the Council will hold a special meeting a week later to finalize the goals.

14. Standing Moment of Silence
  - a. The Council Chair may call a moment of silence for the deceased with ascent of the Town Council at the beginning of the meeting
15. Special Recognition
  - a. Special Recognition may include but is not limited to:
    - Hooksett Youth Achiever of the Month
    - Boston Post Cane Recipient
    - Retiring employees
    - Longevity employees (at Council's last regularly scheduled meeting each September)
16. Town Administrator's Report
  - a. New hires will be invited and encouraged to attend the Council meeting following his/her hire date when the Town Administrator will announce his/her Department, name and start date."
17. Approval of Minutes
  - a. Public minutes, per RSA 91-A:3, shall include the names of members, persons appearing before the public bodies, and a brief description of the subject matter discussed and final decisions. Minutes are not verbatim.
  - b. Public minutes shall be posted (open to public inspection) not more than 5 business days after the meeting. These minutes, per RSA 91-A:3, shall be treated as permanent records of any public body.
  - c. Councilors, public or staff identifying corrections to Town Council minutes shall submit their corrections to the Town Council Secretary on or before the start of the meeting scheduled for review. Corrections do not include changing or adding wording not stated at the meeting.
  - d. The Council Chair, at the "Approval of Minutes" agenda section, will request the following motion "Councilor #1 motion to approve the public minutes of Date. Seconded by Councilor #2."
  - e. The Council Chair shall inquire with the Town Council Secretary for any corrections to the minutes; Secretary will read the corrections into the record, if applicable.
  - f. If there are corrections to the minutes, amend 17d motion above "Councilor #1 I amend my motion to add "as corrected". Seconded by Councilor #2."
  - g. A vote of 17d or 17f above is taken (roll call not required).

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- h. If changes are to be made to minutes (17b above), changes are detailed in the minutes of the subsequent meeting. As the minutes are being prepared for permanent storage in paper format, the Town Clerk will add a notation to the permanent record of the first meeting that corrections were made, and give an exact reference to the page where the changes appear in the minutes of the subsequent meeting.

18. Public Hearings

- a. The Town of Hooksett follows the NH State statutes (RSAs) and Town Charter in determining when a public hearing is required for agenda items before the Town Council.

**Below are the items that require public hearings (these have a public notice in the Union Leader):**

- **New or amended Town Ordinances** - notice is per Chapter 231:132-a of the NH Revised Statutes annotated, and section 3.6 of the Hooksett Town Charter
- **New or amended Town Charter** – notice is per NH RSA 49-B:5
- **Accept Donation/Grant/Reimbursement of Funds over \$10,000** – notice per RSA 31:95-b, III (a) (ex. 1) NHDOT Bridge Aid funds reimbursement for the Benton Road Culvert project, 2) FEMA funds for the reimbursement of February 8<sup>th</sup>, 9<sup>th</sup>, & 10<sup>th</sup> 2013 severe snowstorm expenses, 3) New Hampshire Highway Safety Agency grant to allow for 18 DWI/DUI overtime patrols)
- **Accept Donation of Property over \$5,000** – notice per RSA 31:95 e, II (ex. Catholic Medical Center in Manchester NH to the Hooksett Fire-Rescue Department and the Town of Hooksett in the amount of \$14,500.00 (Physio-Control LUCAS 2 device)
- **New or amended Hazard Mitigation Plan**
- **Town Roadway Improvements** – (ex. project alternatives for the roadway improvements design(s) at the Hooksett Hackett Hill Road and Rte. 3A intersection)
- **Discontinuance of Class VI Town Roadway**
- **Conservation Easements** – notice is per NH RSA 36-A & NH RSA 477:45-47

**Note:** Land use items require 10 day prior public notice in Union Leader and all other items require 7 days.

**Public Hearings not required, however Town may conduct out of courtesy (these do NOT have a public notice in the Union Leader):**

- **Establishing Town Roadway Speed Limits**
- **Renaming Town Roadways** - (ex. Water Works Drive, Hooksett, NH for the closed off portion/loop of Industrial Park Dr. that will be closed off due to the GE Expansion)
- **Potential Departmental Reorganizations**

19. Tabling an agenda item

- a. Any Councilor may make the motion to table.
- b. Tabling is needed when more information on the subject matter is needed for the Council to make a decision.
- c. Tabling of an agenda item should indicate the date certain of the next time the item is to appear on the Council's agenda and what information the Council is seeking at that meeting.
- d. Tabling an agenda item takes precedence over any main motion not yet stated by the Chair.
- e. When the item tabled is to be discussed again, Council first needs to make a motion to remove from the table.

