



# AGENDA

## Town of Hooksett Town Council

### Wednesday, September 14, 2022 at 6:00 PM

A meeting of the Town Council will be held Wednesday, September 14, 2022 in the Hooksett Municipal Building commencing at **6:00 PM**.

	Page
<b>1. CALL TO ORDER</b>	
<b>2. PROOF OF POSTING</b>	
<b>3. ROLL CALL</b>	
<b>4. PLEDGE OF ALLEGIANCE</b>	
<b>5. AGENDA OVERVIEW</b>	
<b>6. PUBLIC HEARINGS</b>	
6.1. Public hearing to discuss the upcoming NH DOT bridge preservation project that will impact traffic flows on Hooksett Road/Route 3 at the Route 93 overpass. <a href="#">Staff Report - SR-22-137 - Pdf</a>	5 - 7
6.2. Public Hearing and Public Input for Update to #OO-14 Other Ordinances Sand and Gravel with Draft dated 6/3/2022 of Commercial Earth Excavation Regulations. <a href="#">Staff Report - SR-22-150 - Pdf</a>	9 - 36
<b>7. SPECIAL RECOGNITION</b>	
7.1. BICENTENNIAL MOMENT	
7.2. Lee Ann Chase, Library Patron Services Supervisor - Retirement 22 yrs.	
7.3. Hooksett Municipal Employee - New Hire	
<b>8. PUBLIC INPUT - 15 MINUTES</b>	
<b>9. SCHEDULED APPOINTMENTS</b>	
9.1. Town Clerk, Pamela Sullivan, General Update & Recap of September 13, 2022 Elections	
9.2. Belisle Monument Location <a href="#">Staff Report - SR-22-155 - Pdf</a>	37 - 39
9.3. Old Home Day Committee request for an additional \$1,500 for the 2022 Old Home Day <a href="#">Staff Report - SR-22-146 - Pdf</a>	41
<b>10. CONSENT AGENDA</b>	
10.1. Motion to accept \$449.00 raised at our fifth annual National Night Out event held on August 2, 2022, to the Town of Hooksett through the Police Department for families in need per RSA 31:95-b, III(b). <b>Anyone requesting auxiliary aids or services is asked to contact the Administration Department five business days prior to the meeting.</b>	43

[Staff Report - SR-22-142 - Pdf](#)

- 10.2. Accept the Town of Hooksett donation of 42 "603" sport sling bags valued under \$65.00 to the Hooksett Eagle Scout Troop "603" per RSA 31:95-e. 45

[Staff Report - SR-22-152 - Pdf](#)

- 10.3. Accept the donation of labor, valued at \$4,500, from Fellowship Church per RSA 31:95-e, II. 47

[Staff Report - SR-22-162 - Pdf](#)

- 10.4. Accept the donation from Ellie Lukova of Creative Stix Studio in the form of mural per RSA 31:95-e, II. 49

[Staff Report - SR-22-163 - Pdf](#)

- 10.5. Partial Surety Release of \$266,000– Benton Road Sports Dome 51 - 55

[Staff Report - SR-22-157 - Pdf](#)

- 10.6. To accept the \$2,500.00 in grant money from NH Department Environmental Services Used Oil Grant to the Town of Hooksett for the Public Works Recycling & Transfer Division toward the purchase and installation of the new waste oil burner per under RSA 31:95-b III (b) 57 - 66

[Staff Report - SR-22-161 - Pdf](#)

**11. TOWN ADMINISTRATOR'S REPORT**

**12. NOMINATIONS AND APPOINTMENTS**

- 12.1. Nominations and Appointments 67 - 70

[Staff Report - SR-22-147 - Pdf](#)

- 12.2. Town Council Assignments- Budget Committee and Sewer Commission 71 - 72

[Staff Report - SR-22-127 - Pdf](#)

**13. BRIEF RECESS**

**14. OLD BUSINESS**

- 14.1. TIF District Easement – Purchase easements across Rainone Property (69a&b Kimball Drive) for Cost of \$45,000 73 - 80

[Staff Report - SR-22-159 - Pdf](#)

- 14.2. Update On Old Home Day, September 17, 2022, Town Council Booth 81 - 91

[Staff Report - SR-22-158 - Pdf](#)

- 14.3. Town Personnel Plan Updates - 1) Post Accident Drug & Alcohol Testing for incident vs. accident and for extenuating circumstances & 2) Workers' Compensation sick and vacation accruals 93 - 96

[Staff Report - SR-22-154 - Pdf](#)

- 14.4. Updates to Town Council Rules of Procedures 97 - 112

[Staff Report - SR-22-149 - Pdf](#)

- 14.5. ARPA Committee Project List and Ranking 113 - 138

[Staff Report - SR-22-134 - Pdf](#)

- 14.6. Town Charter Amendment- Hooksett Town Council authority to amend the Town's Zoning Ordinance(s) 139 - 140

[Staff Report - SR-22-148 - Pdf](#)

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

## 15. NEW BUSINESS

- |       |   |           |
|-------|---|-----------|
| 15.1. | Motion to approve the purchase of a 2022 Ford Transit E350 Van along with cost of the equipment, painting and graphics for the total amount of \$53,395.57, to be taken out of the Special Detail Fund.<br><a href="#">Staff Report - SR-22-156 - Pdf</a> | 141 - 144 |
| 15.2. | 2022 MS-535 Financial Report of the Budget<br><a href="#">Staff Report - SR-22-160 - Pdf</a>  | 145 - 156 |
| 15.3. | Other Town Charter Changes - General Discussion on Reduction of Council Membership, District Changes and Other  |           |
| 15.4. | Town of Hooksett Goal Setting Summary - General Discussion<br><a href="#">Staff Report - SR-22-145 - Pdf</a>  | 157 - 164 |
| 15.5. | To amend Section 11.2 of the Hooksett Town Charter to follow RSA 673:6, I (a) and allow five (5) alternates on the Zoning Board of Adjustment<br><a href="#">Staff Report - SR-22-151 - Pdf</a>   | 165 - 168 |

## 16. APPROVAL OF MINUTES

- |       |   |           |
|-------|---|-----------|
| 16.1. | Public: 08/24/2022<br><a href="#">TC Minutes 08242022</a> | 169 - 180 |
| 16.2. | Non-Public: 08/24/2022 Session #1                         |           |
| 16.3. | Non-Public: 08/24/2022 Session #2                         |           |

## 17. SUB-COMMITTEE REPORTS

## 18. PUBLIC INPUT

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

## 20. ADJOURNMENT

### PUBLIC INPUT

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

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

4. Council members may request a comment be added to New Business at a subsequent meeting.
5. No one may speak during Public Input except the person acknowledged by the Chair. Direct questions or comments from the audience are not permitted during Public Input.

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

Town Council  
**STAFF REPORT**



**To:** Town Council  
**Title:** Public hearing to discuss the upcoming NH DOT bridge preservation project that will impact traffic flows on Hooksett Road/Route 3 at the Route 93 overpass.  
**Meeting:** Town Council - 14 Sep 2022  
**Department:** Community Development  
**Staff Contact:** Bruce Thomas, Town Engineer

**BACKGROUND INFORMATION:**

The Hooksett Town Council will be holding a public hearing on Wednesday, September 14, 2022 @ 6:00 pm at the Hooksett Town Hall Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to discuss the upcoming NH DOT bridge preservation project that will impact traffic flows on Hooksett Road/Route 3 at the Route 93 overpass. Please contact the Town of Hooksett Engineer, Bruce Thomas, [bthomas@hooksett.org](mailto:bthomas@hooksett.org) or call 603-419-4003 with any questions.

**FINANCIAL IMPACT:**

None

**POLICY IMPLICATIONS:**

None

**RECOMMENDATION:**

1. Open public hearing.
2. Listen to public input.
3. Close public hearing.

**SUGGESTED MOTION:**

1. Motion to open public hearing.
2. Motion to close public hearing.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Listen to NHDOT presentation on the proposed work to be conducted at the Exit 9/I-93 Bridge and exits.

**ATTACHMENTS:**

[Public Hearing Notice for NH DOT Project](#)  
[NH DOT Notice](#)

**TOWN OF HOOKSETT  
PUBLIC HEARING NOTICE**

The Hooksett Town Council will be holding a public hearing on Wednesday, September 14, 2022 @ 6:00 pm at the Hooksett Town Hall Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to discuss the upcoming NH DOT bridge preservation project that will impact traffic flows on Hooksett Road/Route 3 at the Route 93 overpass. Please contact the Town of Hooksett Engineer, Bruce Thomas, [bthomas@hooksett.org](mailto:bthomas@hooksett.org) or call 603-419-4003 with any questions.



**NOTICE OF COMBINED PUBLIC OFFICIALS  
PUBLIC INFORMATIONAL MEETING  
MANCHESTER-HOOKSETT 42753**

**THIS PROJECT WILL INVOLVE PLANNED BRIDGE  
PRESERVATION EFFORTS ON FIVE BRIDGES ON THE I-93  
NORTHBOUND CORRIDOR BETWEEN MANCHESTER &  
HOOKSETT AND ASSOCIATED TRAFFIC CONTROL. THIS  
WORK WILL CONSIST OF PAVEMENT AND MEMBRANE  
REPLACEMENT, PARTIAL AND FULL DEPTH DECK  
REPAIRS, GUARDRAIL REPAIRS, AND JOINT  
REPLACEMENTS.**

The Hooksett Town Council meeting is scheduled on  
Wednesday, September 14, 2022, at 6:00 pm at  
the Town Hall located at 35 Main Street, Hooksett, NH.

The purpose of this meeting is to present citizens and public officials with the latest information regarding the proposed project and to solicit public input in order to ensure that project decisions meet public transportation needs, community goals, and protect and enhance the environment. Accordingly, NHDOT assures that this project will be administered according to the requirements of Title VI of the Civil Rights Act of 1964 and all related statutes to ensure nondiscrimination.

Any individuals needing assistance or auxiliary communication equipment due to sensory impairment or other disability, should contact the Bureau of Right-of-Way, NHDOT, PO Box 483, Concord, New Hampshire 03302-0483 or call 603-271-3222 – TDD Access: Relay NH 1-800-735-2964. Notification for the need of assistance should be made at the earliest convenience.

THE PUBLIC IS INVITED AND ENCOURAGED TO ATTEND.

Manchester-Hooksett 42753



# Town Council

## STAFF REPORT



**To:** Town Council  
**Title:** Public Hearing and Public Input for Update to #OO-14 Other Ordinances Sand and Gravel with Draft dated 6/3/2022 of Commercial Earth Excavation Regulations.  
**Meeting:** Town Council - 14 Sep 2022  
**Department:** Community Development  
**Staff Contact:** Dana Pendergast, Code Enforcement Officer

### BACKGROUND INFORMATION:

Excavation Ordinance rewrite to update Hooksett Earth Excavation Regulations to align with the State of New Hampshire Earth Excavation Regulations originally presented to Town Council on June 22, 2022

### FINANCIAL IMPACT:

None

### POLICY IMPLICATIONS:

Excavation Ordinance sub-committee rewrite to update Hooksett Earth Excavation Regulations to align with the State of New Hampshire Earth Excavation Regulations

### RECOMMENDATION:

To Open Public Hearing, as posted in the Union Leader, and provide opportunity for Public Input on the Update and proposed replacement of Other Ordinances #OO-14 Sand and Gravel adopted 3/8/1977 with new rewrite of Town of Hooksett Commercial Earth Excavation Regulations. Close Public Hearing and move to approve on September 28th meeting of Town Council

### SUGGESTED MOTION:

Motion to Replace Other Ordinances #OO-14 Sand and Gravel adopted 3/8/1977 with new rewrite of Town of Hooksett Commercial Earth Excavation Regulations as provided in the Commercial Earth Excavation Regulations Draft dated 6/3/2022

### TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the motion to Replace Other Ordinances #OO-14 Sand and Gravel adopted 3/8/1977 with new rewrite of Town of Hooksett Commercial Earth Excavation Regulations as provided in the Commercial Earth Excavation Regulations Draft dated 6/3/2022

### ATTACHMENTS:

[Public Hearing Notice - Commercial Earth Excavation Ordinance 1977 Excavation Ordinance Red Lined](#)  
[Hooksett Excavation Draft Regs - 6-3-22](#)



**TOWN OF HOOKSETT  
PUBLIC NOTICE**

The Hooksett Town Council will conduct a public hearing on Wednesday September 14<sup>th</sup>, 2022 @ 6:00, 35 Main Street, Hooksett, Council Chambers for the following: NEW PUBLIC HEARING for the amendment, Draft Re-Write, of Sand and Gravel-Other Ordinance#00-14.

This Ordinance is outdated and has been re-written to align with the State of New Hampshire's Earth Excavation Regulations RSA 155-E and section 3.6 of the Hooksett Town Charter. The full text of the proposed amendment for public inspection and questions is on file with the Town Clerk, 603-419-4004 and Community Development 603-485-4117, also via [www.hooksett.org](http://www.hooksett.org) Final action on said ordinance shall not be taken by the Town Council until at least seven (7) days after said Public Hearing

SAND AND GRAVEL  
ORDINANCE # 00-14

**SECTION 1 PURPOSE**

~~In order to protect the environment and to insure the public health, safety, and welfare, this ordinance is hereby adopted a means to make the land useful after and eliminate hazardous conditions during earth removal operations.~~

**SECTION 2**

**PERMIT REQUIRED**

~~No owner shall permit any removal of sod, loam, clay, sand, gravel or other natural or inorganic material from his premises without an excavation permit unless such removal is 1) incidental to the lawful construction or alteration of a building or structure, or the lawful construction of a parking lot or way (including driveway) on a portion of the premises where removal occurs; or 2) incidental to agricultural activities, normal landscaping or minor topographical adjustments. Otherwise, the removal of such materials or any of them from any premises in Hooksett is prohibited unless the owner is granted an excavation permit by the Board of Adjustment. When loam is being stripped from any area, a sufficient amount must be left on site to support vegetation at the end of the excavation period. This amount is to be determined by the Board of Adjustment.~~

**SECTION 3**

**APPLICATION OF PERMIT**

~~An applicant for an excavation permit must be signed and dated by the owner of the premises wherein any excavation is proposed and must contain at least the following information.~~

- ~~A. The name and address of the owner of the land to be excavated, the person who will actually do the excavating and all abutters to the premises on which the excavation is proposed.~~
- ~~B. A plan and description of the location and boundaries of the proposed excavation and the number of acres to be involved in the project.~~
- ~~C. A plan and description of the access to public highways to be utilized in the proposed excavation.~~
- ~~D. The breadth, depth and slope (not to be greater than 3:1 except in quarry excavations or in excavation of soil types conducive to steeper slopes) of the proposed excavation and estimated duration of the project.~~
- ~~E. A statement that no excavation will be made below the elevation of the lowest abutting highway.~~
- ~~F. A mining plan (i.e., the order in which the pit will be excavated),~~
- ~~G. The elevation of the highest annual groundwater table within or next to the proposed excavation.~~

- H. ~~A plan including the final contours of the property for the restoration of ht area affected by the excavation at least in compliance wit SECTION 5 including a timetable therefore as to fully depleted sites within the excavation area during said project.~~
- I. ~~Such other information as the Board of Adjustment may reasonably require.~~

#### ~~SECTION 4 PROHIBITED PROJECTS~~

~~The Board of Adjustment shall not issue an excavation permit:~~

- A. ~~When the excavation would be unduly hazardous, injurious or unsightly to the public either during or after the pit operation.~~
- B. ~~When the excavation is not permitted by zoning or other applicable ordinances except where the Board of Adjustment feels that a variance is warranted.~~
- C. ~~For excavation within 50 feet of any public way or boundary of an objecting abutter unless a suitable screen, as determined by the Board of Adjustment, is erected so that the operation is not offensive to the public.~~
- D. ~~Where existing visual barriers in the buffer strips referred to in paragraph C would be removed, except to provide access to the excavation.~~
- E. ~~Where the excavation would substantially damage a known water bearing stratum so designated by the United States Soil Conservation Service or United States Geological Survey.~~
- F. ~~When excavation is planned beneath or adjacent to inland surface water in such a matter that a permit is required from the Water Supply and Pollution Control commission, the Water Resources Board, the special board on Dredge and Fill, or other state and federal agencies with jurisdiction over the premises, but the Board of Adjustment may approve the application when ail necessary permits have been obtained.~~
- G. ~~Where the project cannot comply with the restoration provisions of the SECTION 5.~~

#### ~~SECTION 5 RESTORATION~~

~~Within 12 months after the expiration date of the permit therefore or the completion of each section of the mining plan, whichever occurs first, the owner of the excavated land shall restore, or cause to be restored, the area affected by the excavation to meet each of the following minimum conditions:~~

- A. ~~Restoration must be safe, and sightly and must not be in conflict with the natural state of the surrounding area.~~
- B. ~~All slopes must be regraded to natural repose with the type of soil, which they are composed (except quarry operations).~~
- C. ~~The site must be contoured to eliminate any standing bodies of water created by the excavation, which may constitute a hazard to health or safety.~~

- D. ~~Except for exposed ledge, said area shall be covered with vegetation suitable to prevent erosion and covered with soil suitable to sustain vegetation.~~
- E. ~~Debris resulting from the excavation, including stumps and boulders, shall be buried or removed.~~

#### SECTION 6 PROJECT PERMIT

~~The Board of Adjustment may grant to the applicant conditional approval subject to a public hearing being held on the proposal as provided by SECTION 8. Following the public hearing, and excavation permit shall be issued if the Board of Adjustment determines that a permit is warranted. Said permit shall be valid for the duration of the project or until amended as specified in SECTION 7, or revoked as specified in SECTION 10. such permit may be issued subject to conditions established by the Board of Adjustment including the provision of visual barriers at the site. Upon disapproval of an application for an excavation permit, the Board of Adjustment shall state the reasons for denial, in writing, to the applicant.~~

#### SECTION 7

##### APPLICATION FOR AMENDMENT

~~When the scope of a project for which an excavation permit has been issued is proposed to be altered so as to affect either the size or location of the excavation, the rate of removal, or the amendment of his excavation permit; which application shall be subject to approval in the addition that an inspection of the current site must be made by the Board of Adjustment.~~

#### SECTION 8

##### HEARING

~~After the Board of Adjustment conditionally approves an application for an excavation permit or an application for an amended excavation permit, a public hearing shall be held on such decision or any matter determined thereby. A notice of said hearing shall be sent to all abutters, as well as the Conservation Commission, by the certified mail, return receipt requested and shall specify the grounds for the hearing as well as the date, time and place. All costs incurred for the public hearing shall be the responsibility of the owner or agent acting on behalf of the owner and payable to the hearing.~~

#### SECTION 9

##### APPEAL

~~If the Board of Adjustment approves or disapproves an application for an excavation permit or an application for an amended permit, any person aggrieved by such decision may appeal to the Board of Adjustment for a re-hearing on such decision or any matter determined thereby. The motion for re-hearing shall fully specify every ground upon which it is alleged that the decision or order complained of is unlawful or unreasonable and said appeal shall be filed within ten (10) days of the date of the decision appealed from. The Board of Adjustment shall either grant or deny the request for a re-hearing within ten (10) days and if the request is granted a re-hearing shall be scheduled within 30 days. If the aggrieved party, in the case of a denial for re-hearing is issued, feels the reasons given are~~

~~invalid, suit may be filed with the Superior Court. No excavation will be allowed until the issue is settled.~~

## ~~SECTION 10~~

### ~~REVOCAION OF PERMIT~~

~~The Board of Adjustment shall have the power to revoke a permit if the permit holder allows a change in operation of the excavation site without obtaining an amendment to his permit, pursuant to SECTION 7, or fails to comply with any of the conditions subject to which his permit was issued, or is found to have made a material misstatement in or has failed to comply with the terms of the application on which the granting of the permit is based, or fails to remit the annual permit fee. Such revocation shall be subject to a motion for a hearing thereon and appeal in accordance with the provisions of SECTIONS 8 and 9.~~

~~When a permit is revoked, the permittee shall be required to immediately comply with the conditions of the permit regarding restoration. Failure to do so shall be considered a violation of this ordinance and SECTION 13 shall apply.~~

## ~~SECTION 11~~

### ~~PERMIT FEE~~

~~A fee not to exceed Fifty Dollars (\$50.00) per year shall be charges for an excavation permit or any amended permit.~~

## ~~SECTION 12 BOND REQUIRED~~

~~The permits shall post a bond or other negotiable securities with the Treasurer of the Town in an amount approved by the Board of Adjustment and sufficient to guarantee conformity with SECTION 5 of this ordinance.~~

## ~~SECTION 13~~

### ~~ENFORCEMENT AND PENALTY~~

~~Any owner of land violating any provision or provisions of this ordinance shall for each day of violation, upon condition thereof, be fined and apply a penalty of not more than Fifty Dollars (\$50.00) per day for each day of violation. In addition, the Board of Adjustment or any person aggrieved thereby may seek an order that the violator cease and desist from violation of any provision of this ordinance and take such action as may be necessary to be in compliance with his permit and this ordinance.~~

## ~~SECTION 14~~

### ~~HIGHWAY PROJECTS~~

~~Excavation sites operated by the New Hampshire Department of Public Works and Highways, or the Highway Department of the Town of Hooksett, shall be subject to regulation by State guidelines.~~

## ~~SECTION 15~~

### ~~EXISTING OPERATIONS~~

~~Any owner of an existing excavation site in use as of the effective date of this ordinance shall apply for an excavation permit as provided in SECTION 3. The Board of~~

~~Adjustment may issue a temporary permit, which shall be valid for 90 days and shall be issued solely to allow the owner of an existing operation to comply with this ordinance. The Board of Adjustment may grant an extension of time up to 12 months for operations considered to large to comply within the stated 90 day period.~~

#### ~~SECTION 16 MANUFACTURING AND PROCESSING PLANTS~~

~~Existing manufacturing and processing plants which use earth taken from areas contiguous to such plants may be exempted from SECTION 4 but shall submit, within 60 days after the taking of earth from a new excavation site on said areas, a plan for restoration thereof in compliance with SECTION 5 and shall subject to the other requirements of this ordinance insofar as their new excavation sites are concerned.~~

#### ~~SECTION 17 REVIEW~~

~~The Board of Adjustment or its agent shall conduct a site review of all outstanding excavation permits at least once every six (6) months to verify compliance with the permit as issued or amended.~~

#### ~~SECTION 18 EFFECTIVE DATE~~

~~This ordinance shall take effect thirty (30) days after passage.~~

~~ADOPTED: 03/08/77~~

# TOWN OF HOOKSETT

## Commercial Earth Excavation Regulations

### SECTION I: AUTHORITY

Chapter 155-E of the New Hampshire Revised Statutes Annotated, as amended, stipulates that, with some exceptions, all earth excavations in the State are subject to regulations from the local municipality in which the operation occurs. Pursuant to the authority vested in RSA 155-E, the Hooksett Town Council adopts the following regulations to govern the excavation of earth materials in the Town of Hooksett.

### SECTION II: PURPOSE AND SCOPE

The goal of these regulations are to: provide for reasonable and responsible opportunities for excavation; minimize safety hazards which can be created by open excavations; ensure that the public health and welfare will be safeguarded; protect natural resources and the environment; and maintain the aesthetic features of the Town. For achieving these goals, no earth materials in the Town shall be excavated except in conformance with these regulations.

These regulations supplement the provisions of RSA 155-E and provide further clarification of the statutory requirements and their application in the Town of Hooksett. They are adopted as provided in RSA 155-E:11. And, as adopted, whenever local regulations differ from the most recent provisions of RSA 155-E, those which impose greater restriction or high standard shall be controlling.

### SECTION III: DEFINITIONS

- A. **ABUTTER** means (1) any person who property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration. (2) For the purposes of receiving testimony only, and not for purposes of notification, the term “abutter” shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration. (3) In the case of an abutting property being under a condominium or other collective form of ownership, the term “abutter” means the officers of the collective form of ownership or association, as defined in RSA 356-B:3, XXIII.B. (4) For purposes of notification and receiving testimony, “abutter” means all affected towns, and the regional planning commission(s) in the case of a development having regional impact, as determined by the Board.
- B. **APPROVING ABUTTER** means an abutter who registers his or her approval to the Board during the public hearing process for the excavation permit. Absent such notice of approval, all abutters shall be considered disapproving abutters for the purposes of determining excavation setbacks. (See Section VI, A 2)

- C. AGRICULTURAL EXCAVATION** means excavation of earth by the owner of the land to be used on the owners' land exclusively for agricultural use.
- D. AGRICULTURAL USE** means land used for agriculture and farming, as defined by RSA 21:34-a, including dairying, pasturage, apiculture, horticulture, floriculture, silviculture and animal and poultry husbandry.
- E. APPLICANT** means the owner of the property to be excavated or the owner's agent, so designated in writing as part of the excavation application.
- F. BOARD** means the Town of Hooksett Zoning Board of Adjustment and regulator of excavation permits.
- G. COMMERCIAL EXCAVATION** means excavation of 1,000 cubic yards or more of earth intended for commerce.
- H. COMMERCIALLY USEFUL** means any earth material leaving the property intended to be sold or used in commerce or is 1,000 cubic yards or more.
- I. CONTIGUOUS** means land whose perimeter can be circumscribed without interruption in common ownership except for roads or other easements, in the Town of Hooksett.
- J. DIMENSION STONE** means rock that is cut, shaped or selected for use in blocks, slabs, sheets, or other construction units of specified shapes or sizes and is used for external or interior parts of buildings, foundations, curbing, paving, flagging, bridges, revetments, or for other architectural or engineering purposes. Dimension stone includes quarry blocks from which sections of dimension stone are to be produced. Dimension stone does not include earth as defined below.
- K. EARTH** means sand, gravel, rock, soil, loam or construction aggregate produced by quarrying, crushing or any other mining activity or such other naturally-occurring unconsolidated materials that normally mask the bedrock.
- L. EXCAVATING** means extracting earth from a site that is in a natural state, or a site that is reclaimed or naturally reclaimed, by any method, such as dredging, blasting, digging out and removing, or forming a cavity or a hole in any land area. Excavating includes excavate.
- M. EXCAVATE** means a land area which is used, or has been used, for the commercial taking of earth, including all slopes.

- N. EXCAVATION AREA** means the surface area within an excavation site where excavation has occurred or is eligible to occur under the provisions of RSA 155-E. This is also known as the pit area.
- O. EXCAVATION SITE** means any area of contiguous land in common ownership upon which excavation takes place as approved by the Board.
- P. EXISTING EXCAVATION** means any excavation, as described in RSA-E:2, I, which lawfully existed as of August 24, 1979, from which earth material or sufficient weight or volume to be commercially useful has been removed during the 2-year period before August 24, 1979, and has submitted the report as required by RSA 155-E:2, I, (d).
- Q. EXPANSION** means excavation and disturbance of earth beyond the limits as shown on the plan as approved by the Board.
- R. INCIDENTAL EXCAVATION** means excavation that is subordinate or accessory to a primary use located on the same lot and conducted immediately prior to initiating the primary use. Incidental uses shall meet all the following criteria: 1. Will be completed within 90 days; 2. Will involve the removal from the site of less than 1,000 cubic yards; and 3. all required permits, including those for the proposed primary use, have been obtained prior to commencing the incidental excavation. Excavation that results in a high level of intensity or potential for safety concerns shall not be considered incidental.
- S. MINOR TOPOGRAPHICAL ADJUSTMENT** means a one-time removal of earth from the site of less than 1,000 cubic yards that is exclusively necessary to change the physical configuration of the land for a specified use or situation.
- T. NORMAL LANDSCAPING** means the on-site alteration and contouring of the land exclusively devoted to improving the function utility and planting of the grounds.
- U. PHASE EXCAVATION** means excavation over a limited part of the permitted area, with reclamation of that area to be inspected before expanding to a new portion of the permitted area.
- V. QUARRY** means an excavation in bedrock open to the surface excavated for the purpose of removing rock, minerals or metallic ores.
- W. RECLAMATION** means the restoration of an excavation site to an acceptable standard at least equal to those described in Section X of these regulations and as determined and approved by the Board.

**X. STATIONARY MANUFACTURING AND/OR PROCESSING PLANTS** means equipment and facilities, including a scale and scale house, which are placed on a site for the purposes of sorting, washing, screening, crushing, classifying, drying, weighing or processing excavated earth materials.

**Y. VISUAL BARRIER** means a human-made structure or natural vegetative growth, or a combination thereof, to provide a year-round method to absorb, neutralize, minimize, and conceal visual, noise, dust or other impacts. This includes but is not limited to natural or planted, berms, walls or opaque fences, vegetated fence rows, forested land whether managed or undisturbed (See Section VI A 7).

#### **SECTION IV: COMPLIANCE WITH ZONING & PROJECTS REQUIRING A PERMIT**

Prior to applying for an excavation permit, an Applicant must comply with all zoning ordinances and acquire any necessary variances, special exceptions or equitable waivers. Any excavation of earth unless specifically exempted by either RSA 155-E:2 or specifically accepted in Section V of these regulations requires a permit.

Excavation permits cease to be valid upon expiration. A new permit must be in place prior to continuing excavation activities beyond the expiration date. Permit holders wishing to continue to excavate beyond a permit expiration date should make a timely application for the new permit to avoid being unpermitted.

#### **SECTION V: EXEMPTIONS FROM AN EXCAVATION PERMIT**

A. The following projects are deemed to be exempt from a permit:

- 1) Site developments, construction activities, or other projects, that require excavation of earth and will not remove more than 1,000 cubic yards of earth from the site. If the project will result in the removal of more than 1,000 cubic yards from the site, the project will be considered incidental provided that all of the required state and local permits have been issued. In those instances, the Board may impose operational conditions and a non-lapsing performance bond as may be deemed necessary to insure completion of the proposed project.
- 2) Excavation of less than 1,000 cubic yards of earth for the alteration of a building or structure, parking lot or driveway on a portion of the premises where removal occurs, provided all local and state permits have been issued.
- 3) Excavation of earth that is incidental to agricultural activities, normal landscaping, or minor topographical adjustments as defined in Section III(R) of these regulations.
- 4) Excavation from a granite quarry for the purpose of producing dimension stone, if such excavation requires a permit under RSA 12-E (Mining and Reclamation).

- 5) An excavation performed exclusively for the lawful construction, reconstruction, or maintenance of Class I, II, III, IV, or V highway by a unit of government which has jurisdiction for the highway or an agent of the unit of government which has a contract for the construction, reconstruction, or maintenance of the highway, as regulated by RSA 155-E:2, IV.
- 6) A person owning land abutting a site which was taken by eminent domain or by any other governmental taking upon which construction is taking place may stockpile earth taken from the construction site and may remove the earth later after written notification to the Board.
- 7) Existing excavations as defined in RSA 155-E:2, I, including the quarrying or crushing of bedrock do not require a permit, but are nevertheless subject to the Operation and Reclamation Standards of these regulations. Compliance with these Standards is mandatory to retain the non-permit status. The Board may require the owner/operator to come before the Board and submit such information as may be necessary to demonstrate compliance with said standards.
- 8) Stationary Manufacturing Plants. No permit shall be required under this chapter for excavation from an excavation site which on August 4, 1989, was contiguous to or was contiguous land in common ownership with stationary manufacturing and processing plants which were in operation as of August 24, 1979, and which use earth obtained from such excavation site. Such excavation shall be performed in compliance with the operational standards as expressly set forth in RSA 155-E:4-a and the reclamation standards as expressly set forth in RSA 155-E:5 and 155-E:5-a, which express standards shall be the sole standards with which such excavations must comply in order to retain their non-permit status as provided under this paragraph. Loss of such non-permit status shall be preceded by written notice from the Board that the excavation is not in compliance and the owner shall have failed to bring such excavation into compliance within 30 days of receipt of such notice. Such excavation may be expanded without a permit under this chapter to any contiguous lands which were in common ownership with the site of the plant on August 4, 1989, except as limited by RSA 155-E:4-a, I, II, and III.
  - (b) No further permit shall be required under this chapter for excavation from a site which on August 4, 1989, was contiguous to or was contiguous land in common ownership with stationary manufacturing and processing plants for which local or state permits have been granted since August 24, 1979, and before August 4, 1989, which use earth obtained from such site. It is further provided that their operation and reclamation shall continue to be regulated by such local or state permits and any renewals or extensions thereof by the permitting authority or authorities.

## SECTION VI: PROHIBITED PROJECTS

A. The Board shall not grant a permit for any Prohibited Excavation Projects as defined in RSA 155-E:4.

- 1) No excavation below road level within fifty (50) feet of the right-of-way of any public highway as defined in RSA 229:1, except in those cases where the edge is not readily defined, then one hundred (100) feet from a road centerline.
- 2) No excavation within seventy-five (75) feet of the boundary of a disapproving abutter or within twenty-five (25) feet of an approving abutter.
- 3) No excavation shall be permitted within 100 feet of any pond, navigable river, or any other standing body of water 10 acres or more in or within 50 feet of any other stream, river or brook which normally flows throughout the year, or any naturally occurring standing body of water less than 10 acres, prime wetland as designated in accordance with RSA 485-A:15, I or any other wetland greater than 5 acres in area as defined by the Department of Environmental Services. Within 250 feet of water, shoreland permits may be required.
- 4) When the excavation cannot receive necessary approvals from state or federal agencies, such as, but not limited to the N.H. Department of Environmental Services Alteration of Terrain or Wetlands permits.
- 5) Where the excavation is not permitted by zoning or other applicable local ordinances and a variance or special exception has not been obtained as defined in RSA 155-E:4, II and required by the Town of Hooksett Zoning Ordinances and Section IV of this Ordinance.
- 6) Where the issuance of a permit would be unduly hazardous or injurious to the public welfare, including creating a nuisance or health or safety hazard. The Board shall give particular consideration to such factors as noise, dust, traffic, fumes or danger from operation.
- 7) Where the excavation will not unreasonably accelerate the deterioration of highways or create safety hazards in the use thereof.
- 8) The excavation will not cause a diminution in area property value or unreasonably change the character of the neighborhood.
- 9) Where existing visual barriers in the areas specified in RSA 155-E:3, III would be removed, except to provide access to the excavation.

- 10) Where the excavation would damage an aquifer, as designated by the United States Geological Survey.
- 11) Where the project cannot comply with the reclamation provisions of RSA 155-E:5 and 155-E:5-a or the operational standards of RSA 155-E:4-a.

## **SECTION VII: ABANDONED EXCAVATIONS**

- A. Any excavation, to include both grandfathered and permitted pits, for which the affected area has not be brought into complete compliance with the reclamation standards of this regulations shall be considered abandoned if:
  - 1) No earth material of sufficient weight or volume to be commercially useful has been removed from the site during any 2-year period either before, on, or after August 4, 1989.
  - 2) The excavation is in use, but either has not been brought into compliance with the incremental reclamation standards of this regulation, or a bond has not been posted and a reclamation timetable has not been approved by the Board.
  - 3) Neither the owner nor the operator of the excavation has secured a permit pursuant to these regulations.
- B. In the event the Board determines that any abandoned excavation presents a hazard to the public health, safety or welfare, the owner may be required, following a public hearing, to comply with the timetable and bonding requirements outlined above, or to complete reclamation within a reasonable period. Should reclamation not be completed, the Board may request the Town to authorize reclamation at the Town's expense. The Town's cost shall constitute an assessment against the owner and shall create a lien against the property on which the excavation is located. Such assessment and lien may be enforced and collected in the same manner as provided for real estate taxes.

## **SECTION VIII: EXCAVATION EXPANSIONS**

When the scope of an approved permitted excavation is proposed to be altered as to affect either the size or location of the excavation, the rate of removal, or the plan for reclamation, the owner must submit a new application, plans and other required submission items for a new excavation permit hearing process. If the approved excavation previously required a special exception or variance, the proposed change must first be approved by the Board. The Board may then adjust the performance bond accordingly.

## **SECTION IX: OPERATIONAL STANDARDS**

- A. All excavations requiring a permit must comply with the operational standards pursuant to RSA 155-E:4-a which are the minimum. In addition, all excavations must also comply with the following more stringent standards, which the Board may waive under certain defined circumstances:

- 1) All excavation operations, including trucking, shall be performed from 7:00 a.m. to 5:00 p.m., Monday through Friday with no operations on weekends or federal holidays. The Board may modify these hours during the permitting process.
- 2) No excavation of an area shall exceed (5) acres at any one time without reclamation.
- 3) A hauling plan shall be provided to the Board. This plan shall include, but is not limited to, hauling routes to be utilized, the type and weight of motor vehicles to be used, as well as the frequency and schedule of operations of said vehicles and shall be provided to the Board prior to the issuance of an excavation permit.
- 4) The Board reserves the right to conduct a traffic study, at the Applicant's expense, to ensure the public's safety, neighborhood compatibility and road capacity and conditions have been properly considered and are adequately addressed in the hauling plan.
- 5) Trucks operating on any roads with the Town of Hooksett will be limited to New Hampshire Department of Transportation statutory weights.
- 6) The Applicant shall be responsible for the restoration and repair of any existing Town road(s) which is damaged as a result of the hauling or excavation operation. This includes, but is not limited to, any roads which may access the excavation site.
- 7) A bond for road repair will be provided to the Town of Hooksett prior to excavation activity and after the appropriate amount is determined by Town staff.
- 8) All vehicles transporting excavated material shall have loads secured and covered at all times to prevent dust and spillage when loaded.
- 9) No fuels, lubricants or other toxic polluting chemicals or waste, building materials or rubble shall be stored or buried on-site unless in compliance with state and federal laws or rules pertaining to fuels and lubricants, or other toxic or polluting chemicals.
- 10) Prior to the removal of material at a new excavation site, topsoil material shall be stripped and stored for site restoration use when the excavation project is completed. This should be undertaken in a phased manner to minimize erosion potential. Topsoil shall be re-vegetated during the period of storage. In addition, prior to the removal of topsoil or other overburden material from any land area that has not yet been excavated, the excavator shall file a reclamation bond or other security as prescribed by the Board, sufficient to secure the reclamation of the land area to be excavated.

- 11) A visual barrier, no less than 6 feet in height, shall be maintained or provided within the buffer areas defined by Sections VI A 1), 2), and 3). Natural vegetation adjacent to neighboring properties on which excavation is not intended shall be maintained for the purposes of erosion control, dust control, screening, noise reduction, and property valuation. The Board shall have the authority to require additional screening (e.g. vegetation or fencing) where necessary. Where no effective barrier exists, planting or Board approved fencing may be required.
- 12) Where the depth of excavation will exceed fifteen (15) feet and temporary slopes will exceed 1.5:1 in grade a fence or other suitable barriers shall be erected to warn of danger or to limit access to the site.
- 13) Drainage shall be maintained so as to prevent the accumulation of free-standing water for prolonged period of time. Excavation practices which result in siltation in streams or degradation of any water supplies are prohibited.
- 14) Access roads leading to and/from the excavation site shall be paved a minimum of fifty (50) feet from the intersection of existing paved streets and roads at locations, that have been duly approved by state or local officials and in a manner that will not endanger the safety of highway users and local residents. The provisions of RSA 236:13-14 ("Highway Access") shall be adhered to by the applicant and shall be shown on the excavation plan.
- 15) The provisions for access under the development regulations of the Town shall be adhered to by the Applicant and shall be shown on the reclamation plan. Access over Class VI roads, bridges, or other public ways to be utilized in the proposed excavation shall be clearly shown on the reclamation plan. The maintenance and final condition of said roads, bridges and ways shall be defined in writing and made part of said plan. All roads must be properly maintained and swept accordingly to maintain safe access. There shall be a water truck onsite at all times for dust control.

#### B. Processing of Earth Material

- 1) Processing machinery shall be erected or maintained on the lot as approved within the operational plan and such machinery shall be removed from the lot upon expiration of the permit or as otherwise provided in the permit.
- 2) No earth material shall be stock piled or located outside the permitted area without prior approval by the Board.
- 3) No blasting shall occur without receiving prior approval during the permitting process.

- 4) Crushing may not be introduced without prior approval from the Board during the permitting process.

C. Backhauling, Importing and Storage of Material

- 1) Waste, building materials and rubble (i.e. “demolition and construction debris” or “C&D waste”) shall not be stored or buried on the site without written approval by the Board. If approved by the Board, the specific site location will be noted on the plan and performed in accordance with all local, state and federal regulations.
- 2) The site will not be used for storage of junk vehicles, machinery, etc. as defined in RSA 236:112.
- 3) Stumps and brush shall be allowed to be buried or stored on site so long as the stumps and tree parts are buried in a manner to preclude the development of sink hole and erosion of cover materials and will be protective of the environment, public health, and safety. Any burial or storage site must be at least 75 feet from any water supply, 25 feet from any property line, and at least 4 feet above the seasonal high water table. The burial or storage will be performed in accordance with all local, state and federal regulations. The site plan and property deed shall provide:
  - a. A statement that the property has been used for the disposal of stumps and tree parts.
  - b. The date the activity took place.
  - c. The location of the burial area(s) with sufficient specificity as to allow an independent third party to locate the area(s); and
  - d. The estimated quantity of waste disposed on the property.
- 4) Earth, concrete, and asphalt that did not originate from the site shall not be brought in, or stored upon, the site without prior approval by the Board.

D. Aquifers and Seasonal High Water Tables

- 1) Excavation over aquifers and seasonal high water tables shall be performed in accordance with the applicable Town of Hooksett Zoning Ordinance.
- 2) No excavation shall be permitted within eight (8) feet of the seasonal high water table. A waiver to such prohibition shall be granted if the applicant demonstrates that such excavation will not adversely affect water quality. Any written exception shall be recorded in the registry of deeds, one copy filed with the NH Department of Environmental Services (NHDES), and one copy filed with the Board.

- 3) The excavation shall not detrimentally affect the quality of the groundwater contained in the aquifer by directly contributing to pollution or by increasing the long-term susceptibility of the aquifer to potential pollutants.
- 4) The excavation shall not cause a significant reduction in the long-term volume of water contained in the aquifer or in the storage capacity of the aquifer.
- 5) The Board may require that the applicant provide data or reports prepared by a professional groundwater consultant to determine the seasonal high water table and to assess the potential aquifer damage caused by the proposed excavation project.

#### **SECTION X: SITE RECLAMATION STANDARDS**

- A. Within 12 months following the expiration date of a permit issued under these regulations, or of the completion of any excavation, whichever occurs first, the owner of the excavated area shall have completed the reclamation of the areas affected by the excavation to meet each of the minimum standards as detailed in RSA 155-E:5.
- B. For excavations requiring a permit, the standards contained in RSA 155-E:5 are the minimum standards, and the Board may require more stringent reclamation standards as deemed necessary by the nature and scope of the operation. The reclamation will be done in accordance with the approved plans and reclamation sequence.
  - 1) The Board, or its designee, shall periodically inspect the operations and shall perform a final reclamation inspection in order to ensure that the approved plans have been followed. Any costs associated with these inspections shall be the responsibility of the applicant.
  - 2) No slope in soil material shall be left steeper than 3:1 (three horizontal feet for each one foot of vertical drop) unless it can be demonstrated by the applicant that a steeper grade can be adequately vegetated and stabilized. In no case shall a soil material slope be left steeper than 2:1. Changes in slope shall not be abrupt but shall blend with the surrounding terrain.
  - 3) All debris, stumps, boulder, etc., shall be lawfully disposed of in a manner acceptable to the Board or its designee.
  - 4) Ground levels and grades shall be established as shown on the approved reclamation plan as soon as practical during site excavation, but not later than one year after excavation has been completed.

- 5) Stockpiled topsoil shall be spread over the disturbed area to a depth sufficient to allow establishment and maintenance of vegetation. Areas posing the most critical problems for revegetation shall be given first priority should available topsoil be limited. The disturbed area(s) shall be limed and fertilized, if necessary, and seeded with a grass or grass/legume mixture.
  - 6) If deemed necessary by the Board, suitable trees or shrubs may be planted in order to provide screening and natural beauty and to aid in erosion control. Such planted areas shall be protected from erosion during an appropriate establishment period by mulch and structural erosion control devices. All plantings must be successfully maintained for 2 years after planting.
  - 7) The character of the restored landscape shall blend with the surrounding natural features.
- C. Any excavation permit applicant that requires a RSA 485-A:17 Alteration of Terrain Permit (AOT) from the NHDES shall incorporate the requirements of these regulations, to the extent that they are more strictive, and not in conflict, with the AOT permit. Copies of all such AOT permits and update plans shall be filed with the Board.
  - D. For any excavation plan not requiring an Alteration of Terrain permit, the applicant may, in conjunction with a Town employee or agent, design a reclamation plan acceptable to the Town. Such a plan shall meet all of the criteria established by Section XII(B).
  - E. Incidental excavations that have received an exception from the Board to remove more than 1,000 cubic yards of earth shall reclaim the property in accordance with the specifications dictated by the Board.
  - F. Incremental Reclamation:

Except for excavation sites of operating stationary manufacturing plants, any excavated area of 5 contiguous acres or more which is depleted of commercial earth materials, excluded bedrock, or any excavation from which earth materials of sufficient weight or volume to be commercially useful have not been removed for a 2-year period, shall be reclaimed in accordance with RSA 155-E:5 within 12 months following such depletion of 2-year non-use, regardless of whether other excavation is occurring on adjacent land in contiguous ownership. A reclamation plan, including a reclamation timetable for the depleted areas with the reclamation site, shall be submitted to the Board for approval.

#### **SECTION XI: PERFORMANCE GUARANTEE**

- A. Prior to the granting of any permit, the applicant shall submit to the Hooksett Town Council a non-lapsing bond or other sufficient surety as determined by the Board in consultation with Town staff, or if the Board deems, a professional hired at the expense of the applicant. The purposes of the bond are to guarantee reclamation to the area, compliance with the permit

and any inspections. Off-site improvements for potential damage of Town roads or facilities caused by the transportation of earth materials shall be discussed at this stage and bonded as necessary. Surety will be reviewed at the time of periodic inspections.

- B. The surety may be phased to coincide with the phasing of work, in an amount sufficient to guarantee reclamation of the applicable section, to be released as sections are completed. Prior to a new section being opened, new securities shall be posted. The surety shall not be released until the Board is satisfied that all conditions of the site reclamation plan have been complied with and that no erosion or die off has occurred for at least two years after closure. Areas used for stockpiling and processing machinery and other non-excavation uses shall not be included in surety requirements.
- C. There are four major acceptable forms of surety: Option 1) bond issued by surety (insurance) company, Option 2) letter of credit issued by a financial institution (bank), Option 3) cash held under “escrow” agreement (cash bond), or Option 4) escrow payment per ton (or yard) removed or stockpiled (incrementally) each year with the payment to be paid annually to the Town and retained in a Town managed escrow account. Other forms of surety may be acceptable by the Board but may not create a real or potential liability for the Town other than as defined herein.
- D. Surety provided by Section XI-C; Option 4 above shall be calculated as follows: The amount of surety required shall be based on the total cost of the proposed reclamation plan (limited to the current phase where phasing is used) less the value of the material needed for back fill and final cover, and the manpower and equipment needed to complete the closure, to the extent that this material, manpower and equipment is available on site. The final amount of surety will be divided by the total tons (or yards) anticipated for removal during the life of the plan (limited to the current phase where phasing is used) to create a tonnage (or yardage) payment OR the Town may establish a minimum payment to be raised each year based on the total closure cost that is purchased from others divided by the total years (limited to the current phase where phasing is used) of approval for the plan if the contributions from this formula are greater than the contributions from the per ton (or yard) payment. The use of owner provided offsets will greatly reduce the amount needed for closure surety. To assure the availability of the material and equipment and manpower, a security interest to the benefit of the Town may be required in the stockpiled reclamation material and equipment needed. That security interested shall also provide resources for manpower to complete the closure. In the event that this agreement is entered into, and surety is provided by on-site material and equipment, the Town determined at a future date that the original agreement is insufficient for closures, the Town may reopen the amount of the performance guarantee. This option may be used in conjunction with other options.

- E. In the granting of an exception for an incidental excavation project that will remove more than 1,000 cubic yards of earth from the site, the Board may require a performance surety to ensure compliance with reclamation specifications.
- F. Other than as provided in Section XI-C, Option 4 above, the performance guarantee will be calculated as \$20,000 per acre of the phased excavation area, unless it can be demonstrated to Town staff that less is required due to stockpiled material already on site.
- G. Exceptions
  - 1) Due to the diverse nature of excavation operations which vary in scale and scope, and due to the varying conditions of the land to be excavated, the Board may, upon application and following a duly-noticed hearing, grant any exception in writing to the standards contained in Section IX and X for good cause shown. The written decision shall state specifically what requirements are being waived and include any reasonable alternatives.

## **SECTION XII: APPLICATION SUBMISSION ITEMS**

Unless exempted by RSA 155-E:2 or Section V, any owner or owner's designee shall, prior to excavation of the land, apply to the Board for a permit for excavation.

The applicant for an excavation permit shall submit to the Board a completed application form, including a current abutters list, an excavation plan and a reclamation plan, a completed checklist with written requests for waivers or written explanation for any item not provided, any other submission documents as requested and the filing fee. Twelve copies of the complete application, excavation plan and reclamation plan shall be filed. The plans shall be at a scale of 1"=100'.

Where a NHDES Alteration of Terrain permit is required, the applicant may submit a copy of that Alteration of Terrain application and/or permit to the Board. While the Alteration of Terrain contains most of the following, the applicant shall provide supplemental items to meet the requirements of the excavation plan and reclamation plan as described below.

### **A. EXCAVATION PLAN**

- 1) A site plan prepared by a licensed surveyor or engineer shall, at a minimum, include all of the following:
  - a. Identifying title, date, bar scale, revision block, north arrow and location map, tax map lot number and zone.
  - b. Name and address of the owner and the excavator (if different from owner);
  - c. Name(s) and address of surveyor, and designer; name, license number and seal of the NH licensed land surveyor.
  - d. Names and tax map lot numbers of all abutters to the premises on which the excavation is proposed.

- e. Location and boundaries of the proposed and any existing excavation, the area in square feet and acres to be involved in the project and the municipalities and counties in which the project lies.
  - f. Zoning district boundaries (including overlay districts) of the proposed area within 200 feet of the boundary of the project.
  - g. All areas that are in current use.
  - h. Location of existing buildings, structures, septic systems, wells and catch basins within 200 feet of the boundary of the project.
  - i. Public streets, lot lines, driveways, intersections within 200 feet of the boundary of the project.
  - j. Existing and proposed rights of way, easements, and deed restrictions within 200 feet of the boundary of the project.
  - k. Topography at contour intervals of two (2) feet or less.
  - l. All existing surface drainage patterns including wetlands and standing water.
  - m. Existing and proposed access roads, including width and surface materials.
  - n. Breadth, depth and slope of the proposed excavation and estimated duration of the project.
  - o. Elevation of the highest annual average ground water table within or next to the proposed excavation.
  - p. Estimate of the total volume of earth to be excavated.
  - q. Proposed fencing, buffers or other visual barriers, including height and materials.
  - r. All measures to control erosion, sedimentation, water pollution, air pollution and any hazards to public safety.
- 2) The following items shall also be submitted with the application:
- a. Test pit data that extends to either the high-water table, ledge or a minimum of eight (8) feet below the maximum proposed excavation depth, including location and soils data in appropriate locations to adequately assess the highest annual average water table, to be submitted by a professional geologist or other qualified individual as determined by the Board. Boring logs may be submitted separately.
  - b. Plans for storm water management.
  - c. Plans for equipment maintenance.
  - d. Methods to prevent materials from the site from being tracked onto public roadways.
  - e. Copies of all necessary state and federal permits.
  - f. Specific actions to be taken on the site relative to fuel and chemical handling and storage, dust control, traffic, noise control and abatement, and comprehensive site safety or unauthorized persons.
  - g. Such other information or other special investigative studies as the Board may be reasonable deem necessary. The Board may request these after the application submittal and prior to permit approval.

- h. Current photographs of access road(s) prior to the start of any excavation activity.
- 3) The board may also order a comprehensive environmental site assessment that may include onsite sampling at a cost to the applicant.

## **B. RECLAMATION PLAN**

A plan for the reclamation of the area affected by the excavation at least in compliance with RSA 155-E:5 and RSA 155-E:5-a. Such plan shall address the effects of the proposed excavation on soil, surface water and groundwater, vegetation, overburden, topography and fill material and may address future land use consistent with the approved master plan and shall include a timetable for reclamation of fully depleted areas within the excavation site during said project. The Board may grant an exception to RSA 155-E:5 & RSA 155-E:5-a for good cause shown.

The reclamation plan shall also contain the following items:

- 1) Seal and signature of a licensed surveyor and engineer. The Board will accept copies of engineering drawings required by NHDES in lieu of additional drawings.
- 2) All boundaries of the area proposed for reclamation and the land within 200 feet of the boundary of the project area.
- 3) Existing topography of the project area proposed for excavation, at contour intervals of five feet or less.
- 4) Final surface drainage pattern, including the location and physical characteristics of all artificial and/or modified drainage facilities.
- 5) Timetable as to reclamation of fully depleted sites within the excavation area.
- 6) Schedule of final reclamation activities including seeding mixtures, cover vegetation, fertilizer types and application rates.
- 7) Final reclaimed topography of the excavation area at contour intervals of five feet or less.

## **C. OTHER INFORMATION**

The Board reserves the right, per RSA 155-E:3, VII to request any other information it deems necessary to make an informed decision, or to have plans reviewed by an outside agency or other expert. According to the authority vested in the Board by RSA 155-E:11, III and RSA 675:5, IV, any reasonable expenses incurred for such information or reviews shall be charged to the applicant. Failure to pay such costs constitutes valid grounds for the Board to deny the application.

### **SECTION XIII: NOTICE OF EXCAVATION APPLICATION & HEARING**

- A. Prior to the Board rendering a decision for an excavation permit, a public hearing shall be held, with due notifications of all abutters and the public. The procedure for holding these public hearings will be in compliance with the Rules of Procedure of the Board and in addition:
- 1) Applications for excavation permits shall be filed with the Board no later than 21 days before the next regularly scheduled Board meeting. A completed application shall consist of a completed application page, the required submission items, a completed abutters list, and the appropriate fees as required.
  - 2) A public hearing will be scheduled within 30 days after a completeness review has been completed by Town staff.
  - 3) All abutters will be notified by certified mail, not less than 5 days prior to the meeting, which the application will be submitted for acceptance. Names and address of abutters must be taken from Town records not more than five (5) days before filing the application.
  - 4) Public notice will appear in a newspaper of general circulation and in at least three public places not less than 5 days prior to the meeting.
  - 5) The notice must include the location and general description of the proposal, as well as the date, time and place of the meeting.
  - 6) If the Board determines, during the scheduled hearing, that a proposed excavation has a potential for regional impact, the Board shall not close the public hearing until after the Town has provided a copy of the application and proposed plans to the regional planning commission and all affected municipalities. All copies shall be provided by the applicant.
  - 7) Within 30 days of the close of the hearing on the application, or any continuation thereof, the Board shall make a decision approving or disapproving the application, with reasons given for disapproval. Notice of this decision shall be recorded in the minutes of the meeting and placed on file in the Town Office within 5 days.
  - 8) An applicant shall receive a copy of the decision. If the application was approved with special conditions, these conditions shall also be stated. In the event the application is disapproved, the reasons for the disapproval shall be given.

B. Fees

A filing fee to cover all administrative costs enumerated on the application shall be paid upon submission of an application for an excavation permit. Failure to pay such cost shall constitute grounds for the Board to not accept the application.

**SECTION XIV: ADMINISTRATION AND ENFORCEMENT**

A. Permits

- 1) Permits shall be issued only to the Applicant and shall not be transferable without the prior written consent of the Board. A copy of the permit shall be prominently displayed at the site or the principal access to the site.
- 2) A permit shall be valid for up to five years and the expiration date shall be specified. Permits may be amended in accordance with RSA 155-E: 6. A permit is automatically withdrawn if no substantial work is done on the site for a period of two years from the date of the issuance of the permit.
- 3) Excavation of earth without a valid permit is a violation of RSA 155-E and these regulations. Violators may be issued a cease-and-desist order for non-compliance.
- 4) The Board may include in the decision, permit and plan, any such reasonable conditions as are consistent with the purpose of these regulations.
- 5) The Board may establish a schedule by which all permitted sites are inspected at least annually or more frequently. Incidental excavation exceptions that will remove more than 1,000 cubic yards will have an inspection schedule as determined by the Board.
- 6) Town administration may audit the records and measure stockpiles to assure compliance with the collection of payments due under Section XI-C, method 4.

B. Conflicts

Where the provisions of this ordinance are in conflict with state or federal law or with other local regulations or ordinances, the more stringent shall apply.

C. Right of Entry & Inspections

Any permit issued hereunder or other order issued, the Board or its designee may enter upon the land and make periodic inspections of all excavation sites, or incidental excavations, to determine if the operations are in conformance with these regulations, the approved plans, or the exception criteria. The owner or operator will be contacted to arrange a mutually acceptable time for each inspection. A site inspection review letter

will be sent to the owner citing any deficiencies and providing a timeline for correction of the deficiency.

D. Written Notice of Violation

A written notice of violation shall be issued to the landowner by mail from Town staff should it be determined that conditions at the site are in violation of any of the standards or requirements of this ordinance or plans approved and that the violation is not an immediate threat to the public health, safety or welfare. The notice of violation shall:

- a. Specify the actions or conditions which violate the requirements of this ordinance or plans approved by the Board;
- b. Identify all corrective actions to be taken by the landowner;
- c. Specify a reasonable timeframe within which the violation(s) must be corrected; and,
- d. Be provided to the landowner with a copy to be kept in the official property file with the original permit.

E. Cease & Desist Order

A temporary cease & desist order may be issued to the landowner by Town staff if it is determined that conditions at the Excavation Site are in violation of any of the standards of this ordinance and the violation is:

- a. An immediate threat to public health, safety or welfare; or
- b. The landowner has failed to take corrective action as outlined in Section D above.

F. Suspensions and Revocations

The Board may suspend or revoke a permit if the Board determines that any provision of the permit has been violated, or a material misstatement made in the application upon which a permit was granted. The Board may suspend or revoke the exception for incidental excavation if the Board determines that any provision of the exception has been violated, or a material misstatement made in the exception application upon which an exception was granted. Such suspension or revocation shall be subject to a motion for rehearing thereon and appeal in accordance with these regulations.

G. Appeals

Any person affected by the Board's decision to approve or disapprove an application or any amendment thereto or any suspension or revocation of a permit, may appeal to the Board for a rehearing on such decision or any matter determined thereby. The motion for rehearing shall be filed within ten (10) days of such decision and shall fully specify every ground upon which it is alleged with that the decision or order complained of is unlawful or unreasonable. The Board shall either grant or deny the request for rehearing within ten (10) days, and if the request is granted, a rehearing shall be scheduled within thirty (30)

days. Any person affected by the Board's decision on a motion or rehearing may appeal in accordance with RSA 155-E:9 and RSA 677:4.

**H. Penalties**

Fines, penalties and remedies for violations of this regulation shall be as stated in RSA 155-E:10, II.

**SECTION XV: SEPERABILITY**

The invalidity of any provision, sentence, paragraph, etc. of this regulation shall not affect the validity of any other provision, sentence, paragraph, etc.

**SECTION XVI: EFFECTIVE DATE**

These regulations shall take effect upon adoption by the Board and as amended.

**PUBLIC HEARING DATE** \_\_\_\_\_

**ADOPTED BY THE HOOKSETT TOWN COUNCIL DATE** \_\_\_\_\_

## Town Council STAFF REPORT



**To:** Town Council  
**Title:** Belisle Monument Location  
**Meeting:** Town Council - 14 Sep 2022  
**Department:** Public Works  
**Staff Contact:** Ben Berthiaume, Public Works Director

### BACKGROUND INFORMATION:

On July 6th during the town council meeting the council voted in favor 8-0 in acceptance of the donated monument in the shape of New Hampshire from the Belisle family. The location of the monument was not decided at the time of acceptance by the town council and needs to be determined. The Department of Public Works has been in communication with the Heritage Commission on potential locations for the monument to be placed. An onsite meeting was conducted with the Heritage Commission at the old town hall and a location was determined on the southeast corner of the property along the Main Street roadside. A dig safe ticket has already been called in and utilities have been marked out confirming that the location will not interfere with any existing utilities. Attached is a map showing the location along with a photoshop picture depicting how the monument will be placed.

### FINANCIAL IMPACT:

Direct additional costs to the town are minimal and consist of stone bedding and fabric material for the monument footing. This is expected to be no more than \$150.00 and will come out of the Parks and Rec grounds maintenance fund. Indirect costs include equipment and labor to dig the footing and assist with setting the monument in place.

### POLICY IMPLICATIONS:

None.

### RECOMMENDATION:

We recommend approving the Belisle monument location on the southeast corner of the property along the Main Street roadside as suggested by the Heritage Commission.

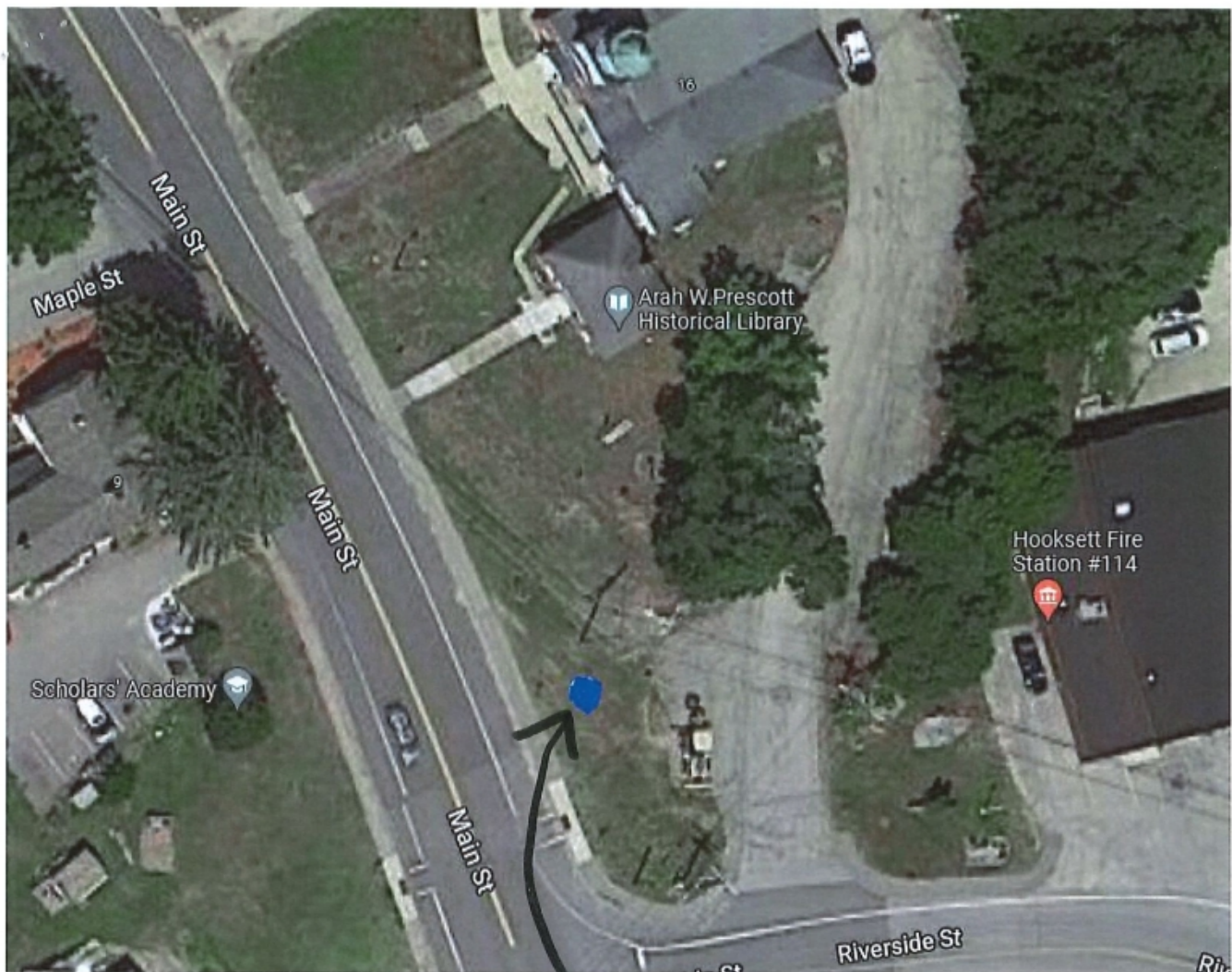
### SUGGESTED MOTION:

Motion to approve the Belisle monument location on the southeast corner of the property along the Main Street roadside as suggested by the Heritage Commission.

### ATTACHMENTS:

[Belisle Monument Location](#)





Proposed Location



# Town Council

## STAFF REPORT



**To:** Town Council  
**Title:** Old Home Day Committee request for an additional \$1,500 for the 2022 Old Home Day  
**Meeting:** Town Council - 14 Sep 2022  
**Department:** Administration  
**Staff Contact:** Wendy Baker, Executive Assistant

### BACKGROUND INFORMATION:

Old Home Day Committee requests additional funding for the Old Home Day event scheduled for September 17, 2022. In the current budget, Administration has \$5,000 budgeted for 2022-2023. The committee requests an additional \$1,500. Carrie Hyde, Chair of the Old Home Day Committee is scheduled to discuss the requested funds. The Old Home Day Committee should discuss with Council whether to increase the budget for the 2023-2024 budget from \$5,000.

### FINANCIAL IMPACT:

\$1,500

### POLICY IMPLICATIONS:

N/A

### RECOMMENDATION:

Discuss the additional amount requested for this year and whether or not to increase the amount for the 2022-2023 budget.

### TOWN ADMINISTRATOR'S RECOMMENDATION:

Town Council to hear request from the Chair of the Old Home Day committee and decide on the additional funding request accordingly.



Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Motion to accept \$449.00 raised at our fifth annual National Night Out event held on August 2, 2022, to the Town of Hooksett through the Police Department for families in need per RSA 31:95-b, III(b).  
**Meeting:** Town Council - 14 Sep 2022  
**Department:** Police Department  
**Staff Contact:** Jake Robie, Captain

**BACKGROUND INFORMATION:**

At our fifth annual National Night Out event held on August 2, 2022, the Hooksett Police Department received \$449.00 in miscellaneous cash donations. We are holding onto the funds until accepted and approved by Town Council. Once approved, the funds will be turned over to either the Hooksett Food Pantry and/or to Hooksett Family Services.

**FINANCIAL IMPACT:**

None

**POLICY IMPLICATIONS:**

None

**RECOMMENDATION:**

Accept the donations

**SUGGESTED MOTION:**

Motion to accept \$449.00 raised at our fifth annual National Night Out event held on August 2, 2022, to the Town of Hooksett through the Police Department for families in need per RSA 31:95-b, III(b).

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur with the motion to accept \$449.00 raised at our fifth annual National Night Out event held on August 2, 2022, to the Town of Hooksett through the Police Department for families in need per RSA 31:95-b, III(b).



## Town Council STAFF REPORT



**To:** Town Council  
**Title:** Accept the Town of Hooksett donation of 42 "603" sport sling bags valued under \$65.00 to the Hooksett Eagle Scout Troop "603" per RSA 31:95-e.  
**Meeting:** Town Council - 14 Sep 2022  
**Department:** Administration  
**Staff Contact:** Donna Fitzpatrick, Human Resource Coordinator

### BACKGROUND INFORMATION:

The Town of Hooksett Wellness Coordinators completed a town wide wellness program in July 2022. Part of that program included the purchase of sport sling bags (sample at meeting) from wellness dollars received from HealthTrust. The bags have the "603" logo and Hooksett's longitude and latitude. These bags were purchased in bulk at cost of \$1.43 each with 45 excess bags in our supply.

A new Eagle Scout Troop has been organized in Hooksett with their troop number "603". As part of the community outreach portion of our wellness program, the Town would like to donate 42 bags (30 scouts and 12 troop leaders) to this new troop at a value of \$60.06.

### FINANCIAL IMPACT:

Funds from \$2,000 HealthTrust Wellness Dollars (Council accepted these funds at their March 9, 2022 meeting). The wellness program account #001-000.220.029.000.

### POLICY IMPLICATIONS:

None

### RECOMMENDATION:

Accept the Town of Hooksett donation of 42 "603" sport sling bags valued under \$65.00 to the Hooksett Eagle Scout Troop "603" per RSA 31:95-e.

### SUGGESTED MOTION:

Motion to accept the Town of Hooksett donation of 42 "603" sport sling bags valued under \$65.00 to the Hooksett Eagle Scout Troop "603" per RSA 31:95-e.

### TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the motion to accept the Town of Hooksett donation of 42 "603" sport sling bags valued under \$65.00 to the Hooksett Eagle Scout Troop "603" per RSA 31:95-e.



Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Accept the donation of labor, valued at \$4,500, from Fellowship Church per RSA 31:95-e, II.  
**Meeting:** Town Council - 14 Sep 2022  
**Department:** Public Works  
**Staff Contact:** Phil Arnone, Parks Crew Chief

**BACKGROUND INFORMATION:**

The Fellowship Church is offering to paint the Parks & Recreation building as a part of their mission. The Town will provide materials, i.e., paint, paint brushes, etc.

**FINANCIAL IMPACT:**

Approximately \$500.00 to come from Town Building Maintenance budget line.

**POLICY IMPLICATIONS:**

None

**RECOMMENDATION:**

To accept the donation of labor, valued at \$4,500, from Fellowship Church per RSA 31:95-e, II.

**SUGGESTED MOTION:**

Motion to accept the donation of labor, valued at \$4,500, from Fellowship Church per RSA 31:95-e, II.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur with the motion to accept the donation of labor, valued at \$4,500, from Fellowship Church per RSA 31:95-e, II.



Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Accept the donation from Ellie Lukova of Creative Stix Studio in the form of mural per RSA 31:95-e, II.  
**Meeting:** Town Council - 14 Sep 2022  
**Department:** Public Works  
**Staff Contact:** Phil Arnone, Parks Crew Chief

**BACKGROUND INFORMATION:**

Ellie Lukova, a muralist and owner of Creative Stix Studio has offered to paint public art (mural) on Donati Park playground area. She does not have liability insurance and is requesting for a liability waiver.