20. Rescinding of a prior vote

- a. If a motion is needed by the Council to change a dollar amount for the same vendor, that is an amendment to a prior vote not a rescinding of a prior vote.
- b. If a motion is needed by the Council to change a vendor from a prior vote, rescinding of that prior vote is needed.
- c. Any Councilor may make the motion to rescind. Whenever possible, have the section of the Town Council minutes stating the original motion.

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- d. Any action, no matter how old, may be rescinded, except where action has been taken that cannot be undone.
  - e. Revoking is the same as rescinding.
- 21. Reconsideration of a prior vote
  - a. The reconsideration of a vote can only be made at the same meeting of the original vote
  - b. A Councilor on the prevailing side of the original vote can only make the motion to reconsider
- 22. Consent Agenda
  - a. Gift Cards – the Town Administrator can accept and track gift cards donated to the Town up to and including \$1,000 without consent and adoption by the Town Council effective as of 10/28/2020 Council vote.





**Town of Hooksett  
Town Council Meeting Minutes  
Wednesday, May 11, 2022**

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The Hooksett Town Council met on Wednesday, May 11, 2022 at 6:00 in the Hooksett Municipal Building.

**CALL TO ORDER**

Chair Sullivan called the meeting of May 11, 2022 to order at 6:03 pm.

**PROOF OF POSTING**

Donna Fitzpatrick, Human Resource Coordinator, provided proof of posting.

**ROLL CALL**

In Attendance: Councilor James Sullivan (Chairman), Councilor Clifford Jones, Councilor John Durand (arrived at 6:15 pm), Councilor Randall Lapierre, Councilor David Boutin, Councilor Clark Karolian, Councilor Roger Duhaime (arrived at 7:12 PM), and Councilor Alex Walczyk.

Absent: Councilor Timothy Tsantoulis

**PLEDGE OF ALLEGIANCE**

**AGENDA OVERVIEW**

J. Sullivan: This evening we have two updates from town committees, old business, and no non-public session.

**PUBLIC HEARINGS**

**SPECIAL RECOGNITION**

**BICENTENNIAL MOMENT**

Chairman Sullivan provided a tribute to Corporal William George Fraser who was a resident of Hooksett. He served in the United States Marine Corps. and his name is on the Vietnam Wall. The Fraser Memorial Field was dedicated to him him on November 11, 1968. William Rogers, the cousin of Corporal Fraser who served the United States in Korea, was in attendance.

**Hooksett Municipal Employee - New Hire**

A. Garron: Keri Matoya replaced Kathy Donnolly, who retired, and she started this week. We are glad to welcome her aboard.

**PUBLIC INPUT - 15 MINUTES**

**Enter public input comments here**

None

TC MINUTES

5-11-2022

**SCHEDULED APPOINTMENTS**

**Annual Update from the Conservation Commission - Cindy Robertson, Chair**

*D. Ross motioned to have the Town Council authorize the Chairman to sign a letter of support on behalf of the Town Council in order for a recreational trails grant from the state to be awarded for the Riverwalk Trail. Seconded by A. Walczyk.*

C. Robertson: Phase 3 of the Riverwalk Trail has been completed. We are going to do some spring clean up and need to get rid of a beaver. We are beginning to focus on Phase 4. Allenstown had a conversation with our town manager. They are going to do a quarter mile of trail down to the Hooksett town line. We have gone before the Budget Committee, CIP, and ARPA with this presentation. We are going to start from where Phase 1 ended and take that up to Allenstown. With Allenstown bringing their trail down to Hooksett you will be able to walk to Allenstown and back down and it will be five miles all together. We have a CIP warrant article. We are applying for an \$80,000 recreational trails grant. We received \$80,000 for Phase 3. With our grant application they would like letters of support from various departments in town. We would like a letter of support from Town Council saying that you support this, it complies with the master plan, and will connect the two towns. It will cost \$385,000 for the Phase 4 project. Of that we are looking at \$35,000 from the conservation fund, \$80,000 if we get the grant, and \$275,000 from the warrant article or ARPA funds. We would have it complete in the summer or fall of 2023.

J. Sullivan read the first half of the letter of support into the record. D. Ross read the second half of the letter of support into the record.

D. Ross: This has become a destination and provided a great benefit during the pandemic. It is a great place for children for learning experiences. The town has helped with the clean up, parks and rec provided a tractor trailer and transfer dealt with the debris.

**Motion carries unanimously with a vote of 7-0.**

C. Robertson: We have been working on the Heads Pond conservation area. There is about 426 acres. We had a stewardship plan prepared and we are working way through that. Stantec is going to do the property survey and will come back in front of us. Depending on what boundaries are already there and what needs to be set they will talk with about about setting the monuments. There is a lot of monument that need to be set because of the housing. Once boundaries are located and monuments are set the next step is a trail use study. There are about 15 trails now that are not formerly created but people have been using them for ATV's, walking, and bikes. Once we figure out which trails are worth keeping and which trails can be used for what we will start working on them. The school district owns a piece of the property that is included in the stewardship plan. We will keep them involved with any approval as we move forward. Two of these trails are on their property. We will have to get their assent on what we would like to do moving forward. The Pinnacle is practically done. The student conservation association that is affiliated with AmeriCore put a new trail in at the bottom, closed off some trails, and cleaned some up. Two more signs need to be put up, which DPW is helping with, and trails have to be blazed. We are working with Bear Paw regional trail ways on that. You will see the new colored trail maps and the new blazes on the trials will match the color on the trail maps. I am not sure how often Quimby Mountain is used by general public. It was a terrible area for bittersweet. keep it native specialized in removing invasives. pulled down the bittersweet and can see trail completely. We retained Paul Eaton

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97 who came to our beautify Hooksett day. He has a company called Keep It Native and specialized in the  
98 removal of invasives. He has a 5 to 6 year plan to get the invasives out of there. When we get through  
99 Riverwalk and Heads Pond we may look at Quimby for trails. We are looking for volunteers for trail  
100 monitoring. Bear Paw offered to provide monitoring training. This would involve monitoring the  
101 properties we hold once or twice a year and cleaning them up. Bear Paw has done our monitoring but  
102 does not have the staff any longer. They are looking to us to provide those people

103

104 J. Sullivan: On the map, is there a name to the island?

105

106 C. Robertson: There is no name. We call it the island.

107

108 C. Karolian: Thank you for the work that is being done. I think it is a great idea to connect with  
109 Allenstown. Kudos for all that is being done to make this happen.

110

# 111 **Annual Update from the Heritage Commission - Tony Lacasse, Chair**

112

113 T. Lacasse: We are in a transition with passing of Kathy Northrup. We are going through her files  
114 trying to figure out her projects and what she was working on. She did a lot. We are trying to figure out  
115 what files she has, old passwords, information, and research maps. She was in the middle of different  
116 projects and we are trying to figure out where she was with those projects. She was working on the  
117 Lambert's Park pavilion dedication to be done in tangent with the historical sign marker that the Parks  
118 and Rec Ad Hoc Committee is working on. Kathy was writing some type of history on the park. It is  
119 overwhelming considering the commission is small. We have four members and two are not super  
120 available. We want to recruit a lot of people onto the Heritage Commission especially with this being a  
121 bicentennial year and with the historical sketches the Heritage Commission is in charge of. We are not  
122 even touching the sketches at this point. Heritage Day is Saturday. There will be a walking tour of the  
123 village. I am hoping Robies will be open. Heads School will be open. Robert Duhaime will open  
124 Prescott Tavern which has not been open to public since 2018 or further back. We are going to be doing  
125 a recruitment push and bring more attention to the village area.

126

127 J. Sullivan: Could you mention the reclamation of the old Clay cemetery off of Candia Road that  
128 happened on May 2?

129

130 T. Lacasse: We did the Clay cemetery dedication. The Duhaimes' donated sand gravel to put in a new  
131 path to be able to access the historical Clay family cemetery. It is a very isolated part of town. The NH  
132 Grave Association was there along with volunteers cutting down brush shrubs and putting down pad.  
133 The Grave Association was trying to figure out who the markers and historical grave site belonged to  
134 and were not able to figure them out. Steven Clay lived in that area in the Clay homestead. No one  
135 seems to know that area and they cannot seem to find Steven Clay buried in any of the towns. They  
136 could not locate him. The cemetery has been reclaimed, stone walls have been rebuilt, and the grave  
137 sites have been cleaned up.

138

139 C. Karolian: Thank you for doing what you are doing and recruiting volunteers. Where is the tavern?

140

141 T. Lacasse: It is the white building on the corner of Rt. 3A and Pine street. A car had hit the porch. It  
142 had a blacksmith shop that is thought to still be there. You cannot tell at this point. It is the last surviving  
143 tavern in Hooksett.

144  
145 J. Sullivan: Where do the walking tours start?

146  
147 T. Lacasse: The plan is at Robies.

148  
149 J. Sullivan: There was a meeting where all of the historical groups met together.

150  
151 T. Lacasse: One of my goals is to unify all of the historical groups in town.