**FINANCIAL IMPACT:**

None.

**POLICY IMPLICATIONS:**

None.

**RECOMMENDATION:**

1. To accept the donation from Ellie Lukova of Creative Stix Studio in the form of mural per RSA 31:95-e, II.
2. To grant the request to waive the liability insurance.

**SUGGESTED MOTION:**

1. Motion to accept the donation from Ellie Lukova of Creative Stix Studio in the form of mural per RSA 31:95-e, II.
2. Motion to grant the request to waive the liability insurance.



Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Partial Surety Release of \$266,000– Benton Road Sports Dome  
**Meeting:** Town Council - 14 Sep 2022  
**Department:** Community Development  
**Staff Contact:** Bruce Thomas, Town Engineer

**BACKGROUND INFORMATION:**

The developer of the Benton Road Sports Dome has requested a partial release of the site bond being held on the project.

The current bond is \$416,000. I recommend reducing the bond to \$150,000, returning \$266,000 to the developer. The bulk of the work remaining is the final pavement wearing course, and installation of landscaping.

**FINANCIAL IMPACT:**

None

**POLICY IMPLICATIONS:**

None

**RECOMMENDATION:**

Recommend the release of \$266,000 surety to the developer.

**SUGGESTED MOTION:**

Recommended Motion: To approve the release of surety in the amount of \$266,000 to the developer (Joyland Associates) of the Benton Sports Dome project through the Berkley Insurance Company #0232882..

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur with the motion: To approve the release of surety in the amount of \$266,000 to the developer (Joyland Associates) of the Benton Sports Dome project through the Berkley Insurance Company #0232882.

**ATTACHMENTS:**

[Memo to release bond](#)  
[Bond Reduction Back up](#)

**Town of Hooksett  
Community Development**

# Memo

**To:** Files  
**From:** Bruce A. Thomas, P.E., Town Engineer BAT  
**Cc:**  
**Date:** August 31, 2022  
**Re:** Benton Road Dome Project - Partial Site Bond Release

The developer of the Sports Dome project, has requested a partial release of the site being held on the project.

The current bond is \$416,000. I recommend reducing the bond to \$150,000, returning \$266,000 to the developer. The bulk of the work remaining is the final pavement wearing course, and installation of landscaping.

**Bruce Thomas**

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**From:** Frank Bizzarro <frank.bizzarro@nhsportsdome.com>  
**Sent:** Wednesday, August 31, 2022 9:59 AM  
**To:** Bruce Thomas  
**Cc:** Joel Hatin  
**Subject:** Hooksett Site Bond

Hi Bruce,

It is renewal time for the Hooksett location's site bond. Would it be agreeable to you to reduce the bond to \$150,000? This would provide estimates of \$50,000 for landscaping (budgeted for \$40,000) and \$100,000 for the top coat of asphalt (budgeted for \$90,000). The coverage period of the bond would be through the fall of 2023.

Please let me know if this is acceptable to you and the town. Thanks.

Frank

**Frank Bizzarro, CPA**  
**Chief Financial Officer**  
**NH SportsDome, LLC**  
**[www.nhsportsdome.com](http://www.nhsportsdome.com)**  
**C: 603-494-4420**

**BENTON ROAD DOME PROJECT**

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
<b>Underground Utilities</b>					
20701	Primary Underground E/T/C Conduits	1,360.00	LF	\$38.00	\$51,680.00
20703	3 Phase Transformer Pad	1.00	EACH	\$2,500.00	\$2,500.00
20710	Site Lighting (Excavation And Backfill Only)	2,500.00	LF	\$10.00	\$25,000.00
20720	Light Pole Bases	23.00	EACH	\$1,100.00	\$25,300.00
<b>Total Price for above Underground Utilities Items:</b>					<b>\$104,480.00</b>

**Select Gravels & Binder Paving**

20810	Bank Run Gravel	3,790.00	CY	\$20.00	\$75,800.00
20820	Crushed Gravel	1,895.00	CY	\$22.00	\$41,690.00
20823	Fine Grade Gravels	10,153.00	SY	\$2.00	\$20,306.00
20830	Pavement Binder	1,560.00	TON	\$80.00	\$124,800.00
<b>Total Price for above Select Gravels &amp; Binder Paving Items:</b>					<b>\$262,596.00</b>

**Site Finishes & Restoration**

20833	Pavement Top	912.00	TON	\$85.00	\$77,520.00
20840	Curbing Bituminous	2,870.00	LF	\$5.00	\$14,350.00
20852	Crushed Gravel For Walks & Pads	150.00	CY	\$40.00	\$6,000.00
20855	Fine Grade Walks & Pads	395.00	SY	\$6.00	\$2,370.00
20880	Striping & Signs	1.00	LS	\$3,500.00	\$3,500.00
20888	Concrete Wheel Stops	5.00	EACH	\$125.00	\$625.00
20910	Loam And Seed Slopes	15,355.00	SY	\$6.00	\$92,130.00
20910.1	Compost/Loam And Seed For Infiltration Basins	1,900.00	SY	\$12.00	\$22,800.00
20910.2	North American Green Ditchline Matting	640.00	SY	\$2.50	\$1,600.00
20911	Landscaping, Mulch, And Roadside Seeding Mix	1.00	LS	\$45,000.00	\$45,000.00
21010	Guardrail	172.00	LF	\$65.00	\$11,180.00
21015	Bollards	25.00	EACH	\$700.00	\$17,500.00
<b>Total Price for above Site Finishes &amp; Restoration Items:</b>					<b>\$294,575.00</b>

**Total Price for above Base Bid Items: \$1,160,000.00**

**Off-Site Water**

**Benton Road Offsite Water Replacement**

20143	Saw Cut Pavement	200.00	LF	\$2.50	\$500.00
20150.1	Asbestos Pipe Disposal	165.00	LF	\$29.00	\$4,785.00
20160	Remove Pavement	25.00	CY	\$23.00	\$575.00
20610.12	DIP 12" Water Pipe	160.00	LF	\$200.00	\$32,000.00
20690	Hydrant Install Only	1.00	EACH	\$2,400.00	\$2,400.00
20699	Testing - Water	1.00	LS	\$1,272.00	\$1,272.00
20810	Bank Run Gravel	76.00	CY	\$32.00	\$2,432.00
20820	Crushed Gravel	38.00	CY	\$30.00	\$1,140.00
20830	Pavement Patch - Water	52.00	TON	\$200.00	\$10,400.00
20841	Remove & Reset Granite Curb	110.00	LF	\$29.00	\$3,190.00
20875	Paved Walks	8.00	TON	\$150.00	\$1,200.00
21050	Traffic Control	1.00	LS	\$8,106.00	\$8,106.00
<b>Total Price for above Benton Road Offsite Water Replacement Items:</b>					<b>\$68,000.00</b>

**Total Price for above Off-Site Water Items: \$68,000.00**

**Bond Amount:**

Total on-site improvements-----\$1,160,000 x 30% = \$348,000  
 Total off-site improvements-----\$68,000 x 100% = \$68,000  
**Total Required Bond Amount = \$416,000**

77,520  
 + 45,000  
 \$122,520  
 Reduced To \$150,000

Town of Hooksett		8/31/2022	
Performance Sureties Located at the Finance Dept			
Project Name	Reason	Amount	Released Date
NH Sports Dome Training Complex			
Standard Site/Std vision Bond	Site Bond	416,000.00	08/25/20
Berkley Insurance Company # 0232882			



# Town Council

## STAFF REPORT



**To:** Town Council  
**Title:** To accept the \$2,500.00 in grant money from NH Department Environmental Services Used Oil Grant to the Town of Hooksett for the Public Works Recycling & Transfer Division toward the purchase and installation of the new waste oil burner per under RSA 31:95-b III (b)  
**Meeting:** Town Council - 14 Sep 2022  
**Department:** Public Works  
**Staff Contact:** Denise Cumings, Recycle and Transfer Crew Chief

### BACKGROUND INFORMATION:

NH Department of Environmental Services offers grant monies towards the recycling of used oil. In procuring this grant, an application was filled out and stated that it would be used towards the purchase of a new waste oil burner for the recycle building. This is the sole source of heat for that building in the winter months and the current one has been condemned.

### FINANCIAL IMPACT:

\$2,500.00 would be used to offset the purchase & installation of the new waste oil burner that will cost \$12,200.00

### POLICY IMPLICATIONS:

None

### RECOMMENDATION:

To accept the \$2,500.00 in grant money toward the purchase and installation of the new waste oil burner.

### SUGGESTED MOTION:

To accept the \$2,500.00 in grant money from NH Department Environmental Services Used Oil Grant to the Town of Hooksett for the Public Works Recycling & Transfer Division toward the purchase and installation of the new waste oil burner per under RSA 31:95-b III (b)

### TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the motion to accept the \$2,500.00 in grant money from NH Department Environmental Services Used Oil Grant to the Town of Hooksett for the Public Works Recycling & Transfer Division toward the purchase and installation of the new waste oil burner per under RSA 31:95-b III (b)

### ATTACHMENTS:

[JBOilSignedQuote](#)  
[HooksettGrant2022](#)



# Town of Hooksett Purchase Order

08/17/2022  
09:08 AM



Purchase Order No 2022-0810

Purchase Order Date 08/17/2022  
Required Date 08/15/2022  
Ordered By ehorn

Ship Via  
Terms None

Vendor 074874  
Address JB's Oil Burner Service  
PO Box 16163  
Hooksett, NH 03106

Ship To  
Shipping Code  
Contact  
Address

PO Description R&T Waste Oil Burner Replacement

Quantity	Units	Description	Unit Price	Amount
1	Item	R&T Waste Oil Burner Replacement 001-451.4194-436.010 12,200.00	12,200.00	12,200.00
Total:				12,200.00

Council Approved on: 0

Use of Impact Fees was Approved on: 0

Approved by Authorized Personnel, Per Town Charter

**JB's Oil Burner Service**  
PO Box 16163  
Hooksett, NH. 03106

July 26, 2022

Town of Hooksett

Dear Sirs,

The following "Proposal" is for a Clean Energy Heating Systems Waste Oil Furnace, Model CE250 (250,000 btu) and Mini air compressor for the main shop. This is to replace the Reznor unit.

Please be aware that Reznor has exited the Waste Oil Furnace market! Spare parts have increased by 50% and Reznor will stop supplying spare parts by December 31, 2022.

Units are in stock at the factory. Quote is good until August 26, 2022.

We install systems to meet or exceed code requirement to protect all parties involved.


Financing is available through Navitas Leasing. The Clean Energy Heating System web site has a web link to view the current financing plans.

[www.cleanenergyheatingsystems.com](http://www.cleanenergyheatingsystems.com). Visit the web site to watch the videos and see the difference!

[www.navitaslease.com](http://www.navitaslease.com) Contact is: Stuart Jablonski. Phone: 877-628-4827

Sincerely,

Jonathan Barry  
Owner  
Cell: 617-212-6472

 8/17/2022 Director Public Works  
Accepted By: Title: Date:

SCOPE OF SERVICES

page 2

1. Procedures

- A. The Furnace will be placed in the same location. The compressor is mounted on the top of the furnace and the pump assembly will be mounted to the same shelf.
- B. Training and Testing  
We will instruct the staff in the general requirements for periodical maintenance for the Clean Energy Heating System.

The unit will be tested to meet efficiency standards and the proper tag will be displayed to show compliance.

A permit will be required by the town of Hooksett, NH. We arrange the inspection and permit sign off process.

We can utilize the original Chimney stack.

A 120 volt/30-amp electrical supply will be required. This is not included in this proposal.

Our staff will install a sub circuit breaker box with a 1-amp breaker and a Contactor to properly handle the electrical supply to the Furnace. This will be located near the front of the Furnace. Our competition will not do add this device.

BENEFITS

Clean Energy Heating Systems is a leader in Waste Oil Heating Systems. Heated air can be delivered in multiple directions for better heat distribution throughout the shop.

Air temperatures output over ambient is a 100-degrees increase. Manufacturers of "Three Pass Furnaces" like Reznor, Clean Burn have a maximum temperature rise of 70 degrees over ambient for the same oil consumption. Their chambers are manufactured from steel.

Clean Energy Heating Systems have a stainless-steel heat chamber and a 12-year or 18,000-hour "Full warranty" on the chamber and cabinet enclosure (Not pro-rated). This separates Clean Energy from every other manufacturer!

You can review the Warranty details at: [www.cleanenergyheatingsystems.com](http://www.cleanenergyheatingsystems.com). The web site has videos to help you learn about the product.

We utilize "Licensed and Insured" oil burner personal. We go beyond the standard by achieving NORA compliance. *New Hampshire does not require any training or certification for oil burner technicians! We are a licensed in New Hampshire for oil burner applications.*

Pricing:

Model CE-250 Furnace: (Includes: Blower, Pump, Burner and Preheater):	\$ 10,200.00
Air Compressor: Single Piston	\$ 750.00
Labor, Permit and material to complete the install:	\$ 1,250.00
 Total:	 \$ 12,200.00

## FORM NUMBER G-1 (version 11/2021)

## GRANT AGREEMENT

The State of New Hampshire and the Grantee  
hereby Mutually agree as follows:

## GENERAL PROVISIONS

## 1. Identification and Definitions.

<b>1.1. State Agency Name</b> Department of Environmental Services		<b>1.2. State Agency Address</b> 29 Hazen Drive Concord, NH 03301	
<b>1.3. Grantee Name</b> Town of Hooksett		<b>1.4. Grantee Address</b> 35 Main Street Hooksett, NH 03106	
<b>1.5 Grantee Phone #</b> 603-668-8019	<b>1.6. Account Number</b> 03-44-44-440010-5923- 073-500580	<b>1.7. Completion Date</b> October 31, 2023	<b>1.8. Grant Limitation</b> \$2,500
<b>1.9. Grant Officer for State Agency</b> Dean F. Robinson II		<b>1.10. State Agency Telephone Number</b> 603-271-2047	
If Grantee is a municipality or village district: "By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
<b>1.11. Grantee Signature 1</b>		<b>1.12. Name &amp; Title of Grantee Signor 1</b>	
<b>Grantee Signature 2</b>		<b>Name &amp; Title of Grantee Signor 2</b>	
<b>Grantee Signature 3</b>		<b>Name &amp; Title of Grantee Signor 3</b>	
<b>1.13 State Agency Signature(s)</b>		<b>1.14. Name &amp; Title of State Agency Signor(s)</b> Robert R. Scott, Commissioner	
<b>1.15. Approval by Attorney General (Form, Substance and Execution) (if G &amp; C approval required)</b>			
By:		Assistant Attorney General, On:     /     /	
<b>1.16. Approval by Governor and Council (if applicable)</b>			
By:		On:     /     /	

2. **SCOPE OF WORK:** In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT B (the scope of work being hereinafter referred to as "the Project").

3. AREA COVERED. Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.
4. EFFECTIVE DATE: COMPLETION OF PROJECT.
- 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.16), or upon signature by the State Agency as shown in block 1.14 ("the Effective Date").
- 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.7 (hereinafter referred to as "the Completion Date").
5. GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.
- 5.1. The Grant Amount is identified and more particularly described in EXHIBIT C, attached hereto.
- 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT C.
- 5.3. In accordance with the provisions set forth in EXHIBIT C, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
- 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.
- 5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
6. COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Grantee shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits and RSA 31-95-b.
7. RECORDS and ACCOUNTS.
- 7.1. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency, the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
- 7.2. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency pursuant to subparagraph 7.1, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these provisions PERSONNEL.
- 8.1. The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
- 8.2. The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.
- 8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
9. DATA; RETENTION OF DATA; ACCESS.
- 9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.2. Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.
- 9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
10. CONDITIONAL NATURE OR AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.
11. EVENT OF DEFAULT: REMEDIES.
- 11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
  - 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
  - 11.1.2 Failure to submit any report required hereunder; or
  - 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
  - 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
- 11.2.1 Give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and
- 11.2.2 Give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and
- 11.2.3 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
- 11.2.4 TERMINATION.
12. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.
- 12.3. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.
- 12.4. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice. CONFLICT OF INTEREST. No officer, member or employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or
- 13.

- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof. GRANTEE'S RELATION TO THE STATE. In the performance of this Agreement the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
14. ASSIGNMENT AND SUBCONTRACTS. The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit B without the prior written consent of the State.
15. INDEMNIFICATION. The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.
16. INSURANCE. The Grantee shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
- 17.1.1 Statutory workers' compensation and employees liability insurance for all employees engaged in the performance of the Project, and
- 17.1.2 General liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and
- 17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Grantee shall furnish to the State, certificates of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy.
18. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.
19. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.
20. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire, if required or by the signing State Agency.
21. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.
22. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
23. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.
24. SPECIAL PROVISIONS. The additional or modifying provisions set forth in Exhibit A hereto are incorporated as part of this agreement.

**EXHIBIT A**  
**Special Terms and Conditions**

- 1) The State reserves the right to audit the Grantee's expenditures for the Project and to retract and/or seek reimbursement for Grant Monies paid to the Grantee whenever, subsequent to payment of Grant Monies, it becomes known that any of the terms and conditions of this agreement were, in fact, not fulfilled.
- 2) It is understood that through the State's approval and/or payment of said Grant Monies for the Project, the State, including DES, Waste Management Division, its officers and employees, assumes no liability regarding this Project, including, but not limited to, liability for injury, death, or property damage that might arise during or from this Project or during or from the State's conduct of its used oil management program. Nothing in this agreement shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.
- 3) DES may exercise its authority to modify, suspend or terminate the Project if it determines that the Project poses a threat to human health or the environment.
- 4) The Grantee shall allow DES to have access to and conduct any monitoring of the Project deemed necessary by DES to ensure its compliance with the terms of this agreement and with state and federal statutes and regulations.
- 5) The Grantee shall maintain insurance as documented by Exhibit C attachment-1 (the "Certificate of Liability Coverage").

**EXHIBIT B**  
**Scope of Services**

- 1) The Grantee shall purchase materials and/or obtain services to establish, improve, or operate a used oil collection center in accordance with the terms and conditions of this agreement and as detailed in Exhibit A attachment-1 (the "work plan").
- 2) The Grantee agrees to construct and operate said used oil collection center in accordance with all applicable State and Federal laws and regulations.
- 3) The Grantee shall complete its project within one year of the grant award date unless prior written approval for an extension of the time has been received from the Department of Environmental Services (DES). Failure to do so may result in termination of this agreement.

**EXHIBIT C**  
**Price and Payments**

- 1) The State agrees to pay the Grantee the Grant Monies upon the successful completion of the Project. Successful completion shall mean that (1) the Grantee has fulfilled the terms and conditions of this agreement, and (2) the Grantee's accounting records, including invoices and receipts for all materials purchased and services rendered, have been submitted to DES. The payment of funds to the Grantee shall not be construed as a waiver by DES of any past, present or future right, claim or cause of action related to the performance of this agreement.
- 2) Upon fulfillment of the terms and conditions of this agreement, including all of the conditions of a successful completion of the Project, the State shall pay to the Grantee the amount of reimbursable costs as determined by DES, **not to exceed \$2,500.00**, or the amount provided in RSA 147-B:13, I(a), whichever is less.
- 3) Grantee expenses not directly associated with the Project shall not be reimbursable by the State. Grantee personnel costs shall not be reimbursable pursuant to provision 8.1 of this agreement.
- 4) The Grantee agrees to pay for all Project costs in excess of the amount of reimbursable costs authorized under this agreement.
- 5) The Grantee agrees to submit invoices and receipts itemizing Project costs for which reimbursement is sought to the N.H. Department of Environmental Services, Waste Management Division, Used Oil Program, P.O. Box 95, Concord, NH 03302-0095, within one year of the grant award date.
- 6) The Grantee agrees that no Grant Monies shall be paid by the State unless and until DES has reviewed and determined that such costs or expenditures qualify for reimbursement under the terms of this agreement, and all applicable state and federal requirements; provided that payment of funds to the Grantee shall not be construed as a waiver of any past, present or future right, claim or cause of action related to the performance of this agreement or any applicable state or federal law.

Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Nominations and Appointments  
**Meeting:** Town Council - 14 Sep 2022  
**Department:** Administration  
**Staff Contact:** Leann McLaughlin, Project Coordinator

**BACKGROUND INFORMATION:**

Andrea Therrien has applied to be a member of the Heritage Commission. The Heritage Commission has been working hard to recruit volunteers to keep Hooksett's history alive and well.

**RECOMMENDATION:**

Nominate and appoint Andrea Therrien to the Heritage Commission.

**SUGGESTED MOTION:**

Motion to nominate and appoint Andrea Therrien to the Heritage Commission with a term expiring 06/30/2025.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur with the motion to nominate and appoint Andrea Therrien to the Heritage Commission with a term expiring 06/30/2025.

**ATTACHMENTS:**

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



## Town of Hooksett

### APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 8/16/22  
 Name: Andrea Thermen Phone: 603.361-1530  
 Address: 6 Aldenwood Ct Hooksett NH. 03106  
 Email Address: ang31986@gmail.com  
 Signature: Andrea Thermen

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

	<b>Role Preference</b> Alternate, Regular, or None?
<input type="checkbox"/> Conservation Commission	_____
<input type="checkbox"/> Economic Development Advisory Committee	_____
<input checked="" type="checkbox"/> Heritage Commission	_____
<input type="checkbox"/> Parks & Recreation Advisory Board	_____
<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?

20 years

Why are you seeking this position?

General interest in the history of the town  
to be apart of the community.

Do you have any specific goals or objectives?

~~So my~~ My kids and other generations will be  
able to learn about past events along with  
current that shaped Hooksett.

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

- General knowledge of the town's growth  
throughout the years.
- Researching landmarks and family history.

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:

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

*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: Andrea Thermen

Print Name: Andrea Thermen

Date Signed: 8/16/22

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

## Town Council **STAFF REPORT**



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**To:** Town Council  
**Title:** Town Council Assignments- Budget Committee and Sewer Commission  
**Meeting:** Town Council - 14 Sep 2022  
**Department:** Administration  
**Staff Contact:** Leann McLaughlin, Project Coordinator

### **BACKGROUND INFORMATION:**

At the July 6 meeting, Town Council representative assignments were conducted. There were two Committee's that have no representatives at this time, the Budget Committee and the Sewer Commission.

The Budget Committee starts meeting in September and will meet every Thursday from October through beginning of January at 6:30pm in the Council Chambers.

The Sewer Commission meets the 1st and 3rd Tuesday of every month at 12:00pm.

### **RECOMMENDATION:**

Review and appoint a Town Council Representative to the Budget Committee and Sewer Commission.

### **TOWN ADMINISTRATOR'S RECOMMENDATION:**

Volunteer needed the Sewer commission meetings

### **ATTACHMENTS:**

[Council Assignments 7.6.22](#)

BOARD NAME	COUNCIL REP	ALTERNATE
HOOKSETT TOWN COUNCIL ASSIGNMENTS - JULY 6, 2022		
Chairperson: James Sullivan		
Vice-Chair: Timothy Tsantoulis		
Secretary: Randall Lapierre		
Board of Assessors	Alexander Walczyk, Timothy Tsantoulis & John Durand	Randall Lapierre
Budget Committee		
Conservation Commission	Alexander Walczyk	
Economic Development Advisory Committee	James Sullivan	
Heritage Commission	Roger Duhaime	
Hooksett Youth Achiever of the Month	John Durand, Timothy Tsanoutlis & Randall Lapierre	
Parks and Recreation Advisory Board	Keith Judge	Alexander Walczyk
Planning Board	David Boutin	
Recycling and Transfer Advisory Board	Alexander Walczyk	Randall Lapierre
Sewer Commission		
Route 3A TIF District Advisory Board (Non-voting Currently)	David Boutin	Roger Duhaime
Town Hall Preservation Committee	James Sullivan	
Zoning Board of Adjustment	Roger Duhaime	
Misc. Assignments		
Union Negotiations		
Fire	John Durand	Randall Lapierre
Police	John Durand	Randall Lapierre
Public Works		
SNHU Subcommittee	John Durand	

# Town Council

## STAFF REPORT



**To:** Town Council  
**Title:** TIF District Easement – Purchase easements across Rainone Property (69a&b Kimball Drive) for Cost of \$45,000  
**Meeting:** Town Council - 14 Sep 2022  
**Department:** Community Development  
**Staff Contact:** Bruce Thomas, Town Engineer

### BACKGROUND INFORMATION:

The Staff has negotiated with Mr. Christopher Rainone, owner of the property at 69a and 69b Kimball Drive (a duplex) also known as Tax Map 29, Lot 61. The negotiations were for an easement to allow the Town to install a force main across (25" below) his property. The force main will leave the proposed pump station on Kimball drive, cross Kimball Drive, cross under his property, and cross under the Merrimack River to be connected to the Martins Ferry Road pump station. The sewerage will be ultimately pumped to the Hooksett Sewer Treatment Plant on Egawes Drive. All negotiations are subject to the approval of the Town Council.

In order to meet the negotiated requirements, the Town has agreed to the following:

Extend the water main to Mr. Rainone's property and extend a water service to the right of way line. The Manchester Water Works will do this work.	\$35,000
Pay cost toward hooking up two sewer services and two water services from the R.O.W. line to the house.	\$10,000
<b>Total Town Cost:</b>	<b>\$45,000</b>
Waive sewer connection fees (Hooksett Sewer Commission)	\$12,400
<b>Total Value to Mr. Rainone:</b>	<b>\$57,400</b>

The Staff recommends extending the water main and purchasing the easements as described above for the total cost to the Town of \$45,000.

### 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 approximately 1,200,000. After this amendment, the balance will be approximately \$1,140,000.

### POLICY IMPLICATIONS:

None

**RECOMMENDATION:**

To have the Manchester Water Works extend the water main for \$35,000 and purchase the easements as described above for the cost of \$10,000 for the total cost to the Town of \$45,000 and fund it through the 2019 TIF Warrant Article.

**SUGGESTED MOTION:**

Motion to have the Manchester Water Works extend the water main for \$45,000 (subject to Rainone agreeing to sign the easement as described above) and fund it through the 2019 TIF Warrant Article.

Motion to purchase the easement as described above for the cost of \$10,000 and fund it through the 2019 TIF Warrant Article.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur with the motion to have the Manchester Water Works extend the water main for \$45,000 (subject to Rainone agreeing to sign the easement as described above) and fund it through the 2019 TIF Warrant Article.

Motion to purchase the easement as described above for the cost of \$10,000 and fund it through the 2019 TIF Warrant Article.

Bruce Thomas has done a very good job in keeping the costs for the many easements low for the town of Hooksett. This easement is a critical one, because it provides the key access across the Merrimack River that will allow the sewer project to connect with the Martins Ferry Pump station. Bruce was able to get the Manchester Water work to provide some relief for the water main extension costs, but in order to move forward with this easement from Rainone, Hooksett will need to extend it further to the property. the additional cost will provide payment to MWW for this extension.

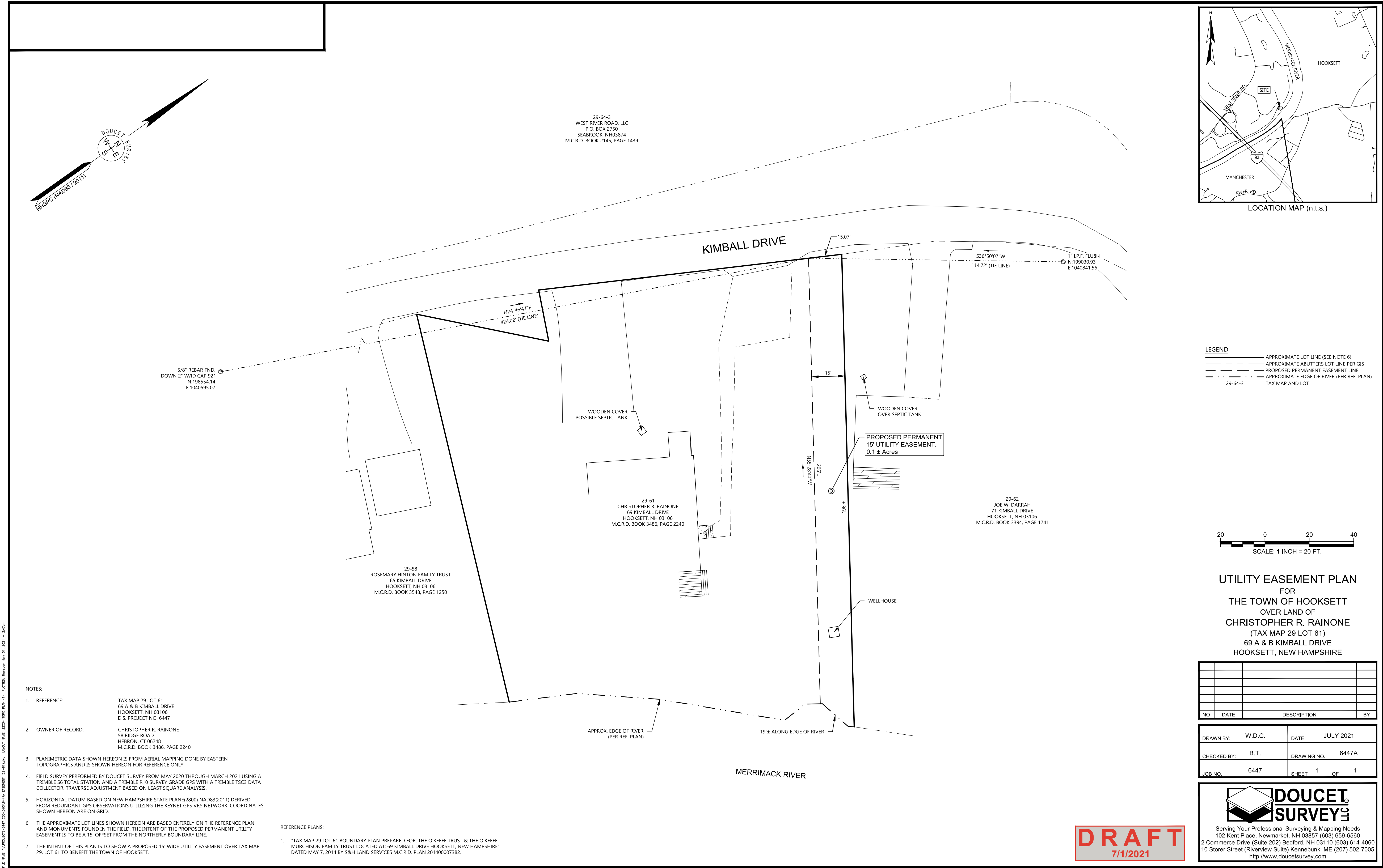
**ATTACHMENTS:**

[000 6447A DRAFT EASEMENT \(29-61\)](#)

[000 Rainone Easement 29-6 CLEAN CBZ \(2021.07.29.1\)](#)

[000 Agreement - Rainone](#)

[Easement Locus map](#)



## WARRANTY EASEMENT DEED

**KNOW ALL MEN BY THESE PRESENTS, THAT Christopher R. Rainone**, with a mailing address of **58 Ridge Road, Hebron, CT 06248**, (herein “Grantor”), for consideration paid by the **Town of Hookset, 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, a permanent sewer easement on the certain land of the Grantor located on the east side of Kimball Drive, Town of Hooksett, County of Merrimack, and State of New Hampshire, more particularly described as follows (the “Easement Area”):

Beginning at a point on the Easterly side of Kimball Drive in the Town of Hooksett, County of Merrimack, State of New Hampshire, at land now or formerly of Joe W. Darrah, said point also being the Northwesterly corner of Tax Map 29 Lot 61;

Thence Easterly along said Darrah land, a distance of 196’ more or less to the Merrimack River;

Thence Southerly along said Merrimack River, a distance of 19’ more or less to a point, said point being the Southeasterly corner of the Proposed Utility Easement;

Thence N 55° 28’ 40” W, a distance of 206’ more or less to a point, said point being on the Easterly sideline of Kimball Drive and lying S 36° 50’ 07” W, a distance of 114.72’ from an iron pin, and also being N 24° 46’ 47” E, a distance of 424.02’ from a 5/8” rebar with ID cap as shown on the hereinafter referenced plan;

Thence Northerly along said Kimball Drive to the point of beginning.

Said area contains 0.10 acres more or less, and is shown as “Proposed Permanent 15’ Wide Sewer Easement” on a plan entitled “Sewer Easement Plan for The Town of Hooksett Over Land of Christopher R. Rainone (Tax Map 29 Lot 61) 69 A & B Kimball Drive Hooksett, New Hampshire” Dated **July 2021** by Doucet Survey, LLC to be recorded herewith.

The Easement Area is intended to describe a strip of land 15’ in width lying along the Northerly boundary line of Tax Map 29 Lot 61 and consisting of 0.1+/- acre.

Conveying to the Grantee, for the benefit of the Hooksett Sewer Commission, the **permanent** right and privilege to enter and construct, maintain, operate, repair, upgrade, and replace a new directionally drilled double-barrel sewer force main within the Easement Area, in accordance with standard good and workmanlike construction practices, provided that said sewer force main and all facilities shall be located beneath the surface of the Easement Area in accordance with its existing grade. Nothing contained herein shall be construed to imply the grant of any right or easement in connection with facilities other than the sewer facilities expressly described herein, including any right or easement to place gas, electric, communications, cable or other utilities in the Easement Area, each of which is expressly excluded from the easement hereby conveyed.

By acceptance of this Easement Deed and/or by any use of the easement rights herein conveyed, Grantee, for itself and its successors and assigns forever, hereby agrees and covenants, each of which is to be performed at Grantee's sole cost and expense, and at no cost or expense to Grantor: (a) prior to commencing other excavation or construction within the Easement Area, to furnish and install to each of 69A Kimball Drive and 69B Kimball Drive: (i) new ¾" water service lines from the new water main to the property line on Kimball Drive, and (ii) new 6" sewer services to the property line on Kimball Drive; (b) to connect said water and sewer services, and to satisfy or waive all initial fees related thereto, including any connection fee; (c) to promptly restore in a good and workmanlike manner any area damaged or disturbed by or incident to the exercise or performance of any of Grantee's rights or obligations hereunder to substantially the same condition that existed prior to such damage or disturbance; and (d) to indemnify, hold harmless, and defend Grantor and Grantor's successors and assigns forever from and against all claims, causes of action, suits, liabilities, costs, damages, and expenses (including reasonable attorneys' fees) and liens, and/or injury or death to persons and/or damage to property, directly or indirectly arising out of, resulting from or relating to, entry upon the Easement Area by, or the acts or omissions of, Grantee or its employees, independent Contractors or agents in exercising or performing any of Grantee's rights or obligations hereunder.

The Grantor, its successors, and assigns, shall not make any improvements, or erect any structures, that interfere with, or otherwise prevent the Grantee from using the easement area for the purposes set forth above. The Grantee may remove any such buildings or improvements, that may be wholly or partly within the above-described easement areas at the expense of the then owner of the Property.