152  
153 **CONSENT AGENDA**

154  
155 *C. Karolian motioned to allow the Hooksett Police Department to accept donations of food, drinks,*  
156 *paper products, and entertainment with a combined estimated value less than \$5,000.00 from*  
157 *Hooksett Residents, Hooksett Kiwanis, Hooksett Police Association and any other business or*  
158 *association willing to donate to the Town of Hooksett for the Hooksett Police Departments National*  
159 *Night Out event, per RSA 31:95-e:II. Seconded by D. Boutin. Motion carried unanimously with a*  
160 *vote of 7-0.*

161  
162  
163 **TOWN ADMINISTRATOR'S REPORT**

164  
165 A. Garron gave an overview of the status of Covid. As far as the Bicentennial, the Vietnam Moving  
166 Wall was well received. A. Garron showed photos of the event. A lot of donations were made as well as  
167 a commitment of time and energy. The Bicentennial Committee did an amazing job and I would like to  
168 give a special thank you to Rich Caruso who did a lot in organizing this. I would also like to thank the  
169 DPW crew and Parks and Rec for setting this up. It was a fantastic and impressive event.

170  
171 J. Sullivan: The program included bag pipes, taps, a presentation of the color guard, and a flyover to  
172 two bald eagles during the ceremony. There was an overnight vigil and over 50,000 names were read.  
173 There was a display of a POW table, battle cross, eternal flame, and flower guard of 227 flags. Groups  
174 from VFW and American Legions throughout the regions as well as the Veteran Center was there to  
175 help visitors that had a struggle and needed assistance. It was an emotional weekend. We are receiving a  
176 lot of complements to the town as to how this was conducted. It was fantastic and well worth the effort.

177  
178 A. Garron: The Council has a question regarding sewer land as it pertains to the community center  
179 project. A sign was placed on a piece of land voicing the possible site of the community center. The  
180 Council asked if land that was given to the sewer commission be utilized for this. One of the schematics  
181 showed the building partially on the sewer commissions property. The plan I just passed out is a plan  
182 that was given to the sewer commission and given to me to share with the Council. It shows the parcel  
183 they are seeking from the school board that is being explored. The parcel below it is under the control of  
184 the sewer commission via the town of Hooksett. The 1988 deed to that property indicates it was deeded  
185 to the town of Hooksett for intended use for the sewer commission. The superintendent of the sewer  
186 commission stated there would not be any encumbrance from that building if that were to take place on  
187 the sewer commission property. They are contemplating a possible access easement which is over the  
188 sewer line that runs through that property. The only encumbrance they foresee is possibly granting an  
189 access easement.

190  
191 C. Karolian: The sewer commission has given a right-of-way access to these people along the railroad  
192 tracks?

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193

194 A. Garron: They said if the community center plan were to reach fruition on the property that is under  
195 their control they would be willing to grant an access easement. It is not the railroad right-of-way.

196

197 C. Karolian: In reality this proposed community center is now on school board property. The town  
198 school board owns this property.

199

200 A. Garron: Correct. If they were to be successful in gaining that land for the community center that is a  
201 general layout of what it would look like. They would have to work it out with the school board to  
202 determine if they would be able to get that land or not. My guess is if they were to work something out it  
203 would follow the process to go to the town as a warrant article.

204

205 J. Sullivan: This piece of land requires a vote of the citizens.

206

207 C. Karolian: There are some councilors that have been made aware of this and some that have not.  
208 Councilor Duhaime made a comment the sewer commission voted to give a right-of-way to them. When  
209 this was being generating it would have been nice to be kept in the loop, but it is clear now. It is on  
210 school board property. It is in their hands, not ours. It is town property. It is owned by the citizens.

211

212 J. Sullivan: Any land owned by the school district that would be transferred requires a vote of the  
213 citizens.

214

215 C. Karolian: The access way has to go through the sewer property. That was voted by the citizens to  
216 give them for expansion. They could grant an easement to get to that school property and that  
217 community center. I don't know if that is different than what the warrant called for future expansion.

218

219 J. Sullivan: Was the seven acres referred to in 2015 going to be used for the community center? I  
220 understand that seven acres is not being involved with any usage of this possible community center.

221

222 C. Karolian: They would put a paved road in.

223

224 J. Sullivan: That right-of-way would be existing land before it existed with the sewer commission. That  
225 seven acres is not involved in any of that right-of-way. Correct?

226

227 A. Garron: My understanding for the right-of-way was that access easement is the land that was part of  
228 the 1988 dedication to the town for the intended use for the sewer commission.

229

230 C. Karolian: Would an easement be in violation of that? That is not for their expansion. It is for access.

231

232 A. Garron: I am not sure if it would be in violation. As far as expansion, it depends. If they grant an  
233 access easement but use it for their own purpose to access their land they could be in line with the  
234 intended purpose.