Meaning and intending to describe and convey a sewer easement as described above, over, under and across the above defined Easement Area (but for the construction, maintenance and operation of subsurface facilities only), said Easement Area being a part of those premises described above owned by the Grantor by Warranty Deed of Christopher R. Rainone, recorded in the Merrimack County Registry of Deeds at Book 3486, Page 2240.

The easement hereby conveyed shall be subject to all matters of record.

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

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

Christopher R. Rainone

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

\_\_\_\_\_  
Print Name and Title

STATE/Commonwealth of \_\_\_\_\_

County of \_\_\_\_\_, SS

This instrument was acknowledged before me on \_\_\_\_\_, 2022, by Christopher R. Rainone.

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

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

MEMORANDUM OF UNDERSTANDING  
**INSTALLATION OF SEWER ON PROPERTY OWNED BY RAINONE, TAX  
MAP 29, LOT 61**

WHEREAS, the Town of Hooksett (herein called the “Town”) wishes to expand the sewer system in the Route 3A Tax Increment Finance (TIF) District. This will be accomplished in part by installing a double barrel sewer force main across property owned by Christopher R. Rainone, known as Tax Map 29, Lot 61.

In exchange for a sewer easement across the property identified above, the Town agrees to hold Christopher R. Rainone harmless from liability in regard to any issues relating to the construction of the sewer system across the property and from any future issues relating to the sewer system caused by natural causes, the Town or its agents. The easement is as shown on the plan entitled “*Utility Easement Plan for the Town of Hooksett Over the Land of Christopher R. Rainone, LLC, Tax Map 29, Lot 61, 69 A & B Kimball Drive, Hooksett, New Hampshire.*”

The sewer design is as shown on the plans titled “*Hooksett TIF Sewer Contract 1, Prepared by Underwood Engineers, Inc., Concord, New Hampshire.*”

In addition, the Town will pay to Rainone an amount of \$10,000.00 and provide two separate 6” sewer services and two separate ¾” water services to the Tax Map 29 Lot 61 property line. Extension of these services to the duplex building and internal plumbing shall be by Rainone. The Town will extend the water main to the property frontage, and waive the required Sewer Commission Connection fees (estimated at \$6,200.00 for each unit totaling \$12,400).

TOWN OF HOOKSETT

By: \_\_\_\_\_  
Andre L. Garron  
Town Administrator

## Town of Hooksett

**ZONE 1**

## ZONE 3

# ZONE 2

**PROPOSED PUMP STATION**

## RAINONE PROPERTY

**PROPOSED RIVER  
CROSSING**

## MARTIN'S FERRY ROAD PUMPSTATION UPGRADES

**PROPOSED FORCEMAIN UPGRADES  
CONSTRUCT - 2021**

**PROPOSED SEWER PHASE 2  
DESIGN - 2020  
CONSTRUCT - 2021**

**PROPOSED SEWER  
DESIGN - 2021  
CONSTRUCT - 2021**

- ### Legend
- PROPOSED WATER - PHASE 5
  - PROPOSED WATER - PHASE 3
  - PROPOSED WATER - PHASE 1
  - PROPOSED SEWER - PHASE 5
  - PROPOSED SEWER - PHASE 4
  - PROPOSED SEWER - PHASE 3
  - PROPOSED SEWER - PHASE 2
  - PROPOSED SEWER - PHASE 1
  - EXISTING FORCE MAIN
  - PROPOSED PUMP STATION
  - ZONES
  - BUILDING FOOTPRINT
  - EXISTING SEWER MAIN (DRY)
  - PROPERTY LINES - 2018



## Town Council **STAFF REPORT**



**To:** Town Council  
**Title:** Update On Old Home Day, September 17, 2022, Town Council Booth  
**Meeting:** Town Council - 14 Sep 2022  
**Department:** Community Development  
**Staff Contact:** Bruce Thomas, Town Engineer

### **BACKGROUND INFORMATION:**

The following items will be available at the Town Council Booth

Handouts:

- Committee and Board information
- Committee Openings (to be compiled a few days before)
- Job Openings (to be compiled a few days before) and Application Forms
- Community Directory
- DPW/MS4 Information

Displays;

- Project Location Map
- Town Committees
- Plan of TIF District
- Voting Map with Town Councilor Names on it.
- Donati Foot Bridge plan

Will have water and snacks (to be determined) at booth.

**Town Council Booth seriously understaffed. Need Councilors to step up and man booth.**

### **FINANCIAL IMPACT:**

None

### **POLICY IMPLICATIONS:**

None

### **RECOMMENDATION:**

Recommend that each Town Councilor to choose a time slot for manning the booth.

### **SUGGESTED MOTION:**

None required

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Bruce Thomas to provide an update on the event

**ATTACHMENTS:**

[003 Committee-Board Information](#)

[004 Community Directory](#)

[000 Old Home Day Check List.xlsx](#)

### LIST OF HOOKSETT TOWN COMMITTEES

Additional information about each Committee can be found on the Town's website ([www.Hooksett.org](http://www.Hooksett.org))

COMMITTEE	Meeting Times	Members
Town Council	As noted on Town Website, but typically two Wednesdays of each month at 6pm	Andre Garron, Town Administrator Wendy Baker, Administrative Asst. Timothy Tsantoulis, Vice Chair, Dist. 1 James Sullivan, Chair, At-Large, District 2 David Boutin, District 2 Roger Duhaime, District 3 John Durand, District 4 Keith Judge, District 5 Randall Lapierre, Secretary, District 6 David Ross, At-Large, District 4 Alex Walczyk At-Large District 5
Bicentennial Committee	As needed	Leanne McLaughlin – Staff Cassandra Brown, Chair James Sullivan Eric Davis Vicki Desharnais Robert Duhaime Pat Demers
Board of Assessors	As needed	John Duhamel - Staff Alek Walczyk Timothy Tsantoulis Randal Lapierre David Boutin John Durand
Board of Elections and Voting	To be determined	Kim Daggett, Supervisor of the Checklist Barbara Brennen, Supervisor of the Checklist Mike Home, Supervisor of the Checklist Pamela Sullivan, Town Clerk Todd Lizotte, Town Moderator

### LIST OF HOOKSETT TOWN COMMITTEES

Additional information about each Committee can be found on the Town's website ([www.Hooksett.org](http://www.Hooksett.org))

Budget Committee	To be determined	Brian Soucy, Chair Rick Ross, Vice Chair Leann Moynihan, Secretary Michael Yakubovich Germano Martins William Lynch Michael Jache, HVWP Rep. Jillian Godbout, School Board Rep. Luis Amadeo Chhatra Gurung Michael Kowack Ernie Bencivenga
Capital Improvement Plan Committee	As needed basis	Andre Garron, Town Administrator Christine Tewksbury, Finance Officer David Boutin, Town Council Rep. Robert Duhaime, Planning Board Rep. Amy Trembly, School Board Rep. Kathy Lawrence
Cemetery Commission	As needed basis	Mike Home, Chair Nancy Philbrick Kristen Kotrlik
Central Water Precinct Commission	2 <sup>nd</sup> Monday each month	Chris Culbertson, Superintendent
Conservation Commission	2 <sup>nd</sup> Monday each month, as needed	Cindy Robertson, Chair JoCarol Woodburn, Vice Chair Deborah Miville Philip Fitandides John Pieroni Robert Better Alex Walczyk, Council Rep. Sheena Gilbert, Planning Board Rep.

### LIST OF HOOKSETT TOWN COMMITTEES

Additional information about each Committee can be found on the Town's website ([www.Hooksett.org](http://www.Hooksett.org))

Economic Development Committee	3 <sup>rd</sup> Wednesday of each month at 5:00 p.m.	Andre Garron Town Administrator/Econ. Dev. Dir. David Scarpetti, Chair Matt Barrett Alden Beauchemin Roger Duhaime James Sullivan, Council Rep. Peter Stoddard Michelle Gannon Paul Scarpetti Jordan Davis
Heritage Committee	As needed basis	John Giotas Roger Duhaime Jordan Davis Yolande Cotnoir-Walsh Tony Lacasse Gloria Levasseur
Historical Society	4 <sup>th</sup> Thursday of March, April, May, June, September, and October	Bob Thinnes, Acting President Bran Baer Diane Valade
Hooksett Village Water Precinct	Monthly	Mike Hiedorn, Superintendent
Library Trustees	Every 3rd Monday of the month.	Mary Farwell, Chair Barbara Davis Tammy Hooker Linda Kleinshmidt Sandra Mack

### LIST OF HOOKSETT TOWN COMMITTEES

Additional information about each Committee can be found on the Town's website ([www.Hooksett.org](http://www.Hooksett.org))

Parks and Recreation Advisory Board	3rd Tuesday of each month. 6pm	Evelyn Horn, Staff Rudy Makara Mark Chagnon Andy Janosz Nathan Duplessis Scott Evans Keith Judge
Planning Board	1st and 3rd Mondays of each month. 6pm	Nicholas Williams, Staff Tom Walsh, Chair David Boutin TC Representative Christopher Stelmach, Vice Chair Michael Somers Donald Winterton Denise Pichette Volk - Alternate Robert Duhaime - Alternate Sheena Gilbert – Alternate
Recycling & Transfer Committee	January 25, 2022; March 22, 2022; May 24, 2022; July 26, 2022; September 27, 2022; November 22, 2022 each at 6:30 pm.	Dennis Cummings, Staff Richard Bairam Sean McDonald Raymond Bonney Robert Schroeder John Giotas Alex Walczyk, Town Council Rep.
School Board	1 <sup>st</sup> and 3 <sup>rd</sup> Tuesday	William Rearick, Superintendent Marge Polak, Asst. Superintendent Wayne Goertel, Chair Jillian Godbout, Vice Chair Ann Tremblay, Clerk Jason Hyde James Sullivan

### LIST OF HOOKSETT TOWN COMMITTEES

Additional information about each Committee can be found on the Town's website ([www.Hooksett.org](http://www.Hooksett.org))

Sewer Commission	1st & 3rd Tuesday of each month. Noon	Kenneth Conaty, Superintendent Sydney Baines, Chair Richard Bairam Roger Duhaime
Supervisors of the Checklist	As required by Law and to be determined.	Kim Daggett, Supervisor of the Checklist Barbara Brennen, Supervisor of the Checklist Mike Home, Supervisor of the Checklist
Tax Increment Finance Committee	Meet as needed.	Kathy Lawrence Administrative Assistant David Boutin, Chair Michael Somers Dave Scarpetti Alden Beauchemin Roger Duhaime Mike Sorel John Leavitt
Town Hall Preservation Committee	Meet as needed	James Sullivan, Town Council Rep. Denise Pichette Volk
Trustees of the Trust Funds	Meets quarterly (April, July, October & January).	Christine Tewksbury, Finance Director Claire Lyons Don Winterton John Ward
Zoning Board of Adjustment	2nd Tuesday of each month. 6:30 pm	Kathy Lawrence Administrative Assistant Dana Pendergast, Code Enforcement Officer Anne Stelmach, Chair Roger Duhaime, Town Council Rep. Richard Bairam Gerald Hyde Phil Denbow Timothy Stewart Alexander Glennon, Alternate Tony Lagasse, Alternate

## LIST OF HOOKSETT TOWN COMMITTEES

Additional information about each Committee can be found on the Town's website ([www.Hooksett.org](http://www.Hooksett.org))



**Emergency Phone Numbers:**  
**Fire/Police/Ambulance 911**  
**Poison Center 800-562-8236**  
**State Police 800-525-5555**

**Gov.**  
Christopher Sununu, State House # 208, Concord NH 03101 271-2121  
**NH State Representatives—Speaker’s Office** 271-3661

**District 24**  
**Michael Yakubovich** 15 Doris Drive 603-622-6297  
**John Leavitt** P.O. Box 16278 603-274-3529  
**Stephen E. Boyd** 51 Whitehall Road 603-203-0746  
**Thomas C. Walsh** 15 Berry Hill Road 603-623-4104

**Executive Council District 4**  
Ted Gatsas (603) 271-3632 PO Box 6655  
20 Market Street Manchester, New Hampshire 03108,  
Ted.Gatsas@nh.gov

**NH State Senator: District 16**  
**Kevin Cavanaugh** Legislative Office Building, Room 5  
33 North State Street Concord, NH 03301, 603-271-3073  
kevin.cavanaugh@leg.state.nh.us

**US Representative**  
**Christopher C. Pappas**  
323 Cannon HOB Washington, DC 20515 Phone: 202-225-5456

**US Senators:**  
**Sen. Maggie Hassan**, B85 Russell Senate Office Building  
Washington, DC 20510 Phone: 202-224-3324  
**Sen. Jeanne Shaheen** , 506 Hart Senate Office Building  
Washington, DC 20510 Ph: 202-224-2841

**Town Councilors:**  
District 1: **Timothy Tsantoulis** 39 Lindsay Rd 669-6999  
District 2: **David Boutin** 203-5391  
District 3: **Roger Duhaime**  
District 4: **John Durand** 35 Main Street 716-6313  
District 5: **Keith Judge** 493-7991  
District 6: **Randall Lapierre** 341-8311  
At Large, 4: **David Ross**  
At Large, 5: **Alex Walczyk** P.O. Box 16201 (818) 446-6599  
At Large, 2: **James Sullivan** 2 Trent Road 485-4951

**For updates and/or additional information, please call:**  
**Town Administration Department, 485-8472**

# TOWN OF HOOKSETT

Administration Department	35 Main Street	485-8472
Assessing Department	35 Main Street	268-0003
Community Development	35 Main Street	268-0279
Code Enforcement	35 Main Street	485-4117
Family Services Department	35 Main Street	485-8769
Finance Department	35 Main Street	485-2017
Fire-Rescue Department	15 Legends Drive	623-7272
Cawley Middle School	89 Whitehall Rd.	518-5047
Central Water Precinct	32 Industrial Park Dr.	624-0608
District Court	101 Merrimack St.	1-855-212-1234
Fun in the Sun	c/o Parks & Recreation	668-8019
Emergency Management	15 Legends Drive	623-7272
Memorial School	5 Memorial Dr.	485-9890
Parks & Recreation	210 W. River Rd.	668-8019
Police Department	15 Legends Drive	624-1560
Public Library	31 St. Mary’s Way	485-6092
Public Works Department	210 W. River Rd.	668-8019
SAU-15	90 Farmer Road	622-3731
School Board	email: hsb@sau15.net	
Sewer Commission	1 Egawes Dr.	485-7000
Tax Collector	35 Main Street	485-9534
Town Clerk	35 Main Street	419-4004
Transfer Station	210 W. River Rd.	669-5198
Underhill School	2 Sherwood Dr.	623-7233
Memorial School	5 Memorial Dr.	485-9890
Village Water Precinct	7 Riverside Dr.	485-3392

## Boards, Committees & Commissions Meetings:

Board of Assessors	Town Hall (As needed)	
Budget Committee	(Budget Season)-Town Hall	Varies
Cemetery Commission	As Needed-Public Library	
Central Water Commission	2 <sup>nd</sup> Monday-Precinct Office	7:00pm
Conservation Commission	2nd Monday –Town Hall	4:30 pm
Economic Development Committee	3 <sup>rd</sup> Wed. - Town Hall	5:00pm
Heritage Commission	As needed- Town Hall	
Historical Society	4 <sup>th</sup> Thursday of March, April, May, June	
	September, October & November – Public Library	6:30pm
Hooksett-ites Seniors	Fridays-Public Library	10:00 am
Library Trustees	3 <sup>rd</sup> Monday-Public Library	5:30 pm
Parks & Rec. Adv. Board	3 <sup>rd</sup> Tuesday -Town Hall	6:00 pm
Planning Board	1st/3rd Monday, Town Hall	6:00 pm
Recycling & Transfer Adv. Com.	4 <sup>th</sup> Tuesday –Transfer Station	6:30 pm
School Board	1 <sup>st</sup> /3 <sup>rd</sup> Tuesday- Cawley	6:30 pm

Sewer Commission	1st/3 <sup>rd</sup> Tuesday. -Sewer Dept	10Am/ 12:00 pm
Supervisors of Checklist	As required by law	
Technical Review Committee	1 <sup>st</sup> Thursday-Town Hall	9:00 am
Town Council	2nd/4th Wednesday-Town Hall	6:00 pm
Town Hall Preservation Committee	As Needed	5:00pm
Trustees of Trust Funds	Quarterly –Town Hall	Varies
Village Water Commission	Last Tuesday-Precinct Office	6:00 pm
Zoning Board	2nd Tuesday, Town Hall	6:30 pm

**Please visit the Town’s website, [www.hooksett.org](http://www.hooksett.org) for a complete list of all Town boards’ meeting agendas and minutes.**

## Volunteer Opportunities, Community Associations/Churches:

American Legion Post #37	Robert Jacob	485-7781
Amoskeag Rowing Club	Information ( <a href="http://www.amoskeagrowing.org">www.amoskeagrowing.org</a> )	
Boy Scout Troop 292	Jeff Scott	587-0658
Church of the Nazarene	7 Silver Avenue	627-2971
Congregational Church	5 Veteran’s Drive	485-9009
Cub Scout Pack 292	John Danforth	485-5572
Emmanuel Baptist Church	14 Mammoth Road	668-6473
Food Pantry	35 Main Street	485-7222
Fun in the Sun	c/o Parks & Rec. Dept.	668-8019
Garden Club	hooksettnhgardenclub@gmail.com	
Girl Scouts	Robin Boyd	623-3941
Crosspoint Foursquare Church	21 Londonderry Tpke.	622-6026
Harvest Baptist Church	361 Hackett Hill Road	627-2633
Historical Society	<a href="https://hooksetthistory.wordpress.com">https://hooksetthistory.wordpress.com</a>	
Holy Rosary Catholic Church	21 Main Street	485-8567
Hooksett-ites—Seniors	Elizabeth Stewart	623-7946
Hooksett Old Home Day	Carrie Hyde	785-6639
Hooksett Youth Athletic Assoc.	Stacy Howe	759-6793
Kiwanis Club	Fred Bishop	625-1555
Knights of Columbus	George Loiselle	603-647-2204
Lions Club	Wayne Gehris	603-627-4662
Old Home Day	Carrie Hyde	785-6639
Retired/Senior Volunteer Prog.	Merrimack County	228-1193
Robie’s Preservation Corp.	Robert Schroeder	485-3881
Salvation Army	Mary Farwell	485-5217

**OLD HOME DAY  
SATURDAY, SEPTEMBER 17, 2022  
TOWN COUNCIL BOOTH**

**Town Council Assignments:**

**Lead Councilor (Coordinates Set up/Break down and other items:\_\_\_\_\_**

**9am to 11am (and Set-Up)**

**Alex Walczyk**  
\_\_\_\_\_

**11am to 1pm**

**James Sullivan**  
\_\_\_\_\_

**1pm to 3pm**

**Randall Lapierre  
Timothy Tsantoulis**

**3pm to 5pm (and Break-Down)**

\_\_\_\_\_  
\_\_\_\_\_

**Items for Booth:**

- 1 Know Your District & Councilor – District map with names of Town Councilors
  - 2 September Election Results. Other election information ????
- Distribution Material:
- 3 Community Contact Sheet handouts – **Bruce Thomas**
  - 4 Recycle & Transfer - **(MS-4) Ben Bertiume/Denise Cummings**  
Employment Advertisement – listing of current open positions with application forms - Donna  
Recycle & Transfer - **(MS-4) Ben Bertiume/Denise Cummings**  
Boards/Committees – Listing of Committees, Current Members, Open Positions and Meeting Schedules **Bruce Thomas**
  - 5 Community Development Projects/Project Map - **Bruce Thomas**
  - 6 TIF District Map **Bruce Thomas**
  - 7 Macys Bridge - **Bruce Thomas**
  - 8 Hooksett Road Widening Project Plans - **Bruce Thomas**

- 9 Town Committee Diagram- **Bruce Thomas**
- 10 Conservation Commission information???
- 11 OTHER ITEMS???



## Town Council STAFF REPORT



**To:** Town Council  
**Title:** Town Personnel Plan Updates - 1) Post Accident Drug & Alcohol Testing for incident vs. accident and for extenuating circumstances & 2) Workers' Compensation sick and vacation accruals  
**Meeting:** Town Council - 14 Sep 2022  
**Department:** Administration  
**Staff Contact:** Donna Fitzpatrick, Human Resource Coordinator

### BACKGROUND INFORMATION:

#### Town Charter Section 6.2 Personnel Plan:

There shall be a set of rules and regulations providing for the establishment of a system of personnel administration known as the "Personnel Plan". The Plan shall include provisions with regard to classification, compensation, selection, training, promotion, grievances, discipline, vacations, retirement and any other matters necessary to the maintenance of efficient services and proper working conditions. The Personnel Plan shall continue in force, subject to amendments submitted from time to time by the Administrator, which shall become effective upon Town Council's approval. The Personnel Plan shall not apply to any elected officials, board and commission members. Each employee shall be provided a written job description prepared by the Administrator.

#### Proposed amendments to the Town Personnel Plan:

- Section 4 - Workplace Conduct - Drugs and alcohol in the workplace and testing - **Post Accident**
  - > Define Incident vs. accident and add extenuating circumstances
- Section 10 - Insurances - **Workers' Compensation**
  - > Sick leave and vacation leave will accrue while on workers' compensation

### RECOMMENDATION:

Approve the amendments to the Town Personnel Plan as submitted.

### SUGGESTED MOTION:

Motion to approve the amendment to the Town Personnel Plan as submitted.

### TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the motion to approve the amendment to the Town Personnel Plan (TPP) as submitted. In staff's review of the TPP, the proposed amendments are strongly recommended. Currently, with an accident happens, no matter the degree, an alcohol test has to be administered which is consistent protocol under the circumstances. This process take considerable time for the staff involved in the accident and the person having to take the person for the test (added to this time is waiting for the results). In working with our insurance provider, Primex, we were able to develop an amendment to the TPP that would distinguish an "accident" from and "Incident". An "Accident" will follow all existing protocols. An "Incident" will not need to. Staff is also proposing to add an

"Extenuating Circumstance" provision, if which, Hooksett experienced during the December 2021 Ice Storm.

**ATTACHMENTS:**

[TPP UPDATES-POST ACCIDENT-TC MTG 09142022](#)

[TPP UPDATES-WC SICK VACA ACCRUALS -TC MTG 09142022](#)

#### 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>.

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.

<b>10. INSURANCES – Workers’ compensation</b>
---

**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).

## Town Council **STAFF REPORT**



**To:** Town Council  
**Title:** Updates to Town Council Rules of Procedures  
**Meeting:** Town Council - 14 Sep 2022  
**Department:** Administration  
**Staff Contact:** Wendy Baker, Executive Assistant

### **BACKGROUND INFORMATION:**

Updates to Town Council Rules of Procedures:

Amend Section 7 Order of Business: Add two headings and move Town Administrator's Report down as follows:

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. Nominations/Appointments
- XII. Brief Recess
- XIII. Old Business
- XIV. New Business
- XV. Approval of Minutes
- XVI. Town Administrator's Report -Moved - Moved
- XVII. Town Council Future Agenda Items - Added
- XVIII. Informational Items and Correspondence - Added
- XIX. Subcommittee Reports
- XX. Public Input
- XXI. Non-Public Session NH RSA 91-A:3 II
- XXII. Adjournment

### **POLICY IMPLICATIONS:**

TBD

### **RECOMMENDATION:**

Approve updates to Town Council Rules of Procedures as presented

**SUGGESTED MOTION:**

Motion to accept updates to Town Council Rules of Procedures as presented

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Town Council review and motion to accept the proposed amendments

**ATTACHMENTS:**

[TC Rules of Procedure proposed updates 09142022-2](#)

# **Town of Hooksett**

## **Town Council Rules of Procedures**

Adopted as of: 01/10/2001  
Amended as of: 07/27/2022 09/14/22



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**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. ADOPTED RULES**

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**

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

- 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 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. Nominations/Appointments
  - XII. Brief Recess
  - XIII. Old Business
  - XIV. New Business
  - XV. Approval of Minutes
  - XVI. Town Administrator's Report
  - XVII. Town Council Future Items
  - XVIII. Informational Items and Correspondence
  - XIX. Subcommittee Reports
  - XX. Public Input
  - XXI. Non-Public Session NH RSA 91-A:3 II
  - XXII. 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 and appointments 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. Councilors concerned with a nomination or appointment may table pending additional information. 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.

#### **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.
- 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.

**12. 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.

**13. 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).

**14. 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. 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.

**15. 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

**16. 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)

**17. 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."

**18. 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).
- 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.

## 19. 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**

## 20. 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.

#### **21. 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.
- 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.

#### **22. 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

#### **23. 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.

#### **24. TOWN CHARTER AMENDMENTS**

##### **Town Charter:**

Section 10.8 *"Amendments to this Charter may be initiated either by the Council or by initiative petition, public hearing, and voter election pursuant to New Hampshire 49-B:5."*

##### ***49-B:5 Charter Amendments, Procedure. –***

*1. The municipal officers may determine that one or more amendments to the municipal charter are necessary and shall, by order, provide for notice and hearing on them. The notice of the hearing shall be published in a newspaper having general circulation in the municipality at least 7 days prior to the hearing, and shall contain the text of the proposed amendment and a brief explanation. The hearing shall be conducted by the municipal officers or a committee appointed by them. If substantive changes are made to the proposed amendment, a hearing on the modified amendment shall be held. Notice of the hearing and the conduct thereof shall be as provided in this paragraph.*

*(a) Within 7 days after the last public hearing, the municipal officers or the committee appointed by them shall file with the municipal clerk a report containing the proposed amendment. In the case of a report of an appointed committee, a copy shall be filed with the municipal officers.*

*(b) Within 7 days after receiving approval from the secretary of state, the attorney general, and the commissioner of the department of revenue administration under RSA 49-B:4-a, the municipal officers may order the proposed amendment to be placed on a ballot at the next regular municipal election. In the case of municipalities with biennial elections, the municipal officers may order amendments to be placed on the ballot at either the next regular municipal election or at a special municipal election that occurs not less than 60 days after the order.*

**Town Charter Amendments are coordinated through the Town Clerk – see below for example for the 2023 Charter Amendments for the March 2023 ballot:**

- A. Council review proposed language - submission by August 11, 2022**
  - No later than August 24, 2022 Town Council Agenda
  - Deadline to submit in Icompass is 2 Thursdays prior to Council Meeting
  - August 24, 2022 deadline = August 11, 2022
- B. Town Attorney review of Council comments from step A above – submission by September 15, 2022**
  - Allow up to 2 weeks with Town Attorney
- C. Public Hearing of Town Attorney approved language from step B above – submission by September 29, 2022**
  - Deadline to submit in Icompass is 2 Thursdays prior to Council Meeting
  - October 12, 2022 deadline = September 29, 2022
- D. State of NH DRA, AG and SOS Offices review public hearing language from step C above – submission by October 13, 2022**
  - These State offices can take up to 45 days from receipt of Charter Amendments to approve/amend
- E. Council motion to place NH DRA, AG and SOS approved language from step D above on March 2023 ballot – submission by December 22, 2022**
  - Deadline to submit in Icompass is 2 Thursdays prior to Council Meeting
  - January 4, 2023 = December 22, 2022

**NOTES:**

- 1. THE ABOVE PROCESS IS TO MEET THE DEADLINES TO GET ON THE MARCH 2023 BALLOT. SUBMISSIONS MAY BE MADE LATER, HOWEVER THERE WILL BE THE RISK OF MISSING THE DEADLINE TO GET ON THE BALLOT.**
- 2. THE ABOVE TIMELINE WILL BE UPDATED IN JULY OF EACH YEAR FOR THE FOLLOWING YEAR'S BALLOT.**

## AMENDMENTS

**Date**

**Section(s) Amended**

July 27, 2022

Section 7c – Re-word the follow paragraph as shown.

“Nominations *and appointments* 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. The Council may waive this procedure and nominate & appointment in the same meeting for time sensitive matters.~~ Councilors concerned with a nomination *or appointment* may table the ~~nomination~~ pending additional information. Nominations and appointments for new July terms shall be at the June Town Council meetings.”

Added all of Section 24

## Town Council **STAFF REPORT**



**To:** Town Council  
**Title:** ARPA Committee Project List and Ranking  
**Meeting:** Town Council - 14 Sep 2022  
**Department:** Administration  
**Staff Contact:** Wendy Baker, Executive Assistant

### **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

July 6, 2022

Town Council decided to discuss the top 4 ranked projects at the August 24, 2022 meeting.

August 24, 2022

Town Council discussed projects ranked 1-4. Projects ranked 5-8 will be discussed at the September 14, 2022 Council meeting.

**Updated Ranking of Projects as of 9/14/22**

Project	Projected Cost	Rank	Decision
Edgewater Drive Broadband	\$12,500	Prior to ranking	Approved 7/28/21
Feasibility Study for the Central Water	\$12,000	Prior to ranking	Approved 9/22/21
2 Police Cruisers	\$85,000	Prior to ranking	Approved 4/27/22
Petersbrook Scoreboard Install	\$18,500	1	Approved 8/24/22
River Walk PhaseIV	\$270,000	2	Not Approved
DPW Van Replacement	\$47,335 (less trade-in)	3	Approved 8/24/22
Town Offices Projects - Automatic Generator Switch	\$25,000	4	Approved 8/24/22
<i>Lincoln Heights Drainage Study</i>	<i>\$150,000</i>	<i>5</i>	
<i>Sherwood Drainage Phase II Study</i>	<i>\$100,000</i>	<i>6</i>	
<i>Petersbrook Lighting PhaseII</i>	<i>\$400,000</i>	<i>7</i>	
<i>Petersbrook Clubhouse</i>	<i>\$500,000</i>	<i>8</i>	
Solar Project PhaseI Study	\$75,000	9	
Donati Bridge Replacement	\$100,000	10	
Future TIF Project	\$600,000	11	
Town Council SoundProject	\$6,000	12	
Town Offices Optimization	\$10,000	13	
Old Town HallProject Planning	\$20,000	14	
Safety Dept GymsUpgrades	\$46,000	15	

**FINANCIAL IMPACT:**

The town has allocated \$200,335 of the \$1,522,397, the remainder of which needs to be obligated by December 31, 2024 and expended by December 31, 2026.

**RECOMMENDATION:**

Discuss the next 4 projects (5-8) presented and ask questions to the appropriate representatives for each project.

**SUGGESTED MOTION:**

To be determined from outcome of the discussion of next 4 ranked ARPA projects (5-8)

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Town Council discussion of all proposed ARPA fund projects reviewed and ranked by the ARPA Fund sub-committee.

**ATTACHMENTS:**

[Lincoln Heights-Sherwood Memo & Estimate-ARPA](#)

[Petersbrook Lighting](#)  
[Petersbrook Clubhouse](#)



## Town of Hooksett

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

# Memo

**To:** ARPA Committee  
**From:** Bruce A. Thomas, P.E., Town Engineer *BAT*  
**Cc:** Andre L. Garron, Ben Berthiaume  
**Date:** August 30, 2022  
**Re:** Lincoln Park Area and Sherwood Drive Drainage Improvements

Attached an estimate to address drainage deficiencies in the referenced areas. I have combined the two areas into one estimate, since savings may be possible through economies of scale.

The purpose of this project is to clean out and assess the drainage system in the Lincoln Heights area bounded by Alice Avenue, Mammoth Road, Hooksett Road, and Sterns Avenue. The estimate includes the cost to replace pipe in the known problem areas on Coaker Street and the intersection of Coaker and Sterns Avenue.

The estimate also includes the cost of relining a pipe that runs between Sherwood Drive and Camelot Drive. This pipe has been TV'd and was identified as needing to be lined.

The estimate for the work is \$250,000.

LINCOLN HEIGHTS INVESTIGATION AND PIPE REPLACEMENT PROJECT - ESTIMATE					
B.A.T. AUGUST 30, 2022					Engineers Estimate
The purpose of this project is to clean out and assess the drainage system in the <b>Lincoln Heights area</b> bounded by Alice Avenue, Mammoth Road, Hooksett Road, and Sterns Avenue. The estimate includes the cost to replace pipe in the known problem areas on Coaker Street and the intersection of Coaker and Sterns Avenue. The estimate also included the cost of relining a pipe that runs between <b>Sherwood Drive and Camelot Drive</b> . This pipe has been TV'd and was identified as needing to be lined.					
ITEM NO.	DESCRIPTION	UNITS	QUANTITY	PRICE	AMOUNT
1	Jet-Cleaning Pipes	Day	14	\$2,000	\$28,000
2	Camera Piping	Day	3	\$2,000	\$6,000
3	Pipe Lining	Unit	3	\$20,000	\$60,000
209.3	Granular Backfill	CY	25.0	\$25	\$625
304.3	Crushed Gravel	CY	222.2	\$50.00	\$11,111
403.12	Bituminous 4" thick Trench Repair (2-1/2 Base course and 1-1/2 wearing course) including diamond cut	TON	101.3	\$200.00	\$20,267
585.3	Stone Fill, Class C (riprap)	CY	25.0	\$75.00	\$1,875
603.821	Plastic Pipe, Smooth Interior	LF	400.0	\$200.00	\$80,000
618.6	Flagger	ALL	1.0	\$4,000.00	\$4,000
619.1	Maintenance of Traffic incl. Dustlaying	L.S.	1.0	\$2,000.00	\$2,000
619.2	Const. Signs and Warning Devices	L.S.	1.0	\$1,000.00	\$1,000
628.2	Sawed Bituminous Pavement	LF	400.0	\$5.00	\$2,000
692	Mobilization	L.S.	1.0	\$30,000.00	\$30,000
	<b>Total:</b>				<b>\$246,878</b>
	<b>Use:</b>				<b>\$250,000</b>

**Staff Report**  
**ARPA Funding Allocation - Petersbrook Lighting Phase 2**  
**Town Council Meeting September 14<sup>th</sup>**

---

**Background Information:** The Parks and Recreation department under the Public Works has been planning for the expansion of the Petersbrook ball fields. This expansion is currently not funded and would be warranted under the ARPA funds.

During the construction of the second half of the Petersbrook ball fields the infrastructure for future lighting was installed with 9 light pole bases sized for a 30ft candle option along with all underground conduits and pull boxes up to a single location nearby the future concession stand and bathrooms building.

The additional lighting of the Petersbrook fields requires a power service to be installed and housed in a building or structure along with the associated lighting control panel. The intent was to construct the concession stand and bathroom facility that would have an electrical room to house the lighting control panel, new power panel, and transformer. The pricing for the Petersbrook Lighting Phase 2 is based on the assumption that the building has been constructed.

The scope of work included with this package is the following; equipment and materials to provide and install quantity of 9 thirty foot candle lights, new lighting control panel with installation, all interconnecting wiring from each light pole back to lighting control panel, rigid metal conduit and wire from breaker panel to lighting control panel, all luminaires

**Financial Impact:** The total anticipated costs for this project is valued at \$450,000. The estimated breakdown for these costs are the following; Lighting Equipment \$400,000, Electrical \$50,000

**Policy Implications:** None

**Recommendation:** It is recommended to move forward with this project in the near future to support HYAA and provide additional benefit for town residents

**Prepared by:** Ben Berthiaume, Public Works Director

**Budget Estimate**

Petersbrook Fields Phase 2 (Poles and Fixtures)

Hooksett, New Hampshire

March 24, 2022

**Budget Estimate – Materials and installation**

Musco's Light-Structure System™ as described below and delivered to the job site:

Thirty Footcandle option:

\$370,000 - \$400,000

Twenty Footcandle option:

\$315,000 - \$345,000

*Sales tax, bonding, and project management/subcontracting fees are not included.**Pricing furnished is effective for 60 days unless otherwise noted and is considered confidential.***Light-Structure System™ with TLC for LED® technology****System Description – Light-Structure System™**

Factory built, wired, aimed and tested lighting system includes:

- Galvanized steel poles
- Remote electrical component enclosures
- Pole length wire harnesses
- Factory aimed and assembled luminaires
- UL listed as a complete system

**On Field Performance – control to benefit players, fans, and TV cameras**

- Control-Link® control and monitoring system for remote on/off control, dimming (high/med/low), and monitoring with 24/7 customer support, (not applicable to 2-pole option).
- Product assurance and warranty program that includes materials and onsite for 25 years. Note that existing product will remain under existing warranty.

**Notes**

Estimate is based on:

- Structural code and wind speed = 2015 IBC, 120 mi/h, and exposure: C, Importance Factor II.
- Assumes all fields share the same electrical service.

Thank you for considering our Team for your sports lighting needs. Please contact me with any questions.

**Alan Grady**

Sales Representative

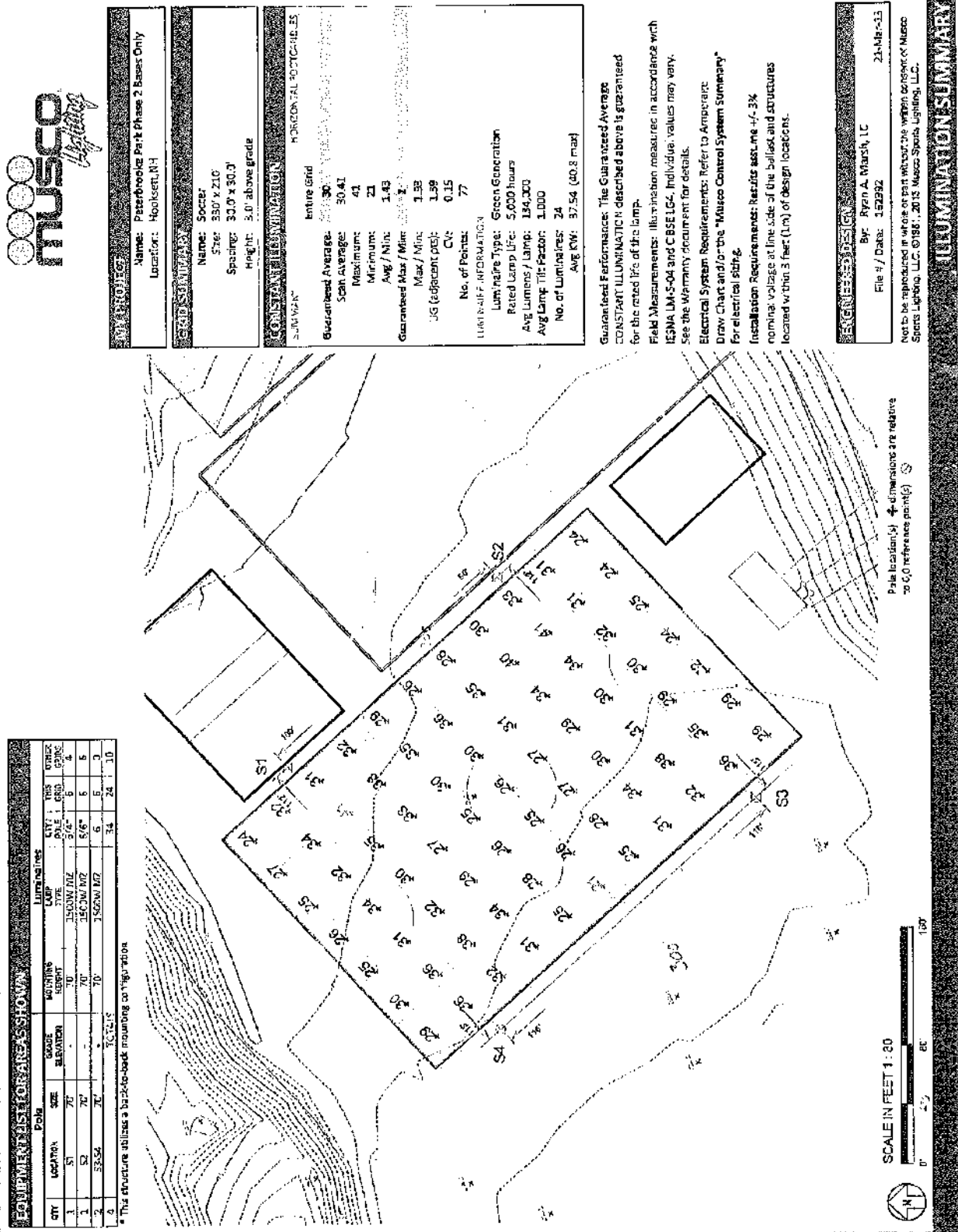
Musco Sports Lighting, LLC

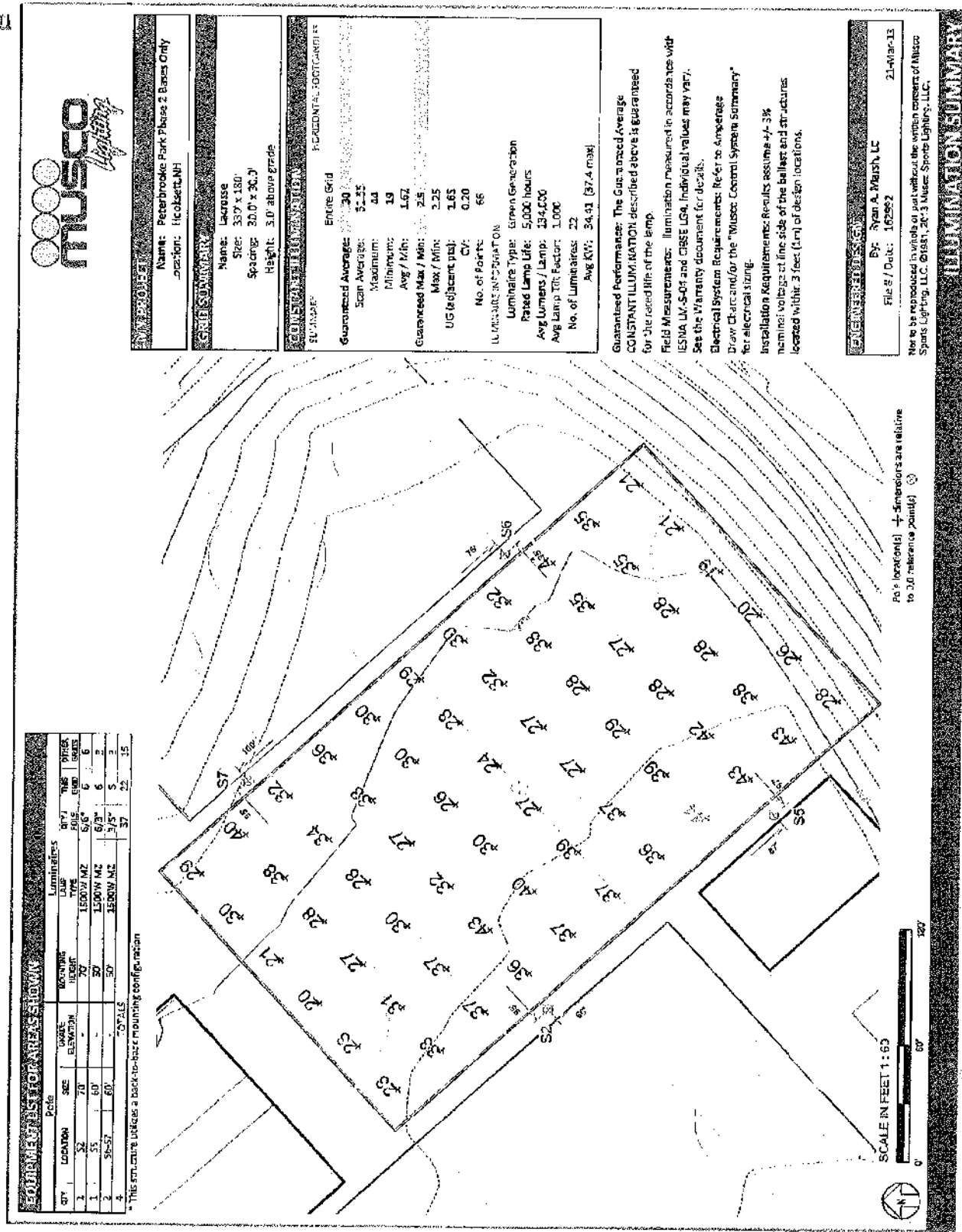
Phone: 207-604-8748

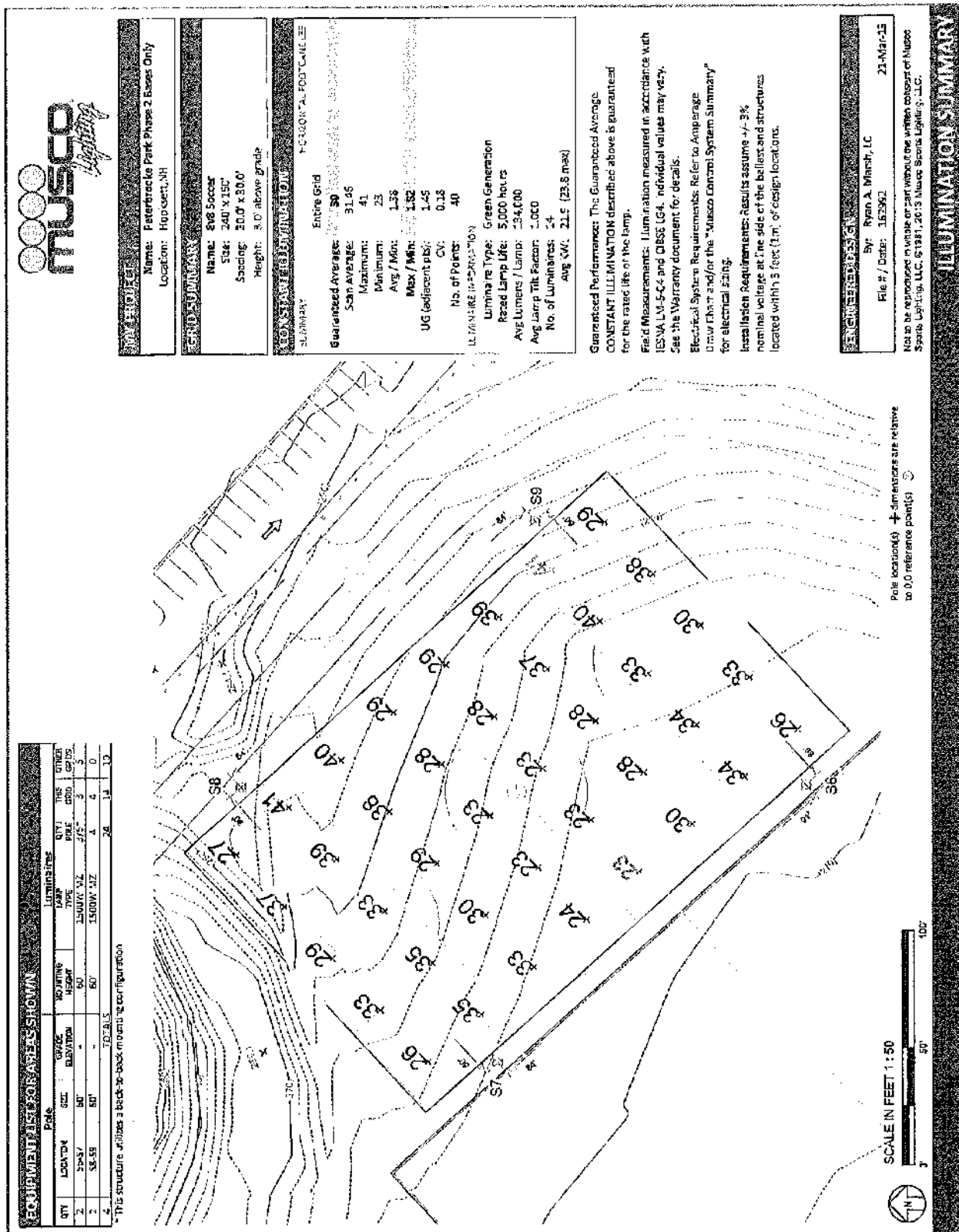
E-mail: Alan.Grady@Musco.com



Reference number: 183117





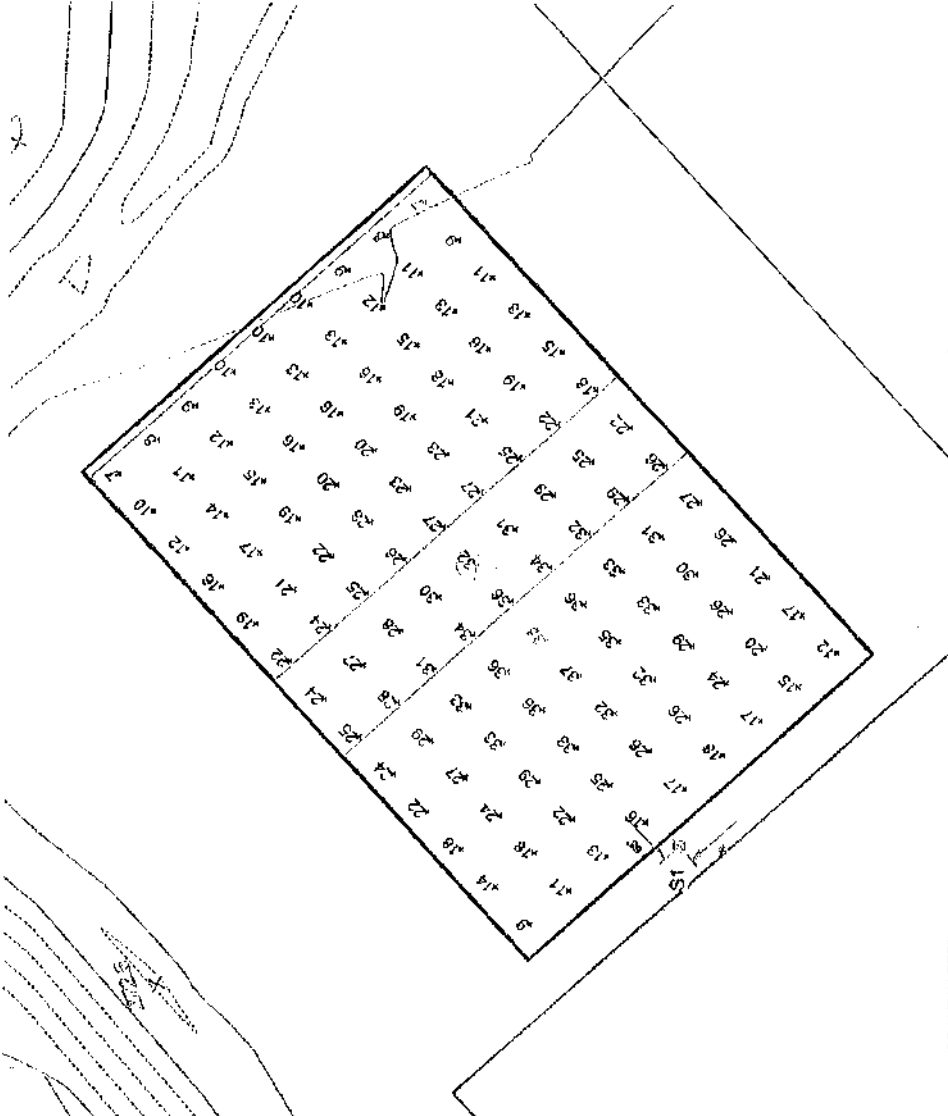




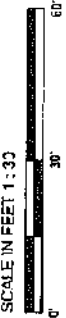
**EQUIPMENT LIST FOR AREAS SHOWN**

CITY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	Luminaires		OTHER
					LA UP	QTY	
1	S1	7'0"	70'	70'	3500W A2	10	4
2							4
3							5

\* This structure utilizes a back-to-back mounting configuration



SCALE IN FEET 1:30



Foot Candles (fc) - dimensions are relative to 30' reference point(s)

<b>PROJECT SUMMARY</b>	
Name:	Peterbrook Park Phase 2 Bases Only
Location:	Hackett, NH
<b>GRID SUMMARY</b>	
Name:	2 Nippers Fields
Size:	130' x 90'
Spacing:	10.0' x 10.0'
Height:	3.0' above grade
<b>CONSTANT ILLUMINATION SUMMARY</b>	
Entire Grid	20
Guaranteed Average:	20
Seen Average:	21.54
Maximum:	33
Minimum:	7
Avg / Min:	3.02
Guaranteed Max / Min:	3
Max / Min:	5.34
UG (adjacent pos):	1.57
CU:	0.58
No. of Points:	117
<b>LUMINAIRE INFORMATION</b>	
Luminaire Type:	Green Generation
Rated Lamp Life:	50,000 hours
Avg Lumens / Lamp:	134,000
Avg Lamp Life Factor:	1.030
No. of Luminaires:	4
Avg EW:	6.26 (6.8 max)

**Guaranteed Performance:** The Guaranteed Average CONSTANT ILLUMINATION described above is guaranteed for the rated life of the lamp.

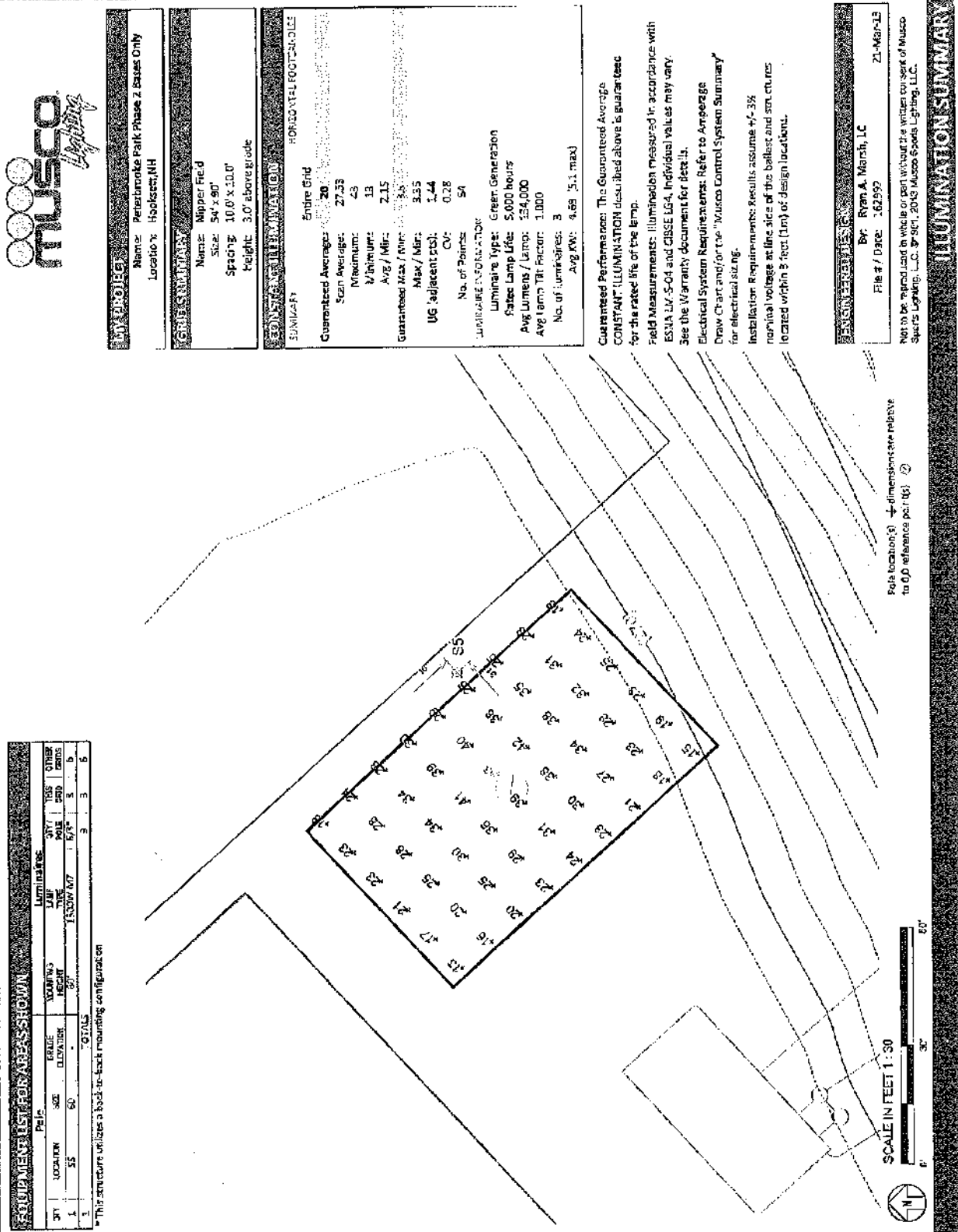
**Field Measurements:** Illumination measured in accordance with IESNA LM-50-04 and CIESA LGA. Individual values may vary. See the Warranty document for details.

**Electrical System Requirements:** Refer to Ampage Draw Chart and/or the "Musco Control System Summary" for electrical wiring.

**Installation Requirements:** Results assume +/- 3% nominal voltage at line side of the ballast and structures located within 3 feet (1m) of design locations.

<b>ENGINEERING SUMMARY</b>	
By:	Ryan A. Marsh, LC
Date:	23-Mar-13
File # / Date:	162992

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## Control System Summary

### Project Specific Notes:

### Project Information

Project #: 162992  
 Project Name: Peterbrooke Park Phase 2 Bases Only  
 Date: 03/21/13  
 Project Engineer: R Marsh  
 Sales Representative: Mike Berry  
 Control System Type: Control and Monitoring  
 Communication Type: Digital Cellular  
 Scan: 162992  
 Distribution Panel Location or ID: Service 1  
 Total # of Distribution Panel Locations for Project: 1  
 Design Voltage/Hertz/Phase: 460/60/3  
 Control Voltage: 120

### Materials Checklist

#### Contractor/Customer Supplied:

- ☐ A single control circuit must be supplied per distribution panel location.
  - If the control voltage is NOT available, a control transformer is required.
- ☐ Electrical distribution panel to provide overcurrent protection for circuits
  - Thermal/Magnetic circuit breaker sized per full load amps on Circuit Summary by Zone Chart
- ☐ Wiring:
  - Dedicated control power circuit
  - Power circuit to and from lighting contactors
  - Monitoring circuit from surge protection device to Control and Monitoring cabinet 1
  - Harnesses for cabinets at remote locations
  - Means of grounding, including lightning ground protection
- ☐ Electrical conduit/wireway system
  - Entrance hubs rated NEMA 4; must be die-cast zinc, PVC, or copper-free die-cast aluminum
- ☐ Mounting hardware for cabinets
- ☐ Control circuit lock-on device to prevent unauthorized power interruption to control power
- ☐ Anti-corrosion compound to apply to ends of wire, if necessary

Call Control-Link Central(TM) operations center at 877/347-3319 to schedule activation of the control system upon completion of the installation.  
 Note: Activation may take up to 1 1/2 hours

### Equipment Listing

DESCRIPTION	APPROXIMATE SIZE
1. Control and Monitoring Cabinet	24 X 72
2. Control and Monitoring Cabinet	24 X 48
3. Surge Protection Device	6 X 10
<hr/>	
Total Contactors	QTY 14 SIZE 30 AMP
Total Off/On/Auto Switches	6

### IMPORTANT NOTES

1. Please confirm that the design voltage listed above is accurate for this facility. Design voltage/phase is defined as the voltage/phase being connected and utilized at each lighting pole's ballast enclosure disconnect. Inaccurate design voltage/phase can result in additional costs and delays. Contact your Musco sales representative to confirm this item.
2. In a 3 phase design, all 3 phases are to be run to each pole. When a 3 phase design is used Musco's single phase luminaires come pre-wired to utilize all 3 phases across the entire facility.
3. One contactor is required for each pole. When a pole has multiple circuits, one contactor is required for each circuit. All contactors are J.L. 100% rated for the published continuous load. All contactors are 3 pole.
4. If the lighting system will be fed from more than one distribution location, additional equipment may be required. Contact your Musco sales representative.
5. A single control circuit must be supplied per control system.
6. Size overcurrent devices using the full load amps column of the Circuit Summary By Zone chart. Minimum power factor is 0.9.

NOTE: Refer to Installation Instructions for more details on equipment information and the installation requirements

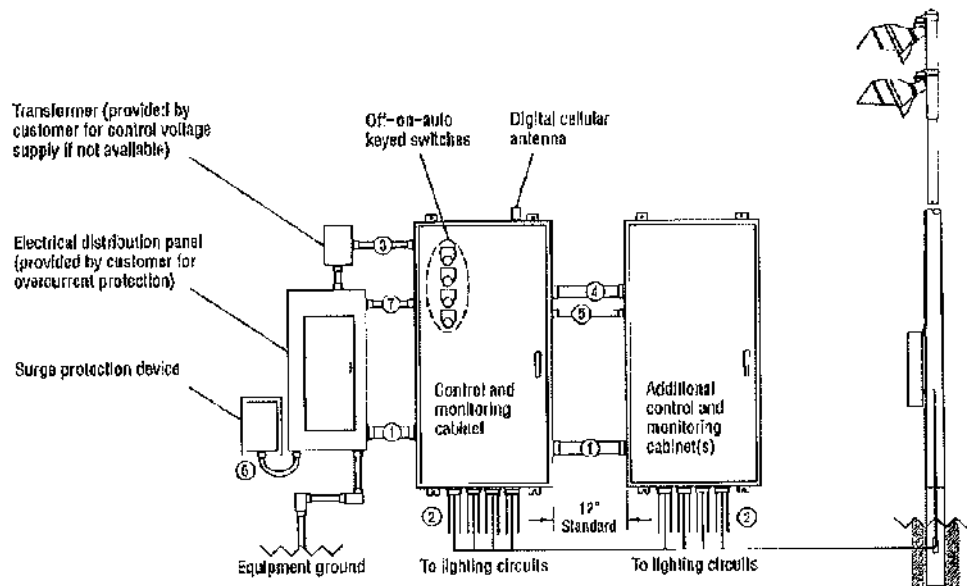


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Form T-2230-1

## Control System Summary

Peterbrooke Park Phase 2 Bases Only / 162992 - 162992  
Service 1 - Page 2 of 4

### Control-Link. Control and Monitoring System – Digital Cellular



Wire	Description	# of Wires	Typ. Wire Size (AWG)	Max. Wire Length (FT)	Wire from Musco	Notes
1	Line power to contactors, and equipment grounding conductor	Note A	Note B	27	No	A - E
2	Load power to lighting circuits	Note A	Note B	N/A	No	A - D
3	Control power (dedicated, 20A)	3	12	N/A	No	C, D
4	Control harnesses	---	---	8"	Yes*	C, D
5	Communication cable (RS-485)	1	---	8"	Yes*	C, D
6	Surge protection device to distribution panel	---	---	N/A	Yes	F
7	Surge protection device monitoring	3	14	N/A	Yes	C, D, F

- Notes:
- A. Voltage and phasing per the notes on cover page.
  - B. Calculate per load and voltage drop.
  - C. Minimum conduit diameter.
    - a. Wire 4 requires 2" (for connector ends to pass through).
    - b. Wire 5 requires 1" (for connector ends to pass through).
    - c. All other conduit diameters should be per code.
  - D. Refer to control and monitoring system installation instructions for more details on equipment information and the installation requirements.
  - E. Contact Musco if maximum wire length from circuit breaker to contactor exceeds value in chart.
  - F. Refer to surge protection device installation instructions for more details on equipment information and the installation requirements.

**IMPORTANT:** Communication wire (5) must be in separate conduit from any AC power wiring (1, 2, 3, 4, 6, 7). Control (3, 4) and monitoring (7) wire must be in separate conduit from line and load power wiring (1, 2).

\*Musco supplied wire harnesses are provided in standard 8-foot lengths.

R60-11-00\_G

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Form: T-5930-1

## Control System Summary

Peterbrooke Park Phase 2 Bases Only / 162992 - 162992  
Service 1 - Page 3 of 4

### SWITCHING SCHEDULE

Field/Zone Description	Zones
Soccer	1
Lacrosse	2
8v8 Soccer	3
2 Nippers Fields	4
Nipper Field	5

CONTROL POWER CONSUMPTION	
120V Single Phase	
VA loading of Musco Supplied Equipment	INRUSH: 3530.0
	SEALED: 484.0

BALLAST SPECIFICATIONS	VOLTAGE: 480V THREE PHASE						
.90 Minimum Power Factor							
BALLAST OPERATING VOLTAGE	208	220	240	277	347	380	480
1500 Watt Metal Halide Lamp Operating line amperage per fixture- maximum	8.6	8.3	7.5	6.5	5.1	4.7	3.7
1000 Watt Metal Halide Lamp Operating line amperage per fixture- maximum	6.5	6.4	5.8	4.9	4.0	3.6	2.9

CIRCUIT SUMMARY BY ZONE						
POLE	CIRCUIT DESCRIPTION	# OF FIXTURES	FULL LOAD AMPS	CONTACTOR SIZE (AMPS)	CONTACTOR ID	ZONE
S1	Soccer	6	14.8	30	C1	1
S2	Soccer	6	14.8	30	C2	1
S3	Soccer	6	14.8	30	C3	1
S4	Soccer	6	14.8	30	C4	1
S2	Lacrosse	6	14.8	30	C5	2
S5	Lacrosse	6	14.8	30	C6	2
S6	Lacrosse	5	14.8	30	C7	2
S7	Lacrosse	5	14.8	30	C8	2
S6	8v8 Soccer	3	7.4	30	C9	3
S7	8v8 Soccer	3	7.4	30	C10	3
S8	8v8 Soccer	4	11.1	30	C11	3
S9	8v8 Soccer	4	11.1	30	C12	3
S1	2 Nippers Fields	4	11.1	30	C13	4
S6	Nipper Field	3	7.4	30	C14	5

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**Staff Report**  
**ARPA Funding Allocation - Petersbrook Concession Stand and Bathroom**  
**Town Council Meeting September 14th**

---

**Background:** The Parks and Recreation department under the Public Works has been planning for the expansion of the Petersbrook facilities. This expansion is currently not funded and would be warranted under the ARPA funds.

Conceptual plans and details were developed by Stantec in 2012 for a new snack shack structure complete with bathrooms, a dedicated power service, a new sanitary line with grinder pump and grease trap, a new potable water line fed from the existing service in the roadway, and a new paved parking area on the Eastern side of the property.

This project would greatly enhance the Petersbrook facility and benefit the community for many years to come.