235

236 C. Karolian: I wonder if the town attorney should render an opinion. We are glad for the clarification.

237 A. Garron: The water feasibility discussion - On April 28 we had a phone meeting with the Appletree  
238 Group that was behind the testing of the water wells in and around the Londonderry Turnpike/Farmer  
239 Road area. Members of DES were on that call. The purpose of the call was to review the feasibility study,

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240 that was majorly funded by ARPA funds by vote of the Council, to share the results, and solicit their  
 241 input on what possibilities exist from the various agencies involved with funding this project. We got  
 242 good feedback. Appletree serves as educational arm for DES. We want to move forward with the  
 243 workshop we were going to have in 2020. Also mentioned were funding avenues. Federal funding is  
 244 coming down and some will be geared to water quality and contamination. We are going to focus on that  
 245 area now but it has an impact on the rest of the community. We left it as we want to pursue what the  
 246 avenues of funding would be, but we want to work with central water to see what can be done. It is  
 247 expensive to provide water where they show it in that plan. Equipment could be installed in homes and  
 248 somewhat funded. We want to see the best course of action with regard to this.

249  
 250 C. Karolian: I have a question on the proposed community center facility. It is noted as proposed  
 251 community center to constructed on surplus town land from school and sewer commission of  
 252 approximately 5.7 acres. See note no. 4 below. Note no. 4 states that the final acquisitions of town  
 253 parcels have been discussed but have not approved at this time. In addition, the agreements involving the  
 254 use/restrictions of the riverpark section are being finalized with the Manchester Rowing Alliance. Where  
 255 do they come into play on the map?

256  
 257 A. Garron: My understanding is it is on the other side of the railroad tracks towards the Merrimack  
 258 River.

259  
 260 C. Karolian: So they plan on putting something on the west side of the tracks between the river and the  
 261 north side?

262  
 263 A. Garron: That is their plan. The group is looking to do something with those parcels as well.

264  
 265 J. Durand: Who's land is on the other side?

266  
 267 A. Garron: I think there are two parcels. One is portion of it is Manchester Water Works and I am not  
 268 sure about the other.

269  
 270 C. Karolian: For clarification, their intention is to build this as well as utilize the property, a proposed  
 271 dock, future boat house, etc. on the outside of the tracks by the water which would require crossing the  
 272 railroad tracks with a vehicle or as a pedestrian. You can't trespass on railroad property. I don't know  
 273 how they plan on getting over or underneath those tracks to utilize any of that property on the other side  
 274 of the tracks.

275  
 276 A. Garron: Having dealt with railroad crossings, it is not easy and a lot of process. If that is something  
 277 they want to pursue they will find out quickly it is not easy and the railroad company knows what they  
 278 are doing.

279  
 280 C. Karolian: When you have specific railroad crossings it is almost impossible.

281  
 282 A. Garron: There are a lot of hoops to jump through. It is not an easy process and is long and involved.

283 C. Karolian: It is my understanding that the feds and the state are refusing to do that.

284  
 285 A. Garron: That is possible.

286

287 A. Garron discussed the cost of new Gooseneck microphones in Council chambers.

288

289 D. Ross: The problem in the past was the appearance of the wires. I am sure there is nothing wrong with  
290 the Gooseneck microphones. Static microphones have been around for a long time. There should be  
291 sufficient cabling that we already own. The proper way to do it is drill holes in the table in front of each  
292 speaker. I would be willing to offer my services to do it with our existing equipment. I have set up far  
293 more complicated things than this before.

294

295 A. Garron: I think we upgraded from our old mixer to that. That is why we had someone come in to see  
296 what it would take to use the old microphones with the new system.

297

298 D. Ross explained how he could set up the microphone system and the mixers and the possible cost.

299

300 A. Garron: The cost to wire the Goosenecks is to bring the wires through the ceiling to alleviate any  
301 wires going across the floor. If we want them on the floor as they were before it would be the lower cost.

302

303 D. Ross: I am happy to inspect it and check it out.

304

305 *D. Ross motioned for the Town Council to allow him to offer his services at no charge utilizing*  
306 *existing equipment to fix the sound system. Seconded by J. Durand.*

307

308 J. Durand: When the company presented these microphones they said the problem was cell phone  
309 interference. I felt that was a lame excuse. I am not impressed with this company. I thought this should  
310 go to bid. I think we should have Mr. Ross look at it because it is always beneficial to save the town  
311 money.

312

313 J. Sullivan: Would there be a conflict with getting a mixer?

314

315 D. Ross: No. Any invoices for any required equipment would go through the administrator under the  
316 proper channels.

317

### 318 **ROLL CALL**

319 R. Duhaime - Yes

320 J. Durand - Yes

321 D. Ross - Yes

322 R. Lapierre - No

323 A. Walczyk - No

324 D. Boutin - No

325 C. Karolian - Yes

326 J. Sullivan - Yes

327

328 **Motion carries with a vote of 5-3.**

329

330 R. Duhaime: Is there any information on the water feasibility study?

331

332 A. Garron: I can provide you with the notes from that meeting.

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**NOMINATIONS AND APPOINTMENTS**

None.

**OLD BUSINESS**

Town Personnel Plan Updates (tabled at the 04/13/22 Town Council Meeting).

***R. Lapierre motioned to remove Town Personnel Plan Updates from the table. Seconded by R. Duhaime.***

D. Ross: I have some concerns that I have had for a long time which are among the reasons I ran for Council again. I think we need to have some discussions that should take place in a non-public session prior to moving forward with any personnel plans or changes.

C. Karolian: Under what RSA?

J. Sullivan: 91(3)(a) but it has to be the specific citation (a) - (l) that we are going under. Can you be clear on that that is?

D. Ross: It may affect the reputation of people that are not a member of this body. That is my reason to not speak of this and it can be put on the agenda for a non-public session.

R. Lapierre: Point of order. A motion to take from the table is not debatable.

C. Karolian read the motion that was initially tabled so that members have time to read and then discuss so that we have more productive discussion.

J. Sullivan: Before we can discuss it we need to remove it from the table. I will look to Councilor Lapierre who made the motion.

R. Lapierre: Our HR manager for the town of Hooksett created an easier to read personnel plan for updates. I read through it and am prepared to discuss it.

**ROLL CALL**

**D. Boutin - Yes**

**D. Ross - No**

**A. Walczyk - Yes**

**J. Durand - No**

**R. Duhaime - No**

**R. Lapierre - Yes**

**C. Karolian - No**

**J. Sullivan - Yes**

**Motion fails with a vote of 4-4.**

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379

380 J. Durand stepped down at 7:34 pm.

381

382 **NEW BUSINESS**

383 **2022-2023 Town Council Meeting Schedule**

384

385 *D. Boutin motioned to approve the 2022-2023 Town Council meeting schedule. Seconded by J.*

386 *Sullivan. C. Karolian abstained. Motion carried with a vote of 6-0.*

387

388 **Impacts of Potential Town Clerk Vacancy**

389

390 A. Garron: We have no candidates.

391

392 J. Sullivan: If we do not have a town clerk what is the impact and how do we address that?

393

394 A. Garron: If there is no town clerk appointed by the town council on June 30, 2022 the responsibility  
395 of the town clerk's office falls to the town council. The information provided lays out what the  
396 responsibilities of the town clerk are. As stated by our existing town clerk in January he said he was not  
397 going to reup his position. This year is particularly burdensome to a new town clerk because there is a  
398 primary in September and general election in November. That would be the responsibility of the town  
399 clerk.

400

401 J. Sullivan: There are two parts to the clerk requirements for the elections. The other part does not deal  
402 with the elections. Let's discuss the part of the election.

403

404 D. Ross: I was astounded, prior to the elections, there is a \$5,000 stipend. How can someone do that  
405 work for a \$5,000 stipend? The compensation is set at town meeting. We can can appoint a deputy as  
406 well as a town clerk. Compensation comes down to a town meeting and the budget. The money that pays  
407 the town clerk can come from the money they collect. That is how they get people to do this. It is the  
408 ultimate legal position in town. They are in charge of important things that require a high level of trust.  
409 It is up to us to perhaps come up with a way to temporarily fill the position. Maybe there is a way to  
410 change the compensation rate prior to the last election.

411

412 J. Sullivan: That has been thought of. Can the compensation be done before that?

413

414 A. Garron: I agree the compensation should be increased. It has to be done by warrant at town meeting.  
415 This was done along with the town clerk position and along with the deputy. Now it is a separate  
416 position and that is how it has to be advertised. We have space for it and the resources would be made  
417 available to this person. If we were to allocate fees to this position that is a vote that needs to take place  
418 as well.

419

420 J. Durand returned at 7:39 pm.

421

422 J. Durand: How many hours does that entail?

423

424 J. Sullivan: The clerk may set their own hours and take time off as long as they get their work done. We  
425 would need information on the hours. Todd was here full time.

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426

427 R. Lapierre: I know other towns in NH are organized a bit differently. Would we go through the lengths  
428 of a warrant article or do more of a bottoms up approach of what the town needs now as opposed to  
429 what was done in the past?

430

431 J. Sullivan: That could be done in preparation for next year.

432

433 J. Durand: I would not want to see a whole new employee. I would rather go down the stipend road.

434

435 J. Sullivan: We need to figure out how to handle that.

436

437 C. Karolian: That is an elected position. The duties and work schedule is dictated by the RSA. We  
438 cannot tell them how much they are supposed to work. They are autonomous and have no direction from  
439 town council or local government. Local government is tasked with appointing someone if no one fills  
440 that vacancy through an election. That person still follows under the RSA and is still autonomous. The  
441 only thing that can be done is compensation through fees or a base salary.