**Financial Impact:** The total anticipated costs for this project is valued at \$500,000. The estimated breakdown for these costs are the following; Precast Building \$280,000, Site Work \$75,000, Electrical \$85,000, Paved Upper Parking Lot \$60,000

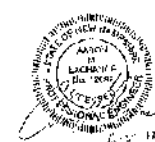
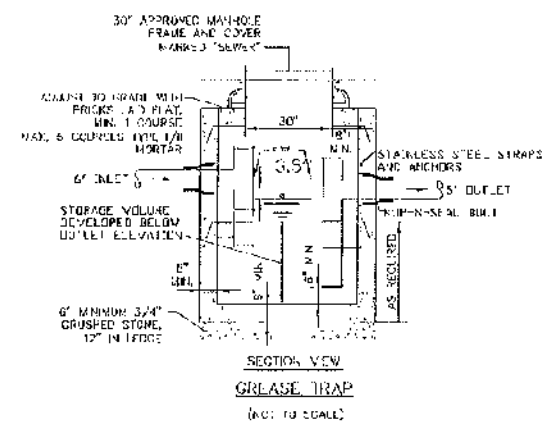
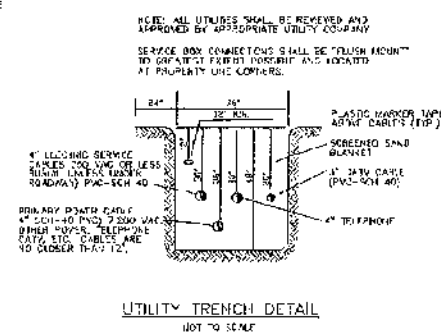
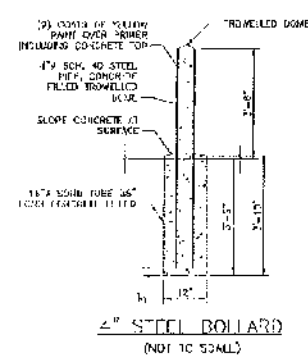
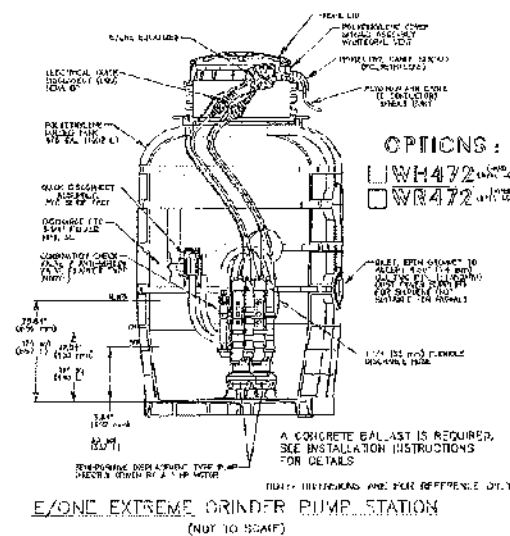
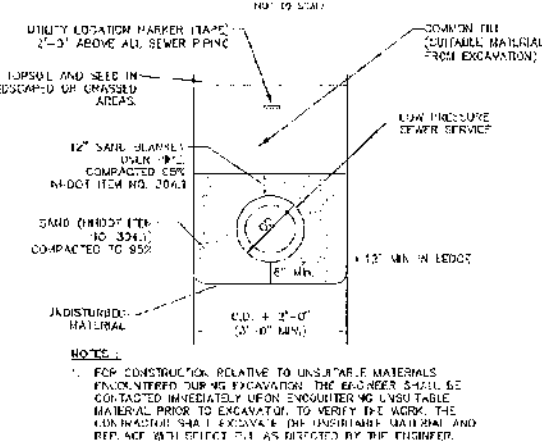
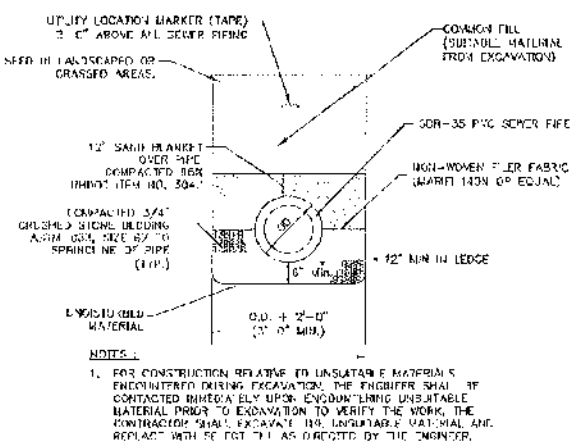
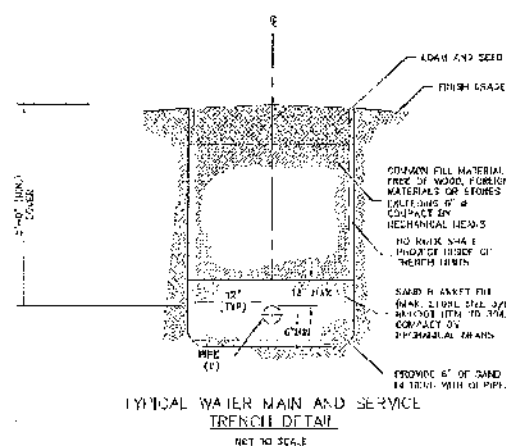
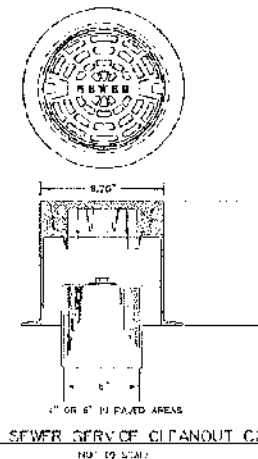
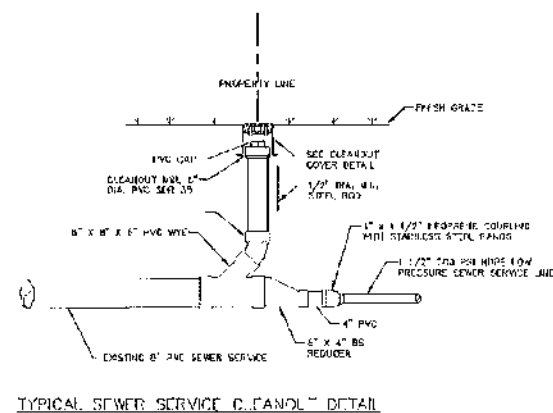
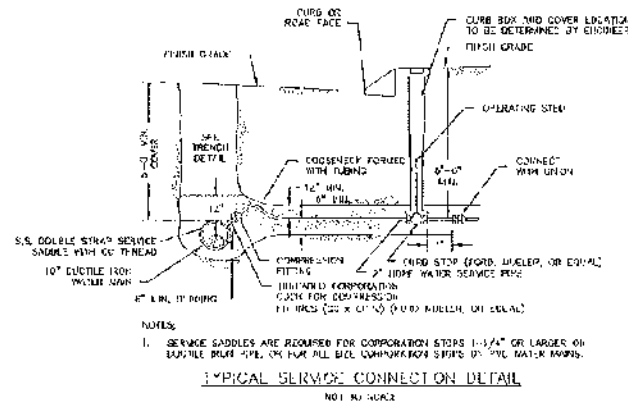
**Policy Implications:** None

**Recommendation:** It is recommended to move forward with this project

**Prepared By:** Ben Berthiaume, Public Works Director





[illegible]

FOR NHDES REVIEW  
NOT FOR CONSTRUCTION  
JUNE 2012

Client/Project  
TOWN OF HOCKESSIT

PETER BROOK RECREATION FIF ID  
HOOKSETT, NEW HAMPSHIRE

Title **PROPOSED RECREATION FACILITY  
CONSTRUCTION DETAILS**

Project No.	Size	
KS112562	AS NOTED	
Drawing No.	Sheet	Person
C-502	3 of 4	0

[illegible]

1. THE CONTRACTOR'S OBLIGATIONS SHALL INCLUDE THE FOLLOWING:
  - A. MINIMIZE THE POTENTIAL REVERSE ENVIRONMENTAL IMPACTS ASSOCIATED WITH CONSTRUCTION ACTIVITIES.
  - B. ESTABLISH AND MAINTAIN TEMPORARY EROSION CONTROL MEASURES DURING CONSTRUCTION SUCH AS SLOPE BALES.
  - C. PROVIDE PERMANENT CROSS-DITCH CONTROL MEASURES SUCH AS PLANTINGS, BUILT-UP AND PERMANENT SWALE EROSION CONTROL AT DISCHARGE AREAS AS DETERMINED BY THE CONTRACT DRAWINGS.
2. PREVENTIVE MEASURES SHALL BE TAKEN TO AVOID SPILLAGE OF PETROLEUM PRODUCTS AND OTHER POLLUTANTS. THE CONTRACTOR SHALL MAINTAIN AN OIL-RESISTANT ABSORBENT PADS FOR PROMPT REMEDIAL ACTION IN THE EVENT SPILLAGE SHOULD OCCUR.
3. DURING THE PROGRESS OF THE WORK, THE CONTRACTOR SHALL KEEP THE PROJECT SITE CLEAR OF DEBRIS, EXCESS DIRT AND OTHER DEBRIS. ALL EXCESS MATERIALS, SUCH AS WASTE MATERIALS, SHALL BE REMOVED FROM THE SITE AS SOON AS POSSIBLE.
4. ALL WASTEWATER OR LIQUIDS GENERATED INCLUDING CONSTRUCTION DEBRIS, CONCRETE, TURFERS, PAVEMENT PREPARED AND BURNISH SHALL BE REMOVED FROM THE SITE AND DISPOSED OF LEGALLY AND PROPERLY AT THE CONTRACTOR'S EXPENSE.

1. TOPSOIL IS DEFINED AS ANY AND ALL TOP 15 CM (6 INCH) DEPTH OF UNDISTURBED AND UNPAVED COMPACTED TOPSOIL NOT UNIFORMITY NATURALLY OCCURRING TOPSOIL. ADDITIONAL TOPSOIL SHALL BE PROVIDED TO A MINIMUM FIVE FEET DEPTH OF COVER DEPTH.
2. ALL AREAS TO BE USED AS RECREATION FIELDS (PLAYGROUND AREAS) SHALL HAVE A MINIMUM THICKNESS OF TEN INCHES OF LOAM.
3. LOAM, SANDY LOAM, OR SILTY LOAM SHALL BE USED FOR TOPSOIL MATERIAL.
4. THE MATERIAL SHALL BE FRUITABLE AND FREE OF ALL ROOTS, BRANCHES, STUMPS, GRASS, TWIG, AND OTHER DEBRIS. SOIL WHICH HAS BEEN TREATED WITH HERBICIDE IS UNACCEPTABLE.
5. THE MATERIAL SHALL BE TAKEN FROM THE NATURAL SURFACE LAYERS (A MINIMUM) 3" TO 5" CAPABLE OF PRODUCING GOOD YIELDS OF CROPS AND/OR PASTURE.
6. AREAS WHERE TOPSOIL HAS BEEN REMOVED SHALL BE PROTECTED AGAINST EROSION.
7. TOPSOIL SHALL NOT BE STOCKPILED SINCE IT WILL INTERFERE WITH ANY LEAKAGE OCCURE OF WITHIN 180 DAYS AFTER IT IS WITH THE GROUNDWATER AREA.
8. TOPSOIL SHALL NOT BE COLLECTED OR SPREAD WHERE IT IS HOT.
9. SUBSTRATES SHALL BE CLEAN AND OR OTHERWISE BE TO PREVENT EROSION OF SUBSTRATES.
10. TOPSOIL SHALL BE UNIFORMLY SPREAD TO FORM A UNIFORM FINISHED CONTRACTED DEPTHS, AS NOTED IN PLANS AND/OR ABOVE.

TEMPORARY SETBACK ZONE (80' FOR MAINLAND INTERSECTION; 40' AT E. BAYSHORE) TO PROTECT FISH AND WILDLIFE PROTECTIVE VEGETATION OF DISTURBED ZONE BY OCTOBER 15, 1987. (UNDESIRABLE SPECIES TO BE REMOVED WITH MINIMUM OF DAMAGE OUTSIDE OF CONSTRUCTION ZONE).	
SOUTHERN PINE (SHADBLOW OR SHELTER) OR GUARDRAIL (SHADRA OR SHADRA) WHITE OAK (SHADRA OR SHADRA) WHITE OAK (SHADRA OR SHADRA) UNDESIRABLE SPECIES (SHADRA OR SHADRA)	4.0 4.0 2.0 1.0 2.0
TOTAL POUNDS PER ACRE	13.5

UNLESS OTHERWISE INDICATED OR SPECIFIED BY THE OWNER, GRADING SHALL BE ESTABLISHED BY HYDRO-SEEDING. THE LOCATIONS IDENTIFIED AS EROSION AREAS, SLOPE AREAS AND W/SCIPALANUS AREAS WILL BE VERIFIED WITH THE OWNER PRIOR TO HYDROSEEDING.

MURGE USEET ACRE	PLANT	POUNDS PER ACRE
APRN AREAS	PLANTING FIELD USED	
	GERARDIAN GREENING RED RESCUE	70
	MINN BELLE MINNUTIAL AWARDAS	25
	WILD HORSE NEWLYCK BLUEGRASS	10
	RTF TALL RESCUE	20
	TOTAL POUNDS PER ACRE	220
SLOPE AREAS AND OTHER AREAS AS IDENTIFIED	SLOPE SEED - TYPE AB	
	RED RESCUE (GREENING)	30
	PERFECTAL BLUEGRASS	20
	BONNEDON RETAIL	5
	RED TOP	5
	ALBARK 13 PM H	5
	TOTAL "GREENING" P R AREA	65

1. SHAPE AND SIZE OF THE SURFACE TO BE INSPECTED ON LENS.
2. TIME ACCORDING TO SOL TEST TO PP 8.3 OR IN THE ABSENCE OF A SOL TEST, APPLY LIME AT THE RATE OF 2-3 TONS OF GROUND LIME PER ACRE (100-150 LBS. PER 1000 SQ. FT.).
3. FERTILIZER ACCORDING TO THE FOLLOWING SCHEDULE:  
3.1. THE NITROGEN, PHOSPHORUS, POTASSIUM RATIO SHALL BE 1-1-2  
3.2. PER ACRE 100 LBS. OF N - 100 LBS. P<sub>2</sub>O<sub>5</sub> - 200 LBS. K<sub>2</sub>O, AND 100 LBS. POTASH.
4. MARK IN A STRAIGHT "X" IN AN OPEN, THOROUGHLY WEATHERED AREA THE LIME AND FERTILIZER RATE "X" FOR THE SOIL.
5. KEEP EXCISING THE PASTURE ABOUT 10 TO 15 FEET/3, 5, OR 10 IN THE SPRING (MAY BE FOR PERMANENT) PASTURE, SEEING AT OTHER TIMES THAT BE COVERED A TEMPORARY COVER.
6. APPLY A STRAIGHT LINE APPROXIMATE TO THE CENTER OF THE PASTURE (APPROXIMATELY 1/2 ACROSS PASTURE).
7. THE PASTURE AREA IS NOW DIVIDED INTO TWO COMPARTMENTS AND OTHER CATTLE TO OTHER ACTIVITIES.

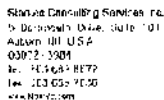
ON FOLS SUBJECT TO EVOLUTION ALSO AS MONIES AND ONE BEING AND OF BIRTHDAY COUN  
WITH MONITOR CONSERVATION IS NECESSARY FOR SEED PERMANENTLY, UJON MAY 1944, 1944  
USED.

SPECIAL NOTE: W-1			
INCH MATERIAL	NO. LONG	NO. WIDE	DETAILS
W/4" OR STEEL	20 TO 30	15 LONG	LOCALLY COVER 15% OF SURFACE SUBJECT TO BLOWING AND CLIPPING W/4" ANCHORS
2" OR 3" WOOD ENDS OF RAILS			APPLY ACCORDING TO W/4" ANCHORS' DIRECTIONS
1. MINIMUM 1/2" OR 1/4" LONG OF STEEL PILE CASE FOR ALL OVERHEAD BEAMS MOUNTED ON RAIL SLOTTED			
2. PILES SUSCEPTIBLE TO BLOWING AND BLOWING ON STEEP SLOPES WILL REQUIRE ANCHORING			

[illegible]

1. ALL PROPOSED VEGETATED AREAS WHICH DO NOT EXCEED A MINIMUM OF 35% VEGETATIVE WIDTHS BY OCTOBER 15, 1978, OR WHICH ARE DISTURBED AFTER OCTOBER 15, 1978, SHALL BE STABILIZED BY SEEDING AND INSTALLING EROSION CONTROL BLANKETS ON SLOPES GREATER THAN 4:1, AND SLOPING AND PLANTING TO A 1:1 OF 4:1 FOR 7:1 AND, SECURED WITH ANCHORED TIEBARS, EROSION PINS, OR THE INSTALLATION OF EROSION CONTROL BLANKETS OR MATS. ALL WEEDING SHALL BE DONE WITH AN APPROPRIATE MOWER OR CUTTER. EROSION CONTROL BLANKETS SHALL BE CONTROLLED IN ADVANCE, IN ORDER TO PREVENT WEEDS.
2. ALL DISTURBED AREAS WHICH DO NOT EXCEED A MINIMUM OF 35% VEGETATIVE WIDTHS BY OCTOBER 15, 1978, OR WHICH ARE DISTURBED AFTER OCTOBER 15, 1978, SHALL BE STABILIZED BY SEEDING AND SLOPE OF EROSION CONTROL BLANKETS AND APPROPRIATE EROSION CONTROL MEASURES.

1. THE CONTRACTOR SHALL PROTECT EXISTING UTILITIES DURING CONSTRUCTION, UNLESS OTHERWISE NOTED ON THE PLAN.



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[illegible]

CONCLUSIONS

LE 270

**Note 3**

Pro-faktor	Ed.	Agg.d.	St. 1994
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$\lambda_{\text{max}}$	$\lambda_{\text{max}}$	$\lambda_{\text{max}}$	$\lambda_{\text{max}}$
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[illegible]

Painted

FOR NHDES REVIEW  
NOT FOR CONSTRUCTION

JUNE 2012

## Clinical Toxicology

TOWN OF HOOKSETT

PETER BEGOK RECREATION FIELD

POOKSETT, NEW HAMPSHIRE

13

## PROPOSED RECREATION FACILITY CONSTRUCTION NOTES

Emiel No.

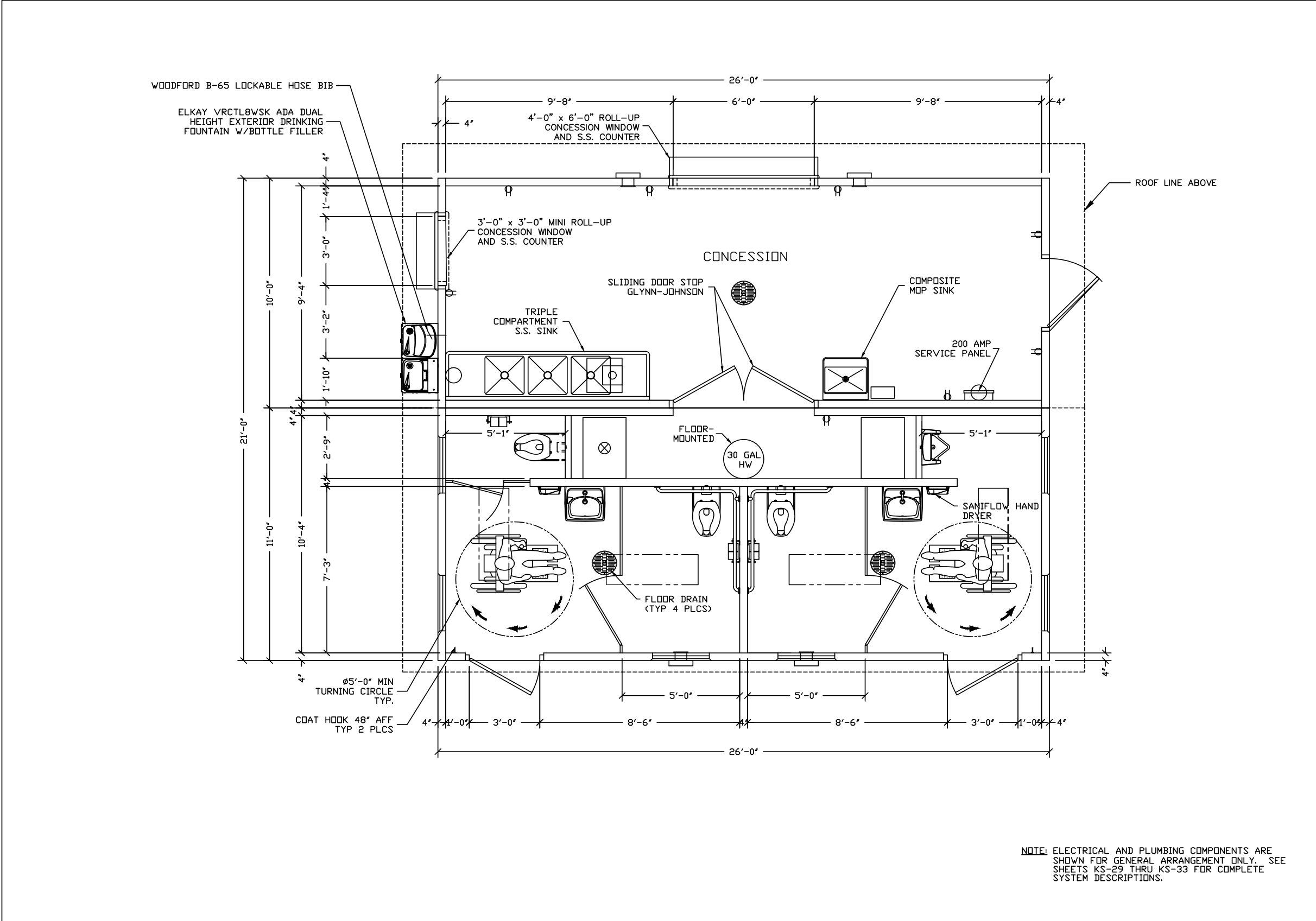
Sick

Conspicuous


5

C-503

1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 2679, 26



NOTE: ELECTRICAL AND PLUMBING COMPONENTS ARE SHOWN FOR GENERAL ARRANGEMENT ONLY. SEE SHEETS KS-29 THRU KS-33 FOR COMPLETE SYSTEM DESCRIPTIONS.



**CXT**  
Precast Products

6707 E. Flamingo Ave. Bldg 300, Nampa, ID 83687  
901 N. Highway 77 Hillsboro, TX 76645  
362 Waverly Road Williamstown, WV 26187

PROJECT TITLE

**KEYSTONE**  
BUILDING NUMBER KS-011

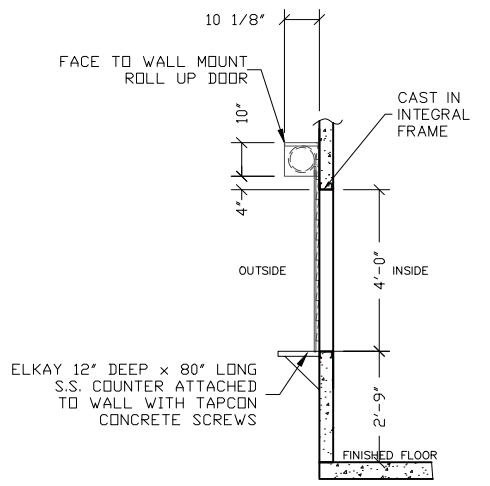
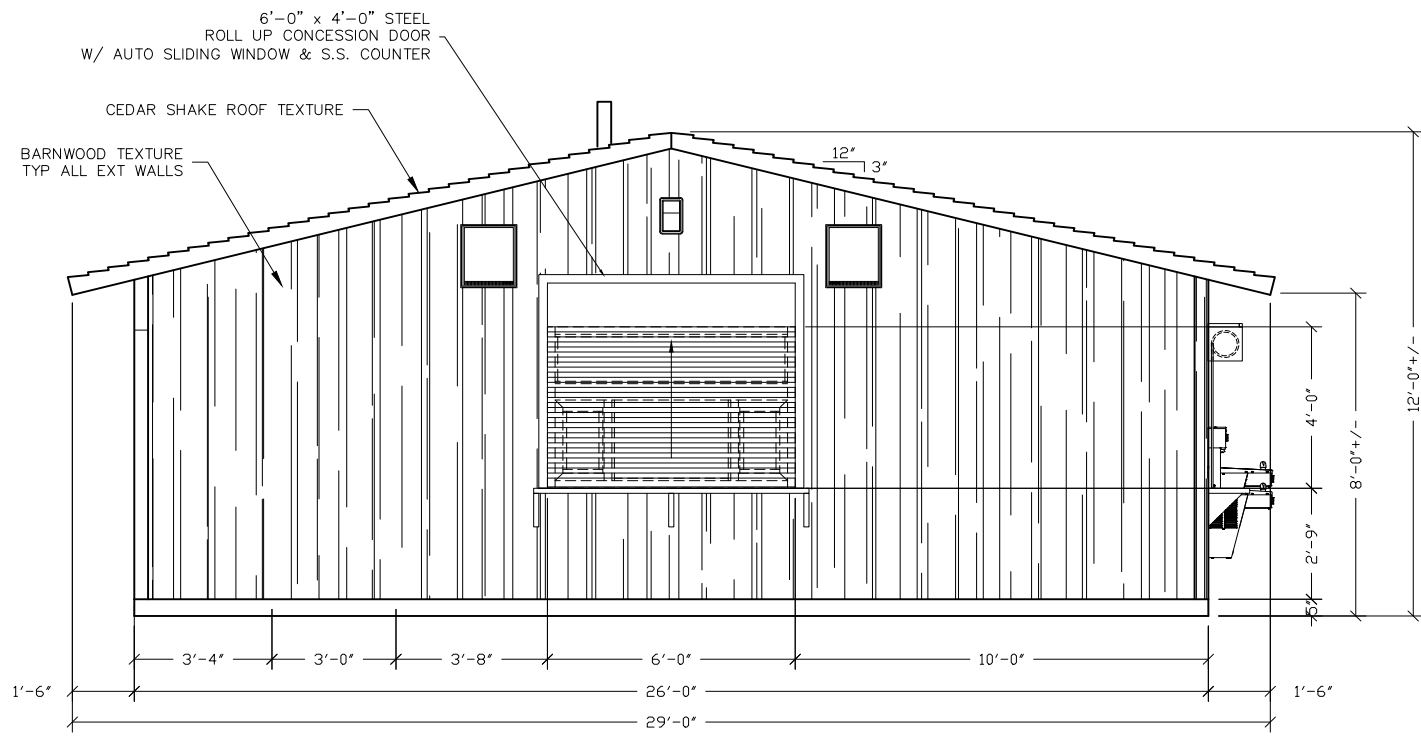
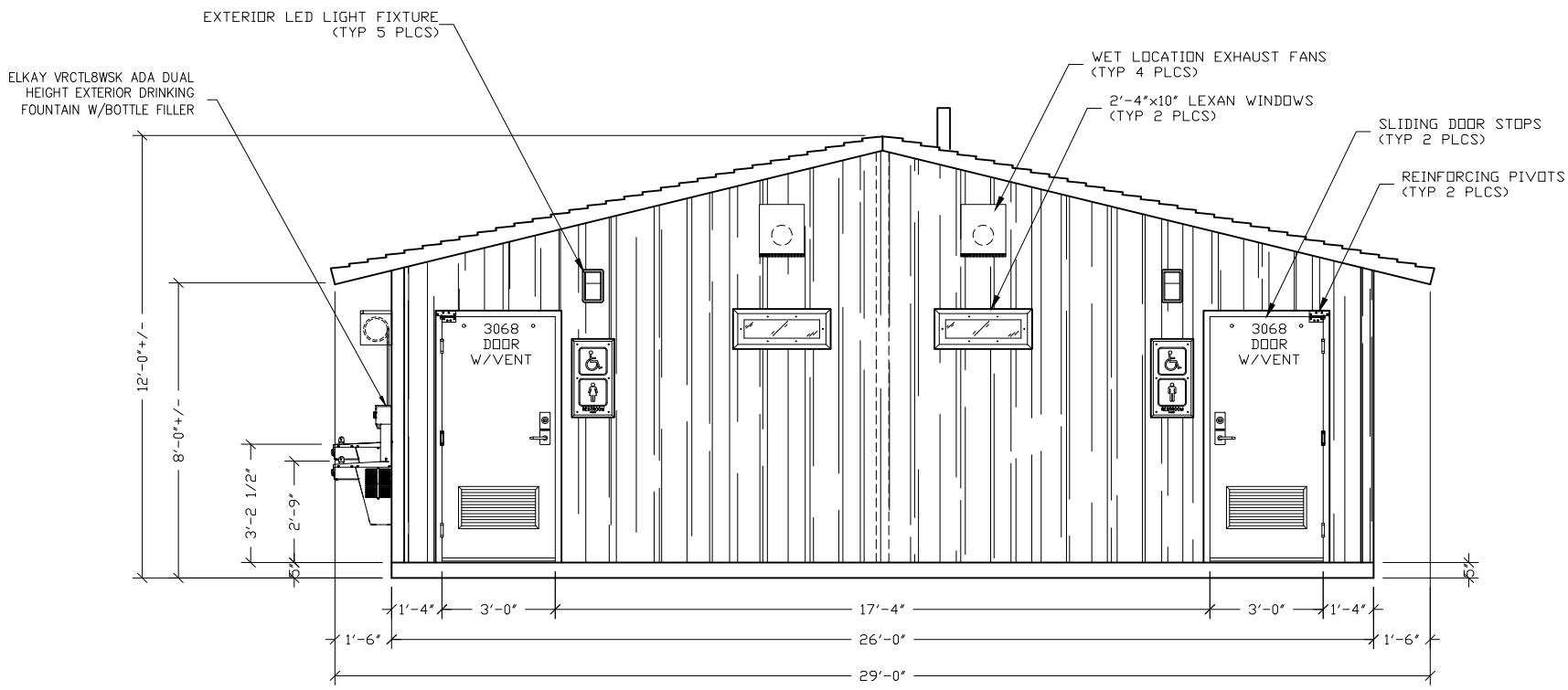
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CXT Incorporated			
REV.	DESCRIPTION	APPROVAL	DATE
SCALE	1/4"=1'-0"	DATE	4-24-20
DRAWN	FMS	FILE NO.	KS-011
CHECKED	MCT	PLOT	48

FLOOR PLAN

DWG NO.	SHEET	REV.
KS-03	3	34



**CXT**  
Precast Products

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PROJECT TITLE

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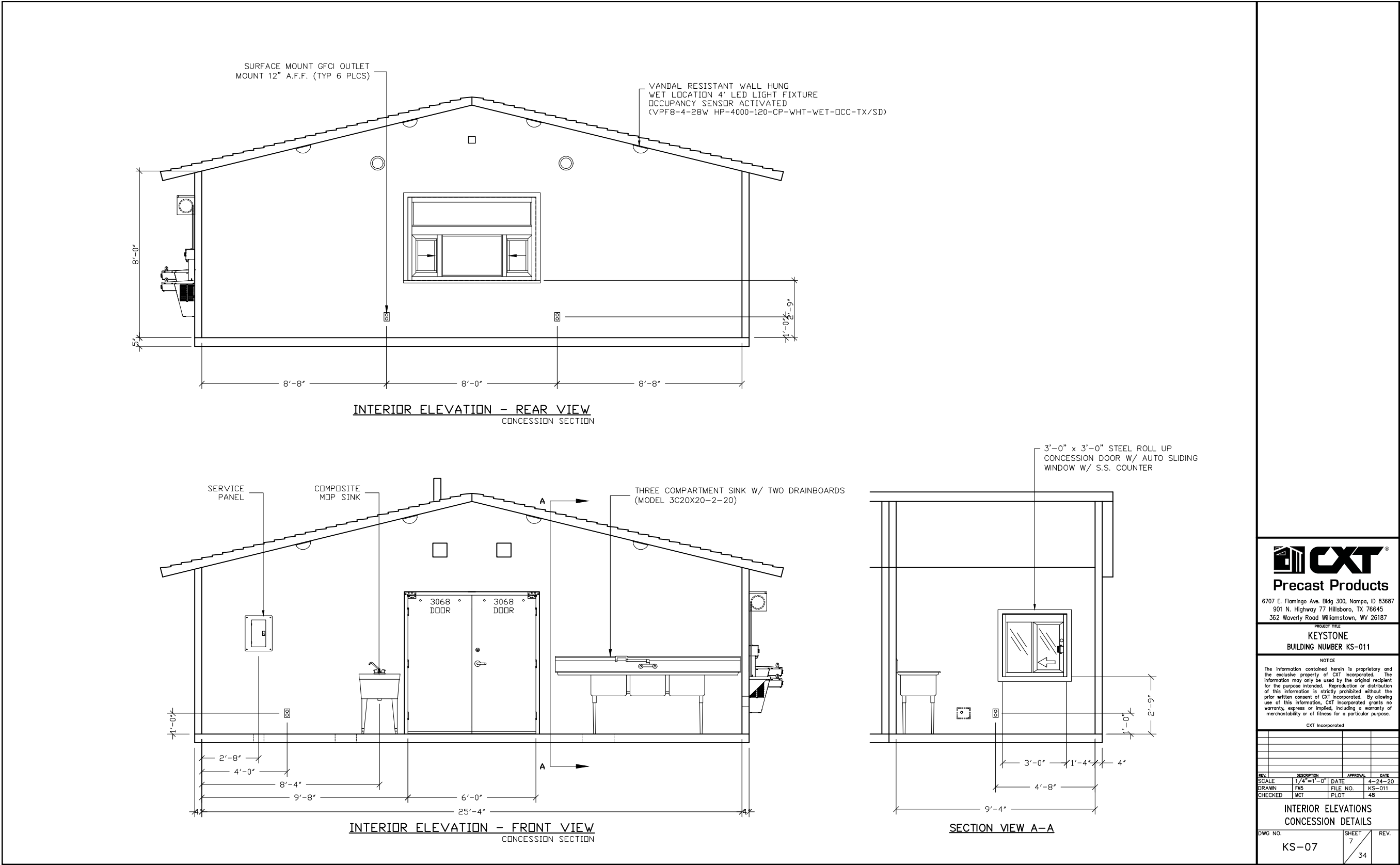
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CXT Incorporated

REV.	DESCRIPTION	DATE	APPROVAL	DATE
SCALE	1/4"=1'-0"	DATE	4-24-20	
DRAWN	FMS	FILE NO.	KS-011	
CHECKED	MCT	PLOT	48	

BUILDING ELEVATIONS

DWG NO.	SHEET	REV.
KS-04	4	34



**CXT**  
Precast Products

6707 E. Flamingo Ave. Bldg 300, Nampa, ID 83687  
801 N. Highway 77 Hillsboro, TX 76645  
362 Waverly Road Williamsonstown, WV 26187

**KEYSTONE**  
BUILDING NUMBER KS-011

NOTICE

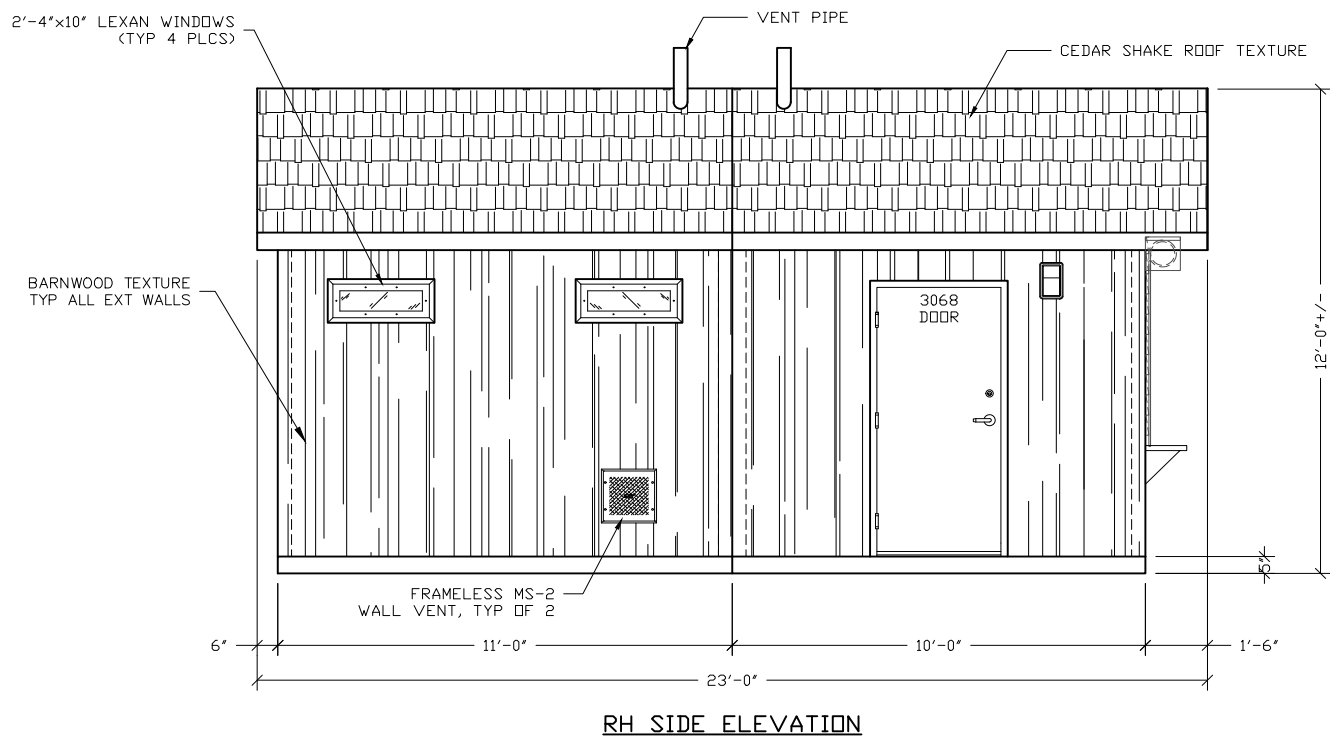
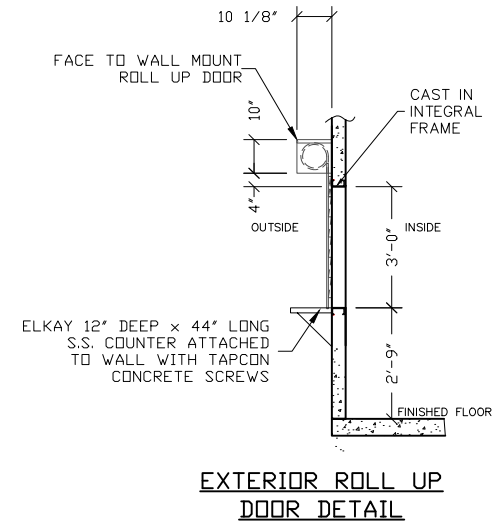
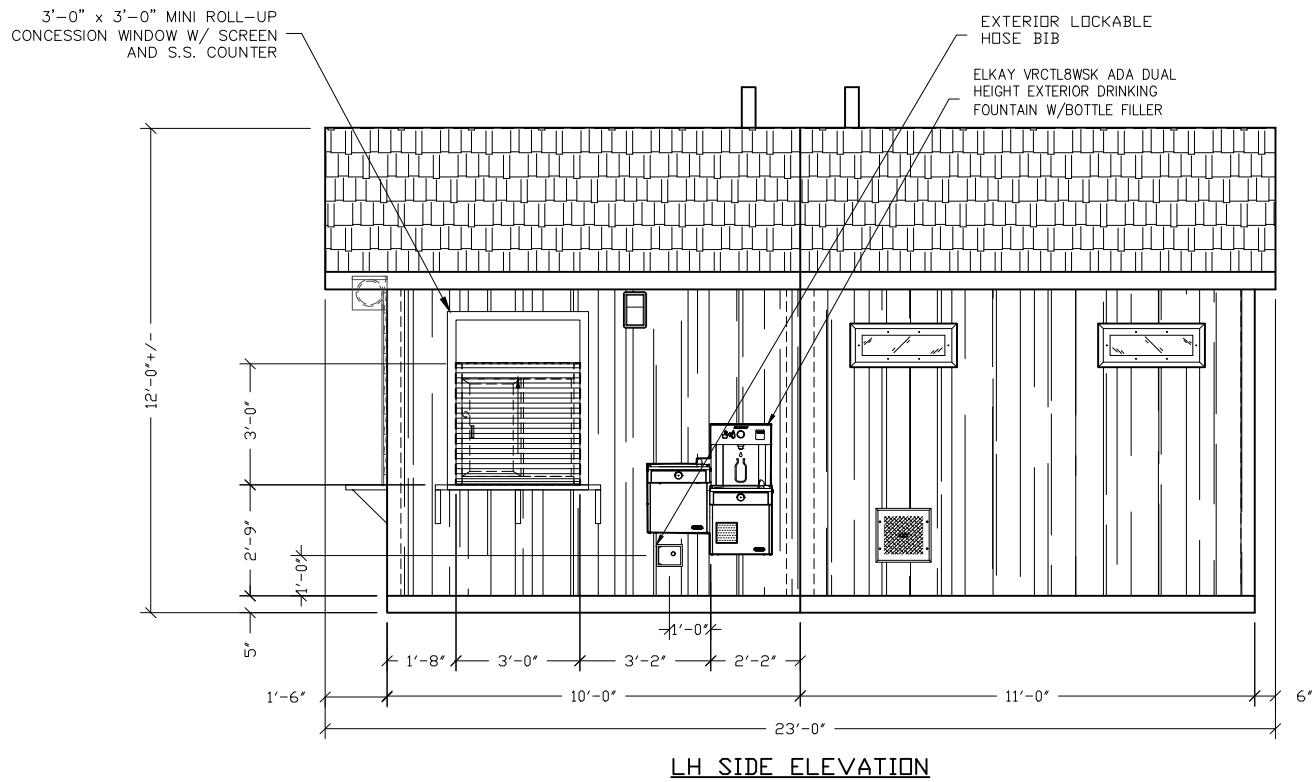
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REV.	DESCRIPTION	APPROVAL	DATE
SCALE	1/4"=1'-0"	DATE	4-24-20
DRAWN	FMS	FILE NO.	KS-011
CHECKED	MCT	PLOT	48

**INTERIOR ELEVATIONS**  
**CONCESSION DETAILS**

DWG NO.	SHEET	REV.
KS-07	7	34



**CXT**  
Precast Products

6707 E. Flamingo Ave. Bldg 300, Nampa, ID 83687  
901 N. Highway 77 Hillsboro, TX 76645  
362 Waverly Road Williamstown, WV 26187

PROJECT TITLE  
**KEYSTONE**  
BUILDING NUMBER KS-011

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CXT Incorporated

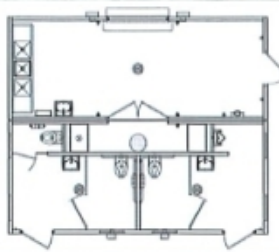
REV.	DESCRIPTION	APPROVAL	DATE
SCALE	1/4"=1'-0"	DATE	4-24-20
DRAWN	FM5	FILE NO.	KS-011
CHECKED	MCT	PLOT	48

**BUILDING ELEVATIONS**

DWG NO.	SHEET	REV.
KS-05	5	34



## Keystone



Keystone with chase restroom/concession building. Standard features include simulated barnwood texture walls, simulated cedar shake textured roof, interior and exterior lights, vitreous china fixtures in restroom, 30-gallon water heater, three compartment stainless steel sink in concession area, roll up concession window, off loaded and set up at site.

Base Price		Price per unit	Click to select	
<b>Keystone 23' x 26'</b>		<b>\$ 164,655.00</b>		<b>164,655.00</b>
<b>Added Cost Options:</b>				
Final Connection to Utilities		\$ 7,000.00	<input type="checkbox"/>	0.00
(per section)	Optional Wall Texture- choose one <input checked="" type="radio"/> Split Face Block (\$4,000) <input type="radio"/> Struck Trowel (\$4,000)		Reset Wall Texture	8,000.00
	Optional Roof Texture- choose one <input checked="" type="checkbox"/> Delta Rib	\$ 4,000.00		8,000.00
	Insulation and Heaters	\$ 19,500.00	<input checked="" type="checkbox"/>	39,000.00
	Stainless Steel Water Closet (each) Qty: 3	\$ 1,500.00	<input checked="" type="checkbox"/>	4,500.00
	Stainless Steel Lavatory (each) Qty: 2	\$ 1,100.00	<input checked="" type="checkbox"/>	2,200.00
	Stainless Steel Urinal (each) Qty: 1	\$ 1,400.00	<input checked="" type="checkbox"/>	1,400.00
	Electric Hand Dryer (each) Qty: 2	\$ 700.00	<input checked="" type="checkbox"/>	700.00
	Electronic Flush Valve (each) Qty: 3	\$ 750.00	<input type="checkbox"/>	0.00
	Electronic Lavatory Faucet (each) Qty: 2	\$ 750.00	<input type="checkbox"/>	0.00
	Electronic Urinal Valve (each) Qty: 1	\$ 1,700.00	<input type="checkbox"/>	0.00
	Exterior Mounted ADA Drinking Fountain w/Cane Skirt (each) Qty: 1	\$ 4,500.00	<input type="checkbox"/>	0.00
	Optional Door Closure (each) Qty: 2	\$ 450.00	<input type="checkbox"/>	0.00
	Skylight in Restroom (each) Qty: 2	\$ 950.00	<input checked="" type="checkbox"/>	1,900.00
	Marine Grade Skylight in Restroom (each) Qty: 2	\$ 1,600.00	<input type="checkbox"/>	0.00
	Marine Package for Extra Corrosion Resistance	\$ 2,350.00	<input type="checkbox"/>	0.00
	Tile Floor in Restroom	\$ 6,000.00	<input type="checkbox"/>	0.00
	Fiberglass Entry and Chase Doors and Frames (each) Qty: 5	\$ 1,000.00	<input type="checkbox"/>	0.00
	2K Anti-Graffiti Coating	\$ 3,500.00	<input type="checkbox"/>	0.00
	Electronic Hinge Door Lock System (2 doors -does not include chase door) Qty: 2	\$ 600.00	<input type="checkbox"/>	0.00
	Exterior Frostproof Hose Bib with Box (each) Qty: 1	\$ 500.00	<input type="checkbox"/>	0.00
	Stainless Steel Lavatory [concession] (each) Qty: 1	\$ 1,000.00	<input type="checkbox"/>	0.00
	Composite Mop Sink [concession] (each) Qty: 1	\$ 2,500.00	<input type="checkbox"/>	0.00
	Paper Towel Dispenser (each) Qty: 3	\$ 200.00	<input type="checkbox"/>	0.00
	Toilet Seat Cover Dispenser (each) Qty: 3	\$ 100.00	<input type="checkbox"/>	0.00
	Sanitary Napkin Disposal (each) Qty: 2	\$ 75.00	<input checked="" type="checkbox"/>	150.00
	Baby Changing Station (each) Qty: 2	\$ 675.00	<input checked="" type="checkbox"/>	1,350.00
	CXT Wastebasket (each) Qty: 2	\$ 150.00	<input type="checkbox"/>	0.00
<b>Total Cost of Selected Accessories from Accessories Price List:</b>				<b>\$ 67,200.00</b>
<b>Custom Options:</b>				<b>\$</b>
Engineering and State Fees:				<b>\$ 14,000.00</b>
Estimated One-Way Transportation Costs to Site (quote):				<b>\$ 34,145.00</b>
Estimated Tax:				<b>\$</b>
<b>Estimated monthly payment on 5 year lease \$5,628.00</b>				<b>Total Cost per Unit Placed at Job Site: \$ 280,000.00</b>

This price quote is good for 60 days from date below, and is accurate and complete.

CXT Sales Representative

Date

I accept this quote. Please process this order.

Company Name

Customer

Date

## Town Council STAFF REPORT



**To:** Town Council  
**Title:** Town Charter Amendment- Hooksett Town Council authority to amend the Town's Zoning Ordinance(s)  
**Meeting:** Town Council - 14 Sep 2022  
**Department:** Administration  
**Staff Contact:** André Garron, Town Administrator

### BACKGROUND INFORMATION:

The Charter Change Sub-Committee requests that Town Council hold a public hearing to amend paragraph F in Section 3.6 Ordinances in the Town Charter to provide the Hooksett Town Council authority to amend the Town's Zoning Ordinance(s). See attached public hearing notice as published in the Union Leader December 27, 2021 edition for details. The Town Council's zoning change sub-committee recommends amending the Town's charter to allow Town Council to adopt, amend or repeal zoning ordinances, historic district ordinances, or building codes after the planning board holds at least one public hearing in accordance with RSA 675:7. Presently, Town meeting votes to adopt, amend or repeal zoning ordinances, historic district ordinances, or building codes. If approved by Town Meeting, that responsibility would fall to Town Council. Other communities, with a Council form of government, have the authority to adopt and amend zoning ordinances. The town of Londonderry Council has this authority. Their zoning ordinance adoption or amendment process is much the same. The process includes a public hearing by the Planning Board, after which the Board makes a recommendation to the Town Council. Following state law, RSA 674:1.V, which states, "the Planning Board may, from time to time, recommend to the local legislative body amendments of the zoning ordinance or zoning map or additions thereto." The current Town Meeting process allows for one opportunity for Hooksett to propose amendments. An opinion that is shared by other communities, having Council vote on these matters provides more opportunity to implement zoning amendments recommended by the master plan. The public would also have more opportunities to be involved in the amendment process. Hooksett propose process states that "the planning board holds at least ONE public hearing..." If needed or warranted, the planning board could hold multiple public hearings on any proposed amendment. The proposed charter amendment will not impact the planning board, or any other board, committee or commission, involvement in the zoning ordinance, building codes or historic district amendment process. The planning board has been the primary vehicle to present and recommend changes to the zoning ordinance and will continue to do so in accordance with RSA 674:1. V.

### FINANCIAL IMPACT:

No financial impact

### POLICY IMPLICATIONS:

The major policy implication that the proposed Charter amendment would have in Hooksett is that it will shift the responsibility of zoning ordinance, historic district ordinance, or building code amendments from Town Meeting vote to Town Council vote.

Legal Counsel has reviewed the proposed charter amendment, has stated that, "The wording in the first paragraph is satisfactory for its intended purpose. ~~"The Council may adopt, amend or repeal zoning ordinances, historic district ordinances, or building codes after the Planning Board holds at least one public hearing in accordance with RSA 675:7. The hearing must occur within [30 days] of the introduction of a proposed change, and conclude with a vote by the Planning Board on a recommendation.. In addition, creation or amendment to zoning ordinances historic district ordinances or building codes may be petitioned for by no less than two percent (2%) of the voters of the town and shall be established or amended in accordance with the procedures outlined under RSA 675:4~~

~~Suggested additional amendment by legal counsel:~~

~~Twenty-five or more voters may petition for an amendment to a zoning ordinance, historic district ordinance, or a building code. In addition, creation or amendment to zoning ordinances historic district ordinances or building codes may be petitioned for by no less than two percent (2%) of the voters of the town and shall be established or amended in accordance with the procedures outlined under RSA 675:4."~~

**RECOMMENDATION:**

Last year, the Charter Change committee recommended approval of this proposed amendment and that recommendation still stands.

**SUGGESTED MOTION:**

Motion to move the proposed Charter Change amendment to a public hearing as was recommended by Town Council on December 8, 2021.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur with the suggested motion.

## Town Council STAFF REPORT



**To:** Town Council  
**Title:** Motion to approve the purchase of a 2022 Ford Transit E350 Van along with cost of the equipment, painting and graphics for the total amount of \$53,395.57, to be taken out of the Special Detail Fund.  
**Meeting:** Town Council - 14 Sep 2022  
**Department:** Police Department  
**Staff Contact:** Janet Bouchard, Police Chief

### BACKGROUND INFORMATION:

In March, 2021 Town Council approved the purchase of a new Ford Transit Van and all emergency equipment. The anticipated delivery date of the van was September, 2021. From July 2021, until June, 2022 we were informed the van was still on order. In June, 2022 we were informed that Ford had cancelled our van order, as well as others that were ordered under Government Contract. We would not be able to place an order for another van until December, 2022 and there was no expected delivery date given. All emergency equipment for the van has already been purchased and received so it was important to locate another Ford Model Van. Dispatch Supervisor Belanger was able to locate a van in stock at Grappone Ford. They have agreed to offer a \$1,000 trade-in amount for our old Chevrolet van which has been out of service since last September. Cost breakdown is as follows:

Van: \$44,822

Painting: \$6,500

Ossipee Mountain Electronics (Equipment for fuel-savings) \$973.57

Graphics: \$2,100

Total: 54,395.57

Less Trade -\$1,000

Total: \$53,395.57

### FINANCIAL IMPACT:

53,395.57 from the Special Detail Fund

### SUGGESTED MOTION:

Motion to approve the purchase of a 2022 Ford Transit E350 Van along with cost of the equipment, painting and graphics for the total amount of \$53,395.57, to be taken out of the Special Detail Fund.

### TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the motion to approve the purchase of a 2022 Ford Transit E350 Van along with cost of the equipment, painting and graphics for the total amount of \$53,395.57, to be taken out of the Special Detail Fund.

**ATTACHMENTS:**

[20220831121328310](#)

VEHICLE PURCHASE ORDER

Experience The Difference.

Established in 1924



530 Route 3A, Bow, NH 03304

(603) 226-8085 Internet: <http://www.grapponeford.com/index.htm>

DATE 08/03/2022		SSN		You, the Buyer(s), hereby order and agree to purchase from Seller the following motor vehicle, subject to approval by seller.			
BUYER(S) Town of Hooksett		JOB		<input checked="" type="checkbox"/> NEW <input type="checkbox"/> USED <input type="checkbox"/> DEMO YEAR: 2022    MAKE: Ford    MODEL: Transit Cargo E2Y TYPE:    COLOR: Silver    MILEAGE: 26    DATE OF MFR.:			
BUYER(S)		DOB					
ADDRESS 15 LEGENDS DR HOOKSETT NH		ZIP 03106-1848		STOCK NO. / VIN FK0338 / 1FTBW1Y87NKA59789			
ADDRESS		ZIP		Delivery Date		Selling Price: \$38,633.00	
TELEPHONE HOME (603) 540-4040		WORK (603) 824-1560		Government Fleet Sale - FIN: Q0033			
CREDIT/LENDER				Equipment to be Added:			
EMAIL ADDRESS rbelarger@hooksettpolice.org							
<b>TITLE TO TRADE DUE ON DELIVERY</b>  DESCRIPTION OF TRADE-IN:				Truck Trends install of: Partition, walls, wax			
				undercoating - rear and side trays \$9,989.00			
				-REBATE ( )			
				=CASH PRICE \$45,822.00			
				+ADMINISTRATION FEE			
				=TOTAL CASH PRICE DELIVERED \$45,822.00			
				-CASH DEPOSIT SUBMITTED WITH ORDER ( )			
				-TRADE ALLOWANCE ( \$1,000.00 )			
				=CASH DUE ON DELIVERY \$44,822.00			
YEAR 2003	MAKE Chevrolet	MODEL Express 1500					
TYPE 6 Cyl	COLOR White	MILEAGE 62,833					
VIN 1GCFG15X531112518		TRANSMISSION Auto					
SALES CONSULTANT Sarah Reilly		EMP. # 5568					

By signing this contract you agree to buy the vehicle described above upon approval of this order by the Seller, on the terms and conditions listed above and on the back. You also agree that if you breach this contract, the Seller may keep the cash deposit as liquidated damages. Some of the ways in which you may breach this contract are: cancelling this contract after 1) the Seller may no longer cancel his order from the manufacturer, 2) the Seller has performed services on the vehicle, or 3) the Seller has taken other actions in reliance on your signing this contract.

You are not required to finance the purchase of your vehicle with the creditor listed above or any other credit terms. You acknowledge that the credit terms listed above are estimates based on credit rating available at the time you choose to finance your purchase with creditor named above, the actual terms and conditions may be different. If the credit terms are different then they will be disclosed to you before or at the time of purchase.

NOTICE TO BUYER

1. READ THIS CONTRACT BEFORE SIGNING.
2. YOU ARE ENTITLED TO AN EXACT COPY OF THE CONTRACT YOU SIGN.

YOU, THE BUYER, ACKNOWLEDGE THAT YOU HAVE READ THIS CONTRACT AND HAVE RECEIVED A COMPLETED COPY OF THIS CONTRACT. YOU ALSO CERTIFY THAT YOU ARE OF LEGAL AGE TO EXECUTE BINDING CONTRACTS IN THIS STATE.

Buyer's Signature \_\_\_\_\_ Date: 08/03/2022

Co-Buyer's Signature \_\_\_\_\_ Date: 08/03/2022

Approval of Order by Seller \_\_\_\_\_ Date: 08/03/2022

Dealer's Authorized Agent

1106: EntId: 1155 / EvId: 1722434

Generated by DealerSocket®

8/3/2022 2:41:33 PM



Quote QTE014207  
 Date 8/22/2022  
 Page 1 of 1

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

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

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

Item	Quantity	Item Number	Description	Unit Price	Ext Price
1	1.00	DS4VP	Viper Remote Start Sys W/ BT, Temp Sens, 3X Start	279.99	279.99
2	1.00	THFON2	T-Harness 2008-2020 Ford DS4+/DS4	89.99	89.99
3	1.00	D911EV	Viper Remote, 1 Way, 1 Button DS4+ RF Kit 1/4 Mile	149.99	149.99
4	1.00	IR-1002	IdleRight Fuel Management System, Req. RM Starter	123.60	123.60
5	1.00	MISC-	Wire, wire ties, connectors, etc.	30.00	30.00
6	1.00	LABOR	LABOR	300.00	300.00
			Install a remote start and IdleRight into a 2022 Ford Transit.		
Quoted By: _____ Accepted By: _____ Date: _____				Subtotal	973.57
PRICE QUOTE GOOD FOR 30 DAYS DELIVERY: 90 DAYS ARO TERMS: NET 30 DAYS FOB				Additional Discount	0.00
				Freight	0.00
				Total	973.57

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

# Town Council STAFF REPORT



**To:** Town Council  
**Title:** 2022 MS-535 Financial Report of the Budget  
**Meeting:** Town Council - 14 Sep 2022  
**Department:** Finance  
**Staff Contact:** Christine Tewksbury, Finance Director

## BACKGROUND INFORMATION:

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

The Finance Director using the unaudited trial balance for the period ending June 30, 2022 completed the form and believes it to be in accordance with the the NH DRA Rev 1700 Rules.

Attached is a reconciliation of the MS-535 to the June 30, 2022 Budget Summary and Revenues.

## FINANCIAL IMPACT:

On the bottom of page 8 on the MS-535 is the Unassigned Fund Balance for June 30, 2022 which is **\$3,605,955**. This is a decrease of \$1,223,826 from the prior year.

## SUGGESTED MOTION:

Motion to authorized the Town Council to sign the 2022 MS-535 Financial Report of the Budget for period ending June 31, 2022 as presented.

## TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the motion to authorized the Town Council to sign the 2022 MS-535 Financial Report of the Budget for period ending June 31, 2022 as presented.

## ATTACHMENTS:

[Reconciliation of Form MS 535 to budget Summary MS 535](#)

## Reconciliation of form MS 535 to June 30, 2022 Budget Summary

	Adjusted Budget	Actual Expenditures
<b>Total General Fund Expenditures (from page 5 of the MS 535)</b>	<b>\$ 56,465,542</b>	<b>\$ 56,067,063</b>
Due to other Governments (County & School)	(33,647,247)	(33,647,247)
Encumbrance from 2020-21	324,945	(28,000)
Grants	114,429	
Donations	129,725	
Rounding	-	(1)
<b>2021-22 Grand Total from Budget Summary</b>	<b>\$ 23,387,394</b>	<b>\$ 22,391,815</b>

	Approved Revenues	Actual Revenues
<b>Total General Fund Revenues (from page 7 of the MS 535)</b>	<b>\$ 55,496,530</b>	<b>\$ 54,843,237</b>
Property Taxes (from page 9 of the MS 535)	(45,411,390)	(44,680,892)
Grants	114,429.00	
Donations	129,725.00	
Allowance for uncollected property taxes	-	
Rounding	-	1
<b>2021-22 Total Adjusted Revenues from Budget Summary</b>	<b>\$ 10,329,294</b>	<b>\$ 10,162,346</b>

Fund Balance use to reduce taxes in 2021	\$ (1,200,000)
Voted Fund Balance to be used for Retirement Trust & Fire Command Car	\$ (215,000)
Non-tax revenues deficit	\$ (166,948)
FY 2021-22 Budget surplus	\$ 512,932
Change in Encumbrances ( \$324,945-\$482,646)	\$ (157,701)
Allowance for uncollected property taxes	\$ 80,184
Net changes in other assets	\$ (77,293)
<b>Total decrease in Unassigned Fund Balance (From Page 9 of the MS 535)</b>	<b>\$ (1,223,826)</b>



**New Hampshire**  
Department of  
Revenue Administration

**2022**  
**MS-535**

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**Financial Report of the Budget**

**Hooksett**

For the period ending June 30, 2022

**DRAFT**

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

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

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



**New Hampshire**  
Department of  
Revenue Administration

**2022**  
**MS-535**

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### Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
<b>General Government</b>			
4130-4139	Executive	\$532,445	\$474,695
4140-4149	Election, Registration, and Vital Statistics	\$29,789	\$27,597
	<i>Explanation: Budget Transfer (\$1,996)</i>		
4150-4151	Financial Administration	\$754,891	\$738,378
	<i>Explanation: Budget Transfer \$1,996; Encumbrance \$6,700</i>		
4152	Revaluation of Property	\$209,872	\$200,450
4153	Legal Expense	\$100,000	\$82,395
4155-4159	Personnel Administration	\$207,549	\$210,072
	<i>Explanation: Grants \$3,804</i>		
4191-4193	Planning and Zoning	\$397,321	\$362,920
4194	General Government Buildings	\$519,993	\$532,698
4195	Cemeteries	\$6,660	\$780
4196	Insurance	\$241,776	\$241,776
4197	Advertising and Regional Association	\$15,000	\$14,463
4199	Other General Government	\$1	\$2
<b>General Government Subtotal</b>		<b>\$3,015,297</b>	<b>\$2,886,226</b>
<b>Public Safety</b>			
4210-4214	Police	\$4,980,095	\$5,143,328
	<i>Explanation: Grants \$25,537; Budget Transfers \$102,800; Insurance Proceeds \$17,025</i>		
4215-4219	Ambulance	\$0	\$0
4220-4229	Fire	\$4,649,037	\$4,693,058
	<i>Explanation: Grants \$85,088; Encumbrances \$16,900; Budget Transfer (\$28,000)</i>		
4240-4249	Building Inspection	\$100,693	\$121,340
4290-4298	Emergency Management	\$4,302	\$14,171
4299	Other (Including Communications)	\$0	\$0
<b>Public Safety Subtotal</b>		<b>\$9,734,127</b>	<b>\$9,971,897</b>
<b>Airport/Aviation Center</b>			
4301-4309	Airport Operations	\$0	\$0
<b>Airport/Aviation Center Subtotal</b>		<b>\$0</b>	<b>\$0</b>
<b>Highways and Streets</b>			
4311	Administration	\$260,318	\$230,724
4312	Highways and Streets	\$1,876,793	\$1,756,694
	<i>Explanation: Encumbrances \$122,522; Capital Res. \$37,965; Insurance Proceeds \$74,735; Budget Transfer (\$40,000)</i>		
4313	Bridges	\$1	\$0
4316	Street Lighting	\$30,001	\$24,551
4319	Other	\$243,040	\$258,918
<b>Highways and Streets Subtotal</b>		<b>\$2,410,153</b>	<b>\$2,270,887</b>



**New Hampshire**  
Department of  
Revenue Administration

**2022**  
**MS-535**

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### Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
<b>Sanitation</b>			
4321	Administration	\$163,564	\$135,257
<i>Explanation: Encumbrances \$1,248; Budget Transfer (\$4,800)</i>			
4323	Solid Waste Collection	\$307,714	\$302,528
4324	Solid Waste Disposal	\$789,262	\$1,166,263
4325	Solid Waste Cleanup	\$0	\$0
4326-4328	Sewage Collection and Disposal	\$0	\$0
4329	Other Sanitation	\$0	\$0
<b>Sanitation Subtotal</b>		<b>\$1,260,540</b>	<b>\$1,604,048</b>
<b>Water Distribution and Treatment</b>			
4331	Administration	\$0	\$0
4332	Water Services	\$0	\$0
4335-4339	Water Treatment, Conservation and Other	\$0	\$0
<b>Water Distribution and Treatment Subtotal</b>		<b>\$0</b>	<b>\$0</b>
<b>Electric</b>			
4351-4352	Administration and Generation	\$0	\$0
4353	Purchase Costs	\$0	\$0
4354	Electric Equipment Maintenance	\$0	\$0
4359	Other Electric Costs	\$0	\$0
<b>Electric Subtotal</b>		<b>\$0</b>	<b>\$0</b>
<b>Health</b>			
4411	Administration	\$1	\$0
4414	Pest Control	\$0	\$0
4415-4419	Health Agencies, Hospitals, and Other	\$0	\$0
<b>Health Subtotal</b>		<b>\$1</b>	<b>\$0</b>
<b>Welfare</b>			
4441-4442	Administration and Direct Assistance	\$122,309	\$94,270
4444	Intergovernmental Welfare Payments	\$35,443	\$34,610
4445-4449	Vendor Payments and Other	\$0	\$0
<b>Welfare Subtotal</b>		<b>\$157,752</b>	<b>\$128,880</b>
<b>Culture and Recreation</b>			
4520-4529	Parks and Recreation	\$670,082	\$592,523
<i>Explanation: Budget Transfer (\$30,000)</i>			
4550-4559	Library	\$925,587	\$925,587
4583	Patriotic Purposes	\$2,945	\$2,945
4589	Other Culture and Recreation	\$36,500	\$36,088
<b>Culture and Recreation Subtotal</b>		<b>\$1,635,114</b>	<b>\$1,557,143</b>



**New Hampshire**  
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**2022**  
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### Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
<b>Conservation and Development</b>			
4611-4612	Administration and Purchasing of Natural Resources	\$1,219	\$1,219
4619	Other Conservation	\$0	\$0
4631-4632	Redevelopment and Housing	\$0	\$0
4651-4659	Economic Development	\$1,000	\$650
<b>Conservation and Development Subtotal</b>		<b>\$2,219</b>	<b>\$1,869</b>
<b>Debt Service</b>			
4711	Long Term Bonds and Notes - Principal	\$350,000	\$319,000
4721	Long Term Bonds and Notes - Interest	\$94,095	\$106,311
4723	Tax Anticipation Notes - Interest	\$1	\$0
4790-4799	Other Debt Service	\$0	\$0
<b>Debt Service Subtotal</b>		<b>\$444,096</b>	<b>\$425,311</b>
<b>Capital Outlay</b>			
4901	Land	\$1	\$0
4902	Machinery, Vehicles, and Equipment	\$515,000	\$0
4903	Buildings	\$0	\$121,390
<i>Explanation: Encumbrances \$93,390</i>			
4909	Improvements Other than Buildings	\$320,950	\$129,120
<b>Capital Outlay Subtotal</b>		<b>\$835,951</b>	<b>\$250,510</b>
<b>Operating Transfers Out</b>			
4912	To Special Revenue Fund	\$0	\$0
4913	To Capital Projects Fund	\$0	\$0
4914A	To Proprietary Fund - Airport	\$0	\$0
4914E	To Proprietary Fund - Electric	\$0	\$0
4914O	To Proprietary Fund - Other	\$0	\$0
4914S	To Proprietary Fund - Sewer	\$2,383,045	\$2,383,045
4914W	To Proprietary Fund - Water	\$0	\$0
4915	To Capital Reserve Fund	\$790,000	\$790,000
4916	To Expendable Trusts/Fiduciary Funds	\$150,000	\$150,000
4917	To Health Maintenance Trust Funds	\$0	\$0
4918	To Non-Expendable Trust Funds	\$0	\$0
4919	To Fiduciary Funds	\$0	\$0
<b>Operating Transfers Out Subtotal</b>		<b>\$3,323,045</b>	<b>\$3,323,045</b>
<b>Payments to Other Governments</b>			
4931	Taxes Assessed for County	\$0	\$5,448,480
4932	Taxes Assessed for Village District	\$0	\$0
4933	Taxes Assessed for Local Education	\$0	\$23,957,117
4934	Taxes Assessed for State Education	\$0	\$4,241,650
4939	Payments to Other Governments	\$0	\$0
<b>Payments to Other Governments Subtotal</b>			<b>\$33,647,247</b>



**New Hampshire**  
Department of  
Revenue Administration

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**Expenditures**

Total Before Payments to Other Governments	\$22,818,295	\$22,419,816
Plus Payments to Other Governments		\$33,647,247
Plus Commitments to Other Governments from Tax Rate	\$33,647,247	
Less Proprietary/Special Funds	\$0	\$0
<b>Total General Fund Expenditures</b>	<b>\$56,465,542</b>	<b>\$56,067,063</b>



**New Hampshire**  
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### Revenues

Account	Source of Revenues	Estimated Revenues	Actual Revenues
<b>Taxes</b>			
3110	Property Taxes	\$0	\$44,680,892
3120	Land Use Change Tax - General Fund	\$0	\$0
3121	Land Use Change Taxes (Conservation)	\$0	\$0
3180	Resident Tax	\$0	\$0
3185	Yield Tax	\$5,000	\$12,338
3186	Payment in Lieu of Taxes	\$0	\$0
3187	Excavation Tax	\$12,000	\$11,049
3189	Other Taxes	\$0	\$0
3190	Interest and Penalties on Delinquent Taxes	\$250,000	\$225,111
9991	Inventory Penalties	\$0	\$0
<b>Taxes Subtotal</b>		<b>\$267,000</b>	<b>\$44,929,390</b>
<b>Licenses, Permits, and Fees</b>			
3210	Business Licenses and Permits	\$250	\$0
3220	Motor Vehicle Permit Fees	\$4,500,000	\$4,242,530
3230	Building Permits	\$200,000	\$196,585
3290	Other Licenses, Permits, and Fees	\$22,051	\$27,130
3311-3319	From Federal Government	\$80,000	\$162,621
<i>Explanation: Grants \$114,429</i>			
<b>Licenses, Permits, and Fees Subtotal</b>		<b>\$4,802,301</b>	<b>\$4,628,866</b>
<b>State Sources</b>			
3351	Municipal Aid/Shared Revenues	\$0	\$0
3352	Meals and Rooms Tax Distribution	\$1,082,548	\$1,082,548
3353	Highway Block Grant	\$300,187	\$298,999
3354	Water Pollution Grant	\$0	\$0
3355	Housing and Community Development	\$0	\$0
3356	State and Federal Forest Land Reimbursement	\$573	\$552
3357	Flood Control Reimbursement	\$0	\$0
3359	Other (Including Railroad Tax)	\$1,931	\$6,926
3379	From Other Governments	\$0	\$0
<b>State Sources Subtotal</b>		<b>\$1,385,239</b>	<b>\$1,389,025</b>
<b>Charges for Services</b>			
3401-3406	Income from Departments	\$74,968	\$61,710
3409	Other Charges	\$0	\$0
<b>Charges for Services Subtotal</b>		<b>\$74,968</b>	<b>\$61,710</b>
<b>Miscellaneous Revenues</b>			
3501	Sale of Municipal Property	\$10,000	\$0
3502	Interest on Investments	\$20,000	\$9,507
3503-3509	Other	\$253,409	\$519,688
<b>Miscellaneous Revenues Subtotal</b>		<b>\$283,409</b>	<b>\$529,195</b>



**New Hampshire**  
Department of  
Revenue Administration

**2022**  
**MS-535**

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**Revenues**

Account	Source of Revenues	Estimated Revenues	Actual Revenues
<b>Interfund Operating Transfers In</b>			
3912	From Special Revenue Funds	\$275,000	\$274,500
3913	From Capital Projects Funds	\$0	\$50,000
3914A	From Enterprise Funds: Airport (Offset)	\$0	\$0
3914E	From Enterprise Funds: Electric (Offset)	\$0	\$0
3914O	From Enterprise Funds: Other (Offset)	\$388,228	\$369,444
3914S	From Enterprise Funds: Sewer (Offset)	\$2,383,045	\$2,383,045
3914W	From Enterprise Funds: Water (Offset)	\$0	\$0
3915	From Capital Reserve Funds	\$195,950	\$224,390
3916	From Trust and Fiduciary Funds	\$10,000	\$3,672
3917	From Conservation Funds	\$20,000	\$0
<b>Interfund Operating Transfers In Subtotal</b>		<b>\$3,272,223</b>	<b>\$3,305,051</b>
<b>Other Financing Sources</b>			
3934	Proceeds from Long Term Bonds and Notes	\$0	\$0
<b>Other Financing Sources Subtotal</b>		<b>\$0</b>	<b>\$0</b>
<b>Less Proprietary/Special Funds</b>		<b>\$0</b>	<b>\$0</b>
<b>Plus Property Tax Commitment from Tax Rate</b>		<b>\$45,411,390</b>	
<b>Total General Fund Revenues</b>		<b>\$55,496,530</b>	<b>\$54,843,237</b>



**New Hampshire**  
Department of  
Revenue Administration

**2022**  
**MS-535**

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### Balance Sheet

Account	Description	Starting Balance	Ending Balance
<b>Current Assets</b>			
1010	Cash and Equivalents	\$17,573,470	\$15,892,978
	<i>Explanation: Pooled Cash</i>		
1030	Investments	\$5,549,517	\$6,180,602
1080	Tax Receivable	\$4,258,513	\$3,456,573
	<i>Explanation: Net Uncollectable</i>		
1110	Tax Liens Receivable	\$1,791,653	\$1,770,505
1150	Accounts Receivable	\$362	\$201
1260	Due from Other Governments	\$225,636	\$8,023
1310	Due from Other Funds	\$98,938	\$419,716
1400	Other Current Assets	\$49,087	\$84,719
1670	Tax Deeded Property (Subject to Resale)	\$584,785	\$585,270
	<b>Current Assets Subtotal</b>	<b>\$30,131,961</b>	<b>\$28,398,587</b>
<b>Current Liabilities</b>			
2020	Warrants and Accounts Payable	\$939,329	\$630,319
2030	Compensated Absences Payable	\$0	\$0
2050	Contracts Payable	\$0	\$0
2070	Due to Other Governments	\$1,373	\$907
2075	Due to School Districts	\$0	\$0
2080	Due to Other Funds	\$10,964	\$0
2220	Deferred Revenue	\$23,078,055	\$22,860,081
2230	Notes Payable - Current	\$0	\$0
2270	Other Payable	\$119,824	\$148,690
	<b>Current Liabilities Subtotal</b>	<b>\$24,149,545</b>	<b>\$23,639,997</b>
<b>Fund Equity</b>			
2440	Non-spendable Fund Balance	\$633,872	\$669,989
2450	Restricted Fund Balance	\$0	\$0
2460	Committed Fund Balance	\$327,576	\$255,912
2490	Assigned Fund Balance	\$545,772	\$226,734
2530	Unassigned Fund Balance	\$4,475,196	\$3,605,955
	<b>Fund Equity Subtotal</b>	<b>\$5,982,416</b>	<b>\$4,758,590</b>



**New Hampshire**  
Department of  
Revenue Administration

**2022**  
**MS-535**

**DRAFT**  
MS-535 NOT SUBMITTED  
THIS COPY FOR REVIEW PURPOSES  
ONLY

**Tax Commitment**

Source	County	Village	Local Education	State Education	Other	Property Tax
<b>MS-535</b>	\$5,448,480	\$0	\$23,957,117	\$4,241,650	\$0	\$44,680,892
<b>Commitment</b>	\$5,448,480	\$0	\$23,957,117	\$4,241,650		\$45,411,390
<b>Difference</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>(\$730,498)</b>

**General Fund Balance Sheet Reconciliation**

<b>Total Revenues</b>	\$54,843,237
<b>Total Expenditures</b>	\$56,067,063
<b>Change</b>	<b>(\$1,223,826)</b>
<b>Ending Fund Equity</b>	\$4,758,590
<b>Beginning Fund Equity</b>	\$5,982,416
<b>Change</b>	<b>(\$1,223,826)</b>



**New Hampshire**  
Department of  
Revenue Administration

**2022**  
**MS-535**

**DRAFT**  
MS-535 NOT SUBMITTED  
THIS COPY FOR REVIEW PURPOSES  
ONLY

**Long Term Debt**

Description (Purpose)	Original Obligation	Annual Installment	Rate	Final Payment	Start of Year	Issued	Retired	End of Year
2018 NHMBB (Safety Center Renovations & Fire Pumper)	\$976,750	\$0	2.56	2028	\$770,000	\$0	\$100,000	\$670,000
2021 NHMBB (refinanced 2019 TD Note) (Route 3A TIF)	\$1,904,000	\$0	.912	2030	\$1,904,000	\$0	\$219,000	\$1,685,000
SRF Loan (Upgrade Wastewater Plant)	\$3,500,000	\$0	2.728	2030	\$1,950,072	\$0	\$178,673	\$1,771,399
SRF Loan (Upgrade Wastewater Plant)	\$927,284	\$0	2.00	2023	\$508,702	\$0	\$166,221	\$342,481
SRF Loan (ARRA) (Upgrade Wastewater Plant)	\$6,212,940	\$0	1.104	2013	\$1,553,235	\$0	\$155,324	\$1,397,911
	<b>\$13,520,974</b>				<b>\$6,686,009</b>	<b>\$0</b>	<b>\$819,218</b>	<b>\$5,866,791</b>

Town Council  
**STAFF REPORT**



---

**To:** Town Council  
**Title:** Town of Hooksett Goal Setting Summary - General Discussion  
**Meeting:** Town Council - 14 Sep 2022  
**Department:** Administration  
**Staff Contact:** Wendy Baker, Executive Assistant

**BACKGROUND INFORMATION:**

Town Council had a workshop on August 10, 2022 with Primex to establish short and long-term goals that will move Town's vision forward. The Goal Setting Summary is attached.