442

443 A. Walczyk: There would need to be a special election to elect a clerk.

444

445 A. Garron: If you want to do it before town meeting.

446

447 J. Sullivan: There is no one inclined to step up to fill the position. Since there was no person elected in  
448 March it comes to the town council to appoint in accordance with the RSA.

449

450 C. Karolian: If the Council appoints, the person appointed is under the council per the RSA. In 2023  
451 there will be a town meeting and you will have to go about removing an elected official. The state RSA  
452 leaves it up to the appointee to set their hours.

453

454 R. Duhaime: Have we contacted the local government center?

455

456 A. Garron: Yes.

457

458 J. Sullivan: The person appointed has to be a citizen of the town.

459

460 R. Lapierre: If we appoint a town clerk are they only appointed until the next town meeting?

461

462 J. Sullivan: Yes. They would have to serve until 2023 at the least. Come July 2, 2022 a lot of the access  
463 to information the town clerk has will be shut off by the state. The Council may be able to tag team as  
464 deputy clerks to share that responsibility or someone could act as town clerk.

465

466 D. Ross: It is a three year position. If we wanted to have a one year term could we?

467

468 J. Sullivan: That would be required to be voted on by the voters and would be posted in 2023. This is  
469 the mid-terms.

470

471 C. Karolian: Other than the stipend they do not get any benefits, correct?

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472  
 473 J. Sullivan: Correct. We do not provide benefits to any elected official. We should schedule another  
 474 discussion at our next meeting.  
 475  
 476 D. Ross: Could we ask Todd to provide a description of what he does?  
 477  
 478 J. Sullivan: Yes. He will do that.  
 479  
 480 J. Durand: The time commitment should be provided for someone who might want to volunteer.  
 481  
 482 J. Sullivan: A question asked was if the job has to be done at town hall or can be done at another  
 483 location. Let's put our thoughts together, reach out to anyone who could provide ideas, and put it on the  
 484 next agenda.  
 485

# 486 **APPROVAL OF MINUTES**

487  
 488 Public: 04/27/2022  
 489

490 ***D. Boutin motioned to approve the minutes of the 04/27/2022 meeting. Seconded by A. Walczyk.***  
 491

492 R. Lapierre: Line 380 - the way the motion about replacing the police vehicles with ARPA funds reads  
 493 it sounds like the purchase price of the car is \$83,000, but it is \$83,000 after insurance. The motion  
 494 states we are paying for two police vehicles with ARPA funds for a total of \$83,000. The \$83,000 is the  
 495 ARPA portion. The total purchase price of the vehicles is expected to be \$100,025.  
 496

497 D. Ross: I thought we said it was not to exceed \$83,000.  
 498

499 A. Garron: You made the motion as stated, but I believe you have to put wording in that says you are  
 500 going to use ARPA funds and \$17,000 in insurance money.  
 501

502 ***D. Ross motioned that the town council rescind the decision regarding the funding of two police***  
 503 ***vehicles from the roll call three vote from the 04/27/22 meeting. Seconded by C. Karolian. R.***  
 504 ***Duhaime - Nay. Motion carried with a vote of 7-1.***  
 505

506 ***D. Ross motioned to amend, in it's entirety, the 04/27/22 motion regarding the purchase of two police***  
 507 ***cruisers. The new motion shall read: D. Ross motioned to purchase two police cruisers for a total of***  
 508 ***\$100,025 to be funded from the insurance proceeds and up to \$83,000 from ARPA funds. Seconded***  
 509 ***by D. Boutin.***  
 510

511 C. Karolian: When I first did the APRA committee a decision was rendered about how this money  
 512 should be spent.  
 513

514 R. Lapierre: Not at our last meeting, at the previous meeting we voted by a vote of 2-1 to advance this  
 515 particular project for consideration to the full council because of the timeliness of the request.  
 516

517 C. Karolian: Why are we using ARPA money instead of the budgetary money that is coming out of the  
518 police department? It seems like we are circumventing the budget process. It was my understanding the  
519 ARPA committee was supposed to investigate and make recommendations on all the projects that are  
520 coming out of the ARPA as opposed to piece meal them one at a time. I understand it is a time  
521 sensitive issue about getting cars but welcome to the real world.