**FINANCIAL IMPACT:**

N/A

**POLICY IMPLICATIONS:**

N/A

**SUGGESTED MOTION:**

N/A

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

See Attached

**ATTACHMENTS:**

[Hooksett Goal Setting Summary Aug 2022 \(002\)](#)



## Town of Hooksett Goal Setting Summary



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| —

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| —



## Town of Hooksett Goal Setting Summary

### Participants

James Sullivan, Chair, At Large, District 2

Timothy Tsantoulis, Vice Chair, District 1

David Boutin, District 2

John Durand, District 4

Randall Lapierre, Secretary, District 6

Alex Walczyk, At-Large, District 5

### Observed and guidance by:

André Garron, Town Administrator

### The session was facilitated by:

Sally Tanner, Risk Management Consultant, Primex<sup>3</sup>

### Purpose and Intended Results

The purpose of this goal setting session was to assist the Town Councilors of Hooksett establishing short and long-term goals that will move the organization's vision forward. The goals identified will become part of the Council's ongoing action plan moving forward.

### Ground Rules

At the outset of the session, participants identified a list of ground rules that set the stage for how to proceed. Participants chose the following ground rules for themselves:

- Abide by facilitator
- Respect audience/guests

### Identification of Goals

**Goals** were defined as qualitative statements of what the town of Hooksett intends to accomplish over a period of 12 to 24 months. These are "big picture" items vital to organizational success.

Participants were asked to present goals to move the organization forward. As each goal was presented, the individual decided whether goal was similar to, or different from, a previously stated goal. The individual goals (*bulleted list after the collective goal name*) created a larger collective goal and narrative that took shape during the session. The goals were then named, and a narrative was created by the breakout groups and presented back in the full session for feedback and additions. Goals are presented in the order they were addressed and are not ranked for importance.



## Town of Hooksett Goal Setting Summary

### Development of Strategic Objectives for Goals

**Strategic Objectives** were defined as short- and long-term quantitative results that directly support the goals. Objectives should be measurable, achievable, and consistent with the goals, and should also align with the town's overall vision, mission, and core values. These objectives create the basis for an ongoing action plan going forward.

Participants were broken into two groups, and each group was tasked naming and summarizing the larger goal to develop at least two strategic objectives to help the town of Hooksett achieve this goal. Each group was assigned to address two of the broad goals listed below. Participants then returned to report their identified strategic objectives to the full group, and the full group had the opportunity to provide additional feedback and direction on the objectives.

**Strategic Objectives** – Participants were asked to describe **WHAT** they wanted to happen, as well as **WHEN** the action/result should happen, and **WHO** is responsible. In summary:

- ✓ WHAT will happen?
- ✓ WHEN it will be completed?
- ✓ WHO is responsible?

### ► GOAL CATEGORY #1: Appearance Regulations and Code Enforcement

**Goal Summary:** Review and advise on new and existing appearance regulation for commercial properties and empower the Town Administrator and Code Enforcement Officer to enforce regulations on new and existing properties.

*The individual goals that made up the category:*

- Clean up Route 3 corridor/signage. Storage trailers etc.
- Create/Establish a Hooksett "feel"/look
- For example: same signage, landscaping, sidewalks, lighting, etc.

### Strategic Objective

**WHAT:** Consistent appearance regulations that create a "Hooksett Look" in our commercial areas

**WHEN:** 18 months

**WHO:** Planning Board, Code Enforcement Officer, Town Administrator



## Town of Hooksett Goal Setting Summary

### ► GOAL CATEGORY #2: Tax Rate Planning

**Goal Summary:** Balance the use of fund balance annually to maintain a low tax rate while building the balance amount to the recommended 8% or higher

*The individual goals that made up the category:*

- Consistently save at least 8% for the General Fund Balance – instead of the minimum balance the town has “saved” in the past. A stretch goal would be to save the maximum amount allowed by the state
- Keep working to continue to keep taxes low

#### Strategic Objective #1

**WHAT:** During the budget cycle, control costs where possible to reduce the town budget to keep the tax rate flat.

**WHEN:** Before 2023 Town Meeting

**WHO:** Town Council, Town Administrator and Department Heads

#### Strategic Objective #2

**WHAT:** Assign portion of general fund balance to keep tax rate flat and reach the 8% target (maybe over 2 years)

**WHEN:** Before 2023 Town Meeting

**WHO:** Town Council, Finance Department

### ► GOAL CATEGORY #3: Concise Communication to All Interested Vested Parties

**Goal Summary:** To continue to provide clear communication to interested/vested parties. Information needed should be requested before meetings in an effort to continue progress and avoid tabling, thus delaying the process.

*The individual goals that made up the category:*

- Increase outreach to members of staff and departments
- Develop a more comprehensive town vehicle acquisition plan for annual review
- To work on fair for both sides to negotiate the Police, Fire and Town employees’ contracts
- Better functioning sound system in town council chamber
- Hire and retain staff necessary to provide services
- Establish a possible parliamentarian
- Improve pre-meeting prep by reaching out to administration



## Town of Hooksett Goal Setting Summary

### Strategic Objective #1

**WHAT:** Figure out way to facilitate communication clearly defining parameters for success

**WHEN:** As soon as possible

**WHO:** Administration including town Council

### ► GOAL CATEGORY #4: Economic Development/Infrastructure Expansion

**Goal Summary:** Infrastructure to support residential and commercial growth with regard to utilities

*The individual goals that made up the category:*

- Better marketing of the town of Hooksett to encourage commercial growth and job creation
- To grow but keep us a town and not mini-Manchester
- Allocate American Rescue Plan Act (ARPA) funds to important town projects
- Create and implement a definite plan to grow infrastructure i.e.: Water/sewer projects
- Identify a solar partner: Create agreement with provider to build out a solar array on the DPW landfill. Create as much solar energy as possible – get school involved? Cawley school roof too?
- Address the drinking water situation along Farmer and Auburn Roads
- Infrastructure along Route 3A including sewer and water extending from Exit 11 to Exit 10

### Strategic Objective #1

**WHAT:** Have everyone on same page on how to deal with infrastructure expansion

**WHEN:** 12 months

**WHO:** Planning Board, Economic Development Advisory Committee (EDAC), Town Administrator (as lead)

### Strategic Objective #2

**WHAT:** Responsibly attract developers to build out infrastructure – provide list of lots/properties/available space for commercial, industrial, and residential zones. Develop policy on type of developers to attract (guidelines, specifications).

**WHEN:** List with 6 months. Policy within 6-8 months

**WHO:** Planning Department, Zoning Department, EDAC, Town Administrator



## Town of Hooksett Goal Setting Summary

### Wrap-Up, Recap and Action Plan

The next step following this session will be for Town Council and Town Administrator to work together to develop specific tactics for accomplishing the identified goals and objectives. Tactics describe specifically **HOW** the goals and objectives will be met.

### Concluding Thoughts

Thank you again for the opportunity to participate in this important process. Primex<sup>3</sup> appreciates the opportunity to provide assistance to members with goal setting, and to help governing bodies develop paths to achieve their visions. A forward-looking community that is deliberate, disciplined, and strategic in developing and accomplishing its goals illustrates how *"good management is good risk management."*

# Town Council STAFF REPORT



**To:** Town Council  
**Title:** To amend Section 11.2 of the Hooksett Town Charter to follow RSA 673:6, I (a) and allow five (5) alternates on the Zoning Board of Adjustment  
**Meeting:** Town Council - 14 Sep 2022  
**Department:** Community Development  
**Staff Contact:** Dana Pendergast, Code Enforcement Officer

## BACKGROUND INFORMATION:

Amend Section 11.2 of the Hooksett Town Charter to following RSA 673:6, I (a) to allow five (5) alternates on the Zoning Board of Adjustment. For approved language was That was presented on January 19, 2022 agenda and meeting for Hooksett Town Council. The purpose to allow for a better opportunity to meet quorum.

## FINANCIAL IMPACT:

None

## RECOMMENDATION:

1. Move to public hearing on September 28, 2022
2. Open public hearing, listen to public input, close public hearing. If no further language changes of substantial impact, see steps 2-4. If there are further language changes of substantial impact, then another public hearing is required.
- substantial impact, see steps 2-4. If there are further language changes of substantial impact, then another public hearing is required.
3. Town Clerk submit final language from the closed public hearing to DRA, AG & SOS for approval.
4. DRA, AG & SOS approved language to be placed on September 14, 2022 agenda for Town Council
- to make a decision on placing on the March ballot.
- to make a decision on placing on the March ballot.
5. If this item is on the March ballot, then it is up to the voters for the Charter Amendment.

## SUGGESTED MOTION:

Motion to move the proposed amendment to allow five (5) alternates on the Zoning Board of Adjustment to a Public Hearing on September 28, 2022

## TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the motion to move the proposed amendment to allow five (5) alternates on the Zoning Board of Adjustment to a Public Hearing on September 28, 2022. Council, by majority vote, recommended this proposal to be review by the state. Unfortunately, this article was not received back from the state in time for the Council to vote this onto the ballot for the 2022 March town Meeting.

**ATTACHMENTS:**

[Section 11.2. of Town Charter ZBA 2022](#)  
[Charter Amendment- 5 Alternates for ZBA](#)

- D. Other Administrative Committees. Other administrative boards and committees may be established as necessary by the Town Council.
- E. At least annually, and more often if Town affairs warrant, the Town Council shall meet with the chairs of all standing town committees to review significant actions taken by the committees, projects currently under discussion, and anticipated activity for the coming year.
- F. Alternates of any committee, board or commission shall be considered first when a vacancy of a regular member occurs.
- G. Board of Assessors. There shall be a Board of Assessors consisting of three (3) members and one (1) alternate who shall be appointed by the Council annually at the Council's first meeting. Each member of the Board shall be a sitting Town Councilor. The Board of Assessors is empowered by the Town Charter and guided by State Statute, Department of Revenue and local legislation.

Sec. 11.2. Judicial Board.

Zoning Board of Adjustments. There shall be a Zoning Board of Adjustment appointed by the Council, consisting of five (5) members each serving a three (3) year term and three (3) alternates each serving a three (3) year term. Such terms shall be staggered. The Council shall fill any vacancy for the period of the unexpired term. The Zoning Board of Adjustment shall have all the powers granted to such boards under state law.

Sec. 11.3. Terms of Office.

The terms of office of all members of appointed boards shall begin on July 1 and end on June 30. If an appointee receives an appointment subsequent to July 1 of the year in which the term of office originally commenced, the term to which the person was appointed will end June 30 in the year that it was scheduled to end.

Sec. 11.4. Vacancies in Elected Office.

Unless otherwise specified in this Charter, in the event of a vacancy in an elected office, board or commission of the Town, the Council shall fill that vacancy by appointment, such appointment to continue until the next Town election.

Sec. 11.5. Board Membership Restriction.

Unless otherwise provided by law, no member or alternate member of an administrative or judicial board of the Town shall serve on any other administrative or judicial board of the Town.

Section 11.2 of the Town Charter reads "Zoning Board of Adjustments. There shall be a Zoning Board of Adjustment appointed by the Council, consisting of five (5) members each serving a three (3) year term and three (3) alternates each serving a three (3) year term. Such terms shall be staggered. The Council shall fill any vacancy for the period of the unexpired term. The Zoning Board of Adjustment shall have all the powers granted to such boards under state law."

RSA 673:6, I. (a) The local legislative body may provide for the appointment of not more than 5 alternate members to any appointed local land use board, who shall be appointed by the appointing authority. The terms of alternate members shall be 3 years.

The recommended amendment would be as follows: "Zoning Board of Adjustments. There shall be a Zoning Board of Adjustment appointed by the Council, consisting of five (5) members each serving a three (3) year term and ~~three (3)~~ five (5) alternates each serving a three (3) year term. Such terms shall be staggered. The Council shall fill any vacancy for the period of the unexpired term. The Zoning Board of Adjustment shall have all the powers granted to such boards under state law."

**Town of Hooksett  
Town Council Meeting Minutes  
Wednesday, August 24, 2022**

The Hooksett Town Council met on Wednesday, August 24, 2022 at 5:45 in the Hooksett Municipal Building.

**CALL TO ORDER**

Chair Sullivan called the meeting of 24 Aug 2022 to order at (5:45) pm.

**PROOF OF POSTING**

Human Resource Coordinator Donna Fitzpatrick provided proof of posting.

**ROLL CALL-ATTENDANCE**

**In Attendance:** Councilor James Sullivan, Councilor John Durand, Councilor David Boutin, Councilor Timothy Tsantoulis, Councilor Keith Judge, Councilor Alex Walczyk, Councilor David Ross (arrived at 6:32), and Councilor Randall Lapierre.

**Absent:** Councilor Roger Duhaime

***J. Sullivan motioned to enter NON-PUBLIC SESSION #2 NH RSA 91-A:3 II c.; seconded by D. Boutin.***

(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

**Roll Call Vote #1**

***K. Judge Aye***

***D. Boutin Aye***

***T. Tsantoulis Aye***

***R. Lapierre NP***

***A. Walczyk Aye***

***R. Duhaime NP***

***J. Durand Aye***

***D. Ross NP***

***J. Sullivan Aye***

***Vote in favor 6-0***

***J. Sullivan motioned to seal the minutes of August 24, 2022; seconded by D. Boutin.***

***Motion passed 7-0***

***J. Sullivan motioned to leave non-public session of August 24, 2022, at 6:05 pm; seconded by D. Boutin.***

**Roll Call Vote #2**

***R. Duhaime NP***

***J Durand Aye***

TC MINUTES

8-24-2022

1

49 **D. Ross NP**  
 50 **R. Lapierre Aye**  
 51 **A. Walczyk Aye**  
 52 **D. Boutin Aye**  
 53 **K. Judge Aye**  
 54 **T. Tsantoulis Aye**  
 55 **J. Sullivan Aye**

56  
 57 **Vote in favor 7-0**

58  
 59 **PUBLIC SESSION WILL BEGIN IMMEDIATELY FOLLOWING THE NON-PUBLIC SESSION NOTED**  
 60 **ABOVE**

61  
 62 **PLEDGE OF ALLEGIANCE**

63  
 64 **AGENDA OVERVIEW**

65  
 66 **SPECIAL RECOGNITION**

67  
 68 **BICENTENNIAL MOMENT**

69  
 70 J. Sullivan gave a presentation on the Riverside Inn, Hooksett Grand Hotel, Built by William H. Hurd,  
 71 owner of the New City Hotel Manchester from 1908-1917. The full PowerPoint presentation can be  
 72 found on the town's website.

73  
 74 **Hooksett Police Department Promotions**

75  
 76 Police Chief Bouchard swore in Travis Mannon as he was promoted from Patrol Officer to Sergeant,  
 77 and David Scarpino promoted from Sergeant to Lieutenant.

78  
 79 **Hooksett Municipal Employee - New Hire**

80  
 81 Karen Cannella new part time Administrative Assistant in the Fire Rescue Department.

82  
 83 **PUBLIC INPUT - 15 MINUTES**

84  
 85 Fred Bishop Unit 26 Stonegate 44 Mammoth Road- At the Public Hearing held on July 27<sup>th</sup> to discuss  
 86 modifying Ordinance #00-31 to change definition of multi-family units from three to four residences per  
 87 building, back where it was prior to 202, it morphed into a larger discussion about trash collection for  
 88 condo units. No one knows why the ordinance was changes from 4 units per building to 3. Now the  
 89 recycling and transfer committee wants to keep at 3 but states no reason for not returning it to 4. The  
 90 overriding issue here is as follows: the town is refusing to provide trash collection to condo units using  
 91 its existing automated equipment on wide paved streets, simply because the homes are condo units. It  
 92 is taxing residents in these areas at the same rate as others but prohibiting these residents from  
 93 utilizing services provided by the Public Works Department. In other words, "we are going to charge  
 94 you for all of services provided by Public Works, but we are going to prohibit you from using any of  
 95 these services". It's not only blatantly unfair, but it's taxation without representation. The Public Works  
 96 Dept has a budget close to \$5 million, about a quarter of the Town's municipal budget. yet, it provides  
 97 zero services to condo residents. If you refuse to collect our trash and maintain our streets, should we  
 98 all receive an abatement of one fourth of our municipal taxes.

99

100 Lou Unit #30 Stonegate- if the situation was reversed, would you consider that being fair? I don't  
101 understand the logic not getting our trash collected as we are paying the same taxes as everyone else.

102  
103 T. Tsantoulis- there are 2 members of the council who do in fact live in condominiums.

104  
105 D. Boutin- a comment was made that condo developments get there trashed picked up, we do not. We  
106 have a garbage container that gets picked up 1x a week.

107  
108 Gill Talbot- resident in Berry Hill- I want to make a counter point of what was said last meeting. A  
109 comment was made that we have in our condo docs say that we have private trash collection. That was  
110 true up until a year ago. Since that time, we have changed our condo documents to reflect that there is  
111 municipal trash pickup.

112  
113 Loraine Farrell 5 Lafond Ave- I realize that there is limited time for public discussion. All we are doing is  
114 going around in circles. I hope you are not making a decision about the whole decision. The lawyer has  
115 suggested that you take trash collection from those currently receiving it. That's not what we are trying  
116 to do. There are so many things that are undefined, and this council needs to think of it as a whole.

## 117 118 **SCHEDULED APPOINTMENTS**

### 119 120 **Town Clerk, Pamela Sullivan, Prep for September 13, 2022, Elections**

121  
122 P. Sullivan- the time that I am here is typically 6 hours a week. The majority of the time that I am here is  
123 face time with citizens and addressing issues. At this time 6 hours is all I have, and it may become an  
124 issue in the future. We have a lot of absentee ballots and new residents to Hooksett. When I am  
125 welcoming folks to Hooksett, I fill them in on the I have been in contact with DPW to help me set up for  
126 the election. This is my first election and hopefully it will go well. I also have a sign-up sheet for the  
127 Town Council to sign up for coverage at the polls.

128  
129 D. Ross- when will the ballot machines tested?

130  
131 P. Sullivan- I need to connect with the town moderator to get the machine tested.

132  
133 D. Ross made comment about the end of the night process and that 3 members of the council need to  
134 be present to see the sealing of the ballot boxes. D. Ross also indicated that last year there were not 3  
135 council members present.

136  
137 R. Lapierre- I think it is important to note that there were 3 councilors there at the end of the night and I  
138 was one of them. Walczyk and Duhaime were also there.

139  
140 D. Ross- I and Tom Walsh were there and we watched, and you guys did not seal those boxes and that  
141 is a fact.

## 142 143 **CONSENT AGENDA**

144  
145 ***D. Boutin motioned to accept the consent agenda 12.1 and 12.2 as presented; seconded by T.***  
146 ***Tsantoulis.***

147  
148 ***12.1 To accept a donation totaling \$100.00 in memory of Dick Pingree to the Town of Hooksett***  
149 ***for the Fire-Rescue Department per RSA 31:95-b, III(b).***

150 ***12.2 Donation of a POW Display valued at \$309.30 from Richard Caruso to the Town of Hooksett***  
151 ***for placement in Town Hall per RSA 31:95-e,II.***

**Vote In favor 8-0**

**TOWN ADMINISTRATOR'S REPORT**

A. Garron- Covid-19 cases in Hooksett are at 37. We received notice that we will be receiving a 1-time payment of \$261,202.21 of extra Highway Block Grant Funds. The funds are to be used for road maintenance or construction and accepted as unanticipated funds. The NHDOT will be coming to our next meeting to discuss the exit 9 project. On our website there is a link to the PFAS Water Treatment funding through NHDES, as well as Drought Funding through NHDES available for low income who have dug wells. We had an Eagle Scouts Plaque Ceremony here at Town Hall. We have our 1<sup>st</sup> banner Hometown Heroes Banners hung in Hooksett, it is up located right outside of Town Hall. The Fish Ladder will start construction on June of 202 and continue through October 2023.

Mr. Lewis - 4 Quarry Road- I have spoken to you folks in different manners over the last 2 years. I gave information on the state reimbursement program. That program is set to end in a few weeks. How come the residents of Hooksett did not know about this? I thought we were going to be surveyed, I thought we were going to be getting some ARPA money to assist us. Is the Town going to take responsibility for this.

J. Sullivan- just to clarify that survey was for Farmer Road and I don't believe that survey extended down to where you are.

A. Garron- I don't have an answer on the resources. I know that the state had gone out and done their own testing on 183 homes and they were in direct contact with the homeowners. The survey had been conducted and the survey had shown that there was not a whole lot of interest to extend. Central Water precinct has put in place a infrastructure program in place for that extension. I can't tell you when, but it is within the next 3-5 years.

R. Lapierre- you ask about the ARPA funds, and we did appoint some funds to the study and the water precinct came back with a number near \$40 million dollars for the project and recommended that residents in the area seek a point of service option, and that was a result of the funds we used from ARPA. I would also like to say that the issue around the water has been a top priority to the town council. We have looked at alternative funding and we have talked to the water precinct.

D. Ross- point of service is about \$40,000 and there are rebates for about \$10,000 each. There looks like there are a lot of things this money can be used for. Towns are writing checks to residents. The money is for relief and recovery and water projects are high on the priority of the list. We have to do something about this, we can't ignore it. Action needs to be taken sooner.

**NOMINATIONS AND APPOINTMENTS**

**Town Council Assignments- Budget Committee and Sewer Commission**

J. Sullivan- we do have 2 assignments that need to be assigned. Last time we did not do this. I was able to attend but not participate as a voting member. I have a conflict of interest on one of these. Please sign up and let us know what you can participate in.

L. McLaughlin- The Heritage Commission has received an application after the fact of the agenda being posted. I do not have the application with me it would be an expiration of June 30<sup>th</sup>, 2025. This would help gain more members and keep Kathy's vision alive.

204 J. Sullivan- we don't have paperwork we should wait and appoint at the next meeting.

205

206 **OLD BUSINESS**

207

208 **Recycling & Transfer Ordinance # 00-31 Amendment (Multi-family 3 to 4; public hearing**  
209 **completed at 07/27/22 TC Mtg)**

210

211 ***T. Tsantoulis motioned to keep the Recycle and Transfer Ordinance #00-31 as written at this***  
212 ***time; seconded by D. Boutin.***

213

214 T. Tsantoulis- there are a lot of moving parts on this, we don't have enough information on this. More  
215 work needs to be done, and I feel it is wrong for us to vote at this time.

216

217 D. Boutin- I agree with Mr. Tsantoulis.

218

219 D. Ross- why does it say financial impact done with a question mark. How did they come up with that?

220

221 D. Cumings- 0 impact on this change was in light of if it was a 4 unit, it is more of a business, and we  
222 would not pick up as we would not pick up the trash. We do not pick up commercial properties and my  
223 feeling it would be no financial impact.

224

225 D. Ross- would it cost the town more money to include these residential properties. Seems to be more  
226 homework.

227

228 J. Sullivan- does this mean if we went from 3-4, we would be picking up trash?

229

230 D. Cumings- not that I am aware of. It would fall under the ordinance.

231

232 J. Durand- the trailer park by the end of Mammoth Road is privately owned. He owns that, and we are  
233 still there picking up trash.

234

235 D. Cumings - they have been there since the 60's and the council in 2003 decided to let them continue  
236 to get trash pickup.

237

238 A. Garron- the Recycling & Transfer committee recommendation to leave it and not increase it from 3 to  
239 4.

240

241 **Roll Call Vote #3**

242 ***D. Boutin Aye***

243 ***D. Ross Nay***

244 ***A. Walczyk Aye***

245 ***J. Durand Nay***

246 ***R. Duhaime NP***

247 ***T. Tsantoulis Aye***

248 ***R. Lapierre Nay***

249 ***K. Judge Aye***

250 ***J. Sullivan Aye***

251

252 ***Vote in favor 5-3***

253

254 A. Garron- I think there needs to be further discussions and some changes to the ordinance. I have a  
255 sense in where the council wants to go here. Now we have to work through the appropriate committee  
256 and the way that they want to go thru.

257  
258 T. Tsantoulis- When I supported this motion there is a lot involved and it won't happen here tonight.  
259 Every time we meet, we get a little bit more of information. There seems to be issues that have slipped  
260 by over the years it is a subject that is in-depth and I feel we should give it the amount of attention it  
261 deserves.

262  
263 **New Business**

264  
265 ***D. Boutin motioned to approve the purchase of a 2022 Ford Explorer PIU Hybrid as well as all***  
266 ***emergency equipment, graphics, and radar unit for the total amount of \$52,097.05, seconded by***  
267 ***R. Lapierre.***

268  
269 **Roll Call Vote #4**

270 ***A. Walczyk Aye***  
271 ***R. Lapierre Aye***  
272 ***D. Ross Aye***  
273 ***R. Duhaime NP***  
274 ***J. Durand Aye***  
275 ***K. Judge Aye***  
276 ***T. Tsantoulis Aye***  
277 ***D. Boutin Aye***  
278 ***J. Sullivan Aye***

279  
280 **Vote in favor 8-0**

281  
282 **Dion Development (Walnut Hill Drive) Request for Street Approval and Release of Bond of**  
283 **\$58,475.00.**

284  
285 ***D. Boutin motioned to accept Walnut Hill Avenue and release the Irrevocable Standby letter of***  
286 ***credit #6301 of \$58,475.00 to the Eastern Bank, reducing it to \$0. Seconded by D. Ross.***

287  
288 **Roll Call Vote #5**

289 ***T. Tsantoulis Aye***  
290 ***D. Ross Aye***  
291 ***R. Duhaime NP***  
292 ***A. Walczyk Aye***  
293 ***R. Lapierre Aye***  
294 ***K. Judge Aye***  
295 ***J. Durand Aye***  
296 ***D. Boutin Aye***  
297 ***J. Sullivan Aye***

298  
299 **Vote in Favor 8-0**

300  
301 **Old Business**

302  
303 **16.2 TIF District Easements – Accept Three Easements from New England Records Retention at**  
304 **No Cost.**

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*D. Boutin motioned to accept the sewer easements from New England Records Retention at Tax Map 29, Lots 28, 71, and 77; seconded by T. Tsantoulis.*

**Vote in Favor 8-0**

**16.3 TIF District Easements – Accept Easement from Bellavance Property at No Cost**

*D. Boutin motioned to accept the sewer easements from Bellavance at Tax Map 29, Lots 64-1 at no cost; seconded by T. Tsantoulis.*

**Vote in Favor 8-0**

**16.4 TIF District Easements – Revise easement cost of Damon property in the Exit 11 area of the TIF District adding \$2,500 to the cost.**

*R. Lapierre motioned to provide an additional cost of \$2,500 for the cost of the Damon easement at 1 West Bank Road, Tax Map 17 -15 and fund it through the 2019 TIF Warrant Article; seconded by T. Tsantoulis.*

**Vote in favor 8-0**

J. Sullivan- is there a cost here as well?

B. Thomas- there will be no cost as well.

D. Ross- is the town compensating the sewer commission for this connection?

B. Thomas- they are waiving that fee. The money is going to change hands. That is one of their contributions to this project.

**16.5 TIF District Easement – Staff Report Accept Easement From 321 West River Road, LLC Easement Acceptance Cost to Be Determined.**

*J. Sullivan motioned to accept the sewer easement from the owners of 321 West River Road, LLC for the property known as Tax Map 29, lots 64-1 at no cost to the town; seconded by J. Durand.*

**Vote in favor 8-0**

D. Ross- I have concern with the comments “hopefully” with no cost. It is or it isn’t. we need to have it specifically specified for the town.

**17.5 Town Council Attendance**

J. Sullivan- I am providing an update on discussions on the past and indicate that I keep track of councilor attendance. And the record shows that councilor Ross has missed 3 meetings in a row.

D. Ross- actually the workshop I believe was not an official meeting, I did not see it posted on the website, and I was on my way here and was told the meeting was almost over and not to bother.

356 J. Sullivan- I am providing information as I had been asked.

357

358 T. Tsantoulis- id like to see a report of the attendance.

359

360 R. Lapierre- I don't have a report with me, I did look at it in our last meeting, and I'd have to concur with  
361 Mr. Ross that he did not miss 3 regularly scheduled meetings.

362

363 J. Sullivan- the town charter says that if a councilor has missed 3 regularly scheduled meetings in a  
364 row. That would mean the first 2 meetings in July and the 1<sup>st</sup> meeting in August.

365

366 D. Ross- the workshop was not posted on the website.

367

368 J. Sullivan- was the workshop posted on the website?

369

370 D. Fitzpatrick- Yes it was.

371

## 372 **16.6 2023-2024 Legislative Policy Process**

373

374 J. Sullivan- a process that provides information on resolutions that are being adopted. Tonight's main  
375 emphasis is to appoint a rep to that legislative meeting. Which will be September 23 in concord at  
376 NHMA. Can someone serve as out rep? ok, no one volunteered, not sure the deadline on that, and if  
377 we do not have a rep we cannot vote.

378

## 379 **16.7 ARPA Committee Project List and Ranking**

380

381 J. Sullivan- tonight we are going to discuss the top 4 ranked projects. We are here we have the  
382 individuals here to discuss and to provide us information that has been provided in our book.

383

384 B. Soucy- I am happy to have the opportunity to present this information and that you are considering it.  
385 The scoreboard is going to be used at Peters Park, there are 2 going in. it's roughly 8 feet by 20 feet,  
386 good sized numbers. Over by the lower parking down towards the end the 2<sup>nd</sup> scoreboard will be going  
387 up in that area. We have 350 kids that are involved in soccer this fall. Every kid likes to see a  
388 scoreboard and see how much time is left.

389

390 J. Sullivan- provided information on the cost and provided pictures.

391

392 ***D. Ross motioned that we approve the expenditure of \$18,500 from the ARPA funds for the***  
393 ***Petersbrook Scoreboard installation project; seconded by K. Judge.***

394

### 395 **Roll Call Vote #6**

396

**J. Durand NP**

397

**R. Lapierre Aye**

398

**K. Judge Aye**

399

**D. Boutin Aye**

400

**D. Ross Aye**

401

**T. Tsantoulis Aye**

402

**A. Walczyk Aye**

403

**R. Duhaime NP**

404

**J. Sullivan Aye**

405

**Vote in favor 7-0**

406

407

408 K. Judge- I think it would be a great thing to get this installed, it has been sitting there for a long time  
409 and it would mean a lot to the youth to get these up and running.

410

411 P. Soucy- I would like to thank you all for this. You have made a difference.

412

413 ***D. Ross motioned that we approve the expenditure of \$47,335 minus the value of the trade in***  
414 ***from ARPA funds for the purchase of a Public Works van; seconded by T. Tsantoulis.***

415

416 **Roll Call Vote #7**

417 ***D. Ross Aye***

418 ***K. Judge Aye***

419 ***R. Lapierre Aye***

420 ***R. Duhaime Np***

421 ***A. Walczyk Aye***

422 ***J. Durand Aye***

423 ***T. Tsantoulis Aye***

424 ***D. Boutin Aye***

425 ***J. Sullivan Aye***

426

427 **Vote in favor 8-0**

428

429 B. Berthiaume- so the price has gone up since the last time we put to the quote. With the buildout it is  
430 \$47,000 so that is what we would be requesting the current one we have is 13 years old and  
431 approaching 100,000 miles and will require continued maintenance. It