522

523 J. Sullivan: We had that same discussion at the last meeting.

524

525 **R. Lapierre motioned to call the question. Seconded by A. Walczyk.**

526

527 **ROLL CALL (on calling the question).**

528 **A. Walczyk - Yes**

529 **R. Lapierre - Yes**

530 **D. Ross - No**

531 **R. Duhaime - Yes**

532 **J. Durand - No**

533 **C. Karolian - No**

534 **D. Boutin - Yes**

535 **J. Sullivan - Yes**

536

537 **Motion carries with a vote of 5-3.**

538

539 **ROLL CALL**

540 **D. Ross - Yes**

541 **R. Duhaime - Yes**

542 **A. Walczyk - Yes**

543 **R. Lapierre - Yes**

544 **C. Karolian - No**

545 **J. Durand - No**

546 **D. Boutin - Yes**

547 **J. Sullivan - Yes**

548

549 **Motion carries with a vote of 6-2.**

550

551 R. Lapierre: Line 278 - "sunken ships" should read "computer chips."

552

553 ***C. Karolian - Nay. Motion carries to amend the minutes of the 04/27/22 meeting with a vote of 7-1.***

554

555 **SUB-COMMITTEE REPORTS**

556

557 **D. Boutin - None**

558 **D. Ross - None**

559 **J. Durand - None**

560

561 **C. Karolian - The solar project has been taken care of.**

562

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563 J. Sullivan: Next week the programs continue with three concerts. May 19th at 7:00 pm at Cawley will  
564 be Rich Dimare - Sing Sinatra; May 20th at 7:00 pm at Cawley will be High Range Country Western  
565 Group; and May 21 at 11:00 am at the library will be The Magic of PJ Hickman.

566  
567 R. Duhaime: Are the events posted?

568  
569 J. Sullivan: We are making arrangements to have those posted. They are on the town website.

570  
571 R. Duhaime: I think with the housing crisis there are going to be more applications for ADU's.

572  
573 R. Lapierre: At the sub-committee meeting for ARPA we ranked the remaining 28 projects. Those  
574 should be at the council on the May 25th.

575  
576 **PUBLIC INPUT (This item was addressed before the approval of minutes).**

577  
578 Michael Horn (1 Monroe Drive): I came here to hear about the clerk position. I think more information  
579 needs to get out for people to consider what the job is. I did not realize there would be separate office  
580 space designated if the town clerk wants to meet in the town offices. It doesn't have to be here but I  
581 think it should be from the customers standpoint. the position should be here from the customers  
582 prospective. The will also be an office for the deputy clerk. What happens to all the hours of taking  
583 voter, dog, and car registrations. Todd and Billy have been doing nights and weekends but a lot of the  
584 work has been done during the day. If someone comes in and wants vital records that is going to that  
585 office but the people who have been doing it during regular work hours, what will they be doing in the  
586 tax office? I believe the town clerk can have hired help. The town clerk is supposed to take voter  
587 registrations when they have been received and load them into the system. My term as a supervisor does  
588 not start until July 1, 2022. I would like to know where the full time offices will be and where are those  
589 hours going?

590  
591 A. Garron: That position was integrated as part of a full time position. The majority of responsibility in  
592 the tax office is on the deputy tax collector. When it came to the election they clocked out and clocked  
593 in as the town clerk went into the back room to work on his responsibilities. Todd brought in some help  
594 as well which I authorized. The tax collecting, motor vehicles, and other things is not incumbent upon  
595 the town clerk to do is being done on a daily basis. The other duties were separated out.

596  
597 M. Horn: Is there a way to supplement the town clerk and deputy town clerk with some hired help? I  
598 recommend you bring in the town clerk and deputy clerk and maybe they can let you know how they get  
599 things done.

600  
601 J. Sullivan: If it is all right I will reach out to meet with the town clerk and deputy clerk and have a  
602 written report for the next meeting.

603  
604 J. Durand: It is an elected position. We cannot work for the town. How is Todd elected and still  
605 working for the town?

606  
607 J. Sullivan: Under the charter a councilor cannot serve as an employee. You can't have the same person  
608 in two administrative roles. You can't be a member of two judiciary boards. We will put the personnel  
609 plan on the next agenda.

610  
611 *There was a consensus of the board to allow J. Sullivan to reach out to the town clerk and deputy*  
612 *clerk and report back to town council.*  
613

614 R. Lapierre: Incompatibility of offices is a state RSA not a town charter. It is RSA 669:7.  
615

616 **NON-PUBLIC SESSION NH RSA 91-A:3 II**  
617

618 None.  
619

620 **ADJOURNMENT**  
621

622 *J. Sullivan motioned to adjourn at 8:25 pm. Seconded by D. Boutin. Motion carried unanimously*  
623 *with a vote of 8-0.*  
624

625  
626 /s/ AnnMarie Scott  
627 AnnMarie Scott, Recording Secretary  
628

629 Please see subsequent meeting minutes for any amendments to these minutes  
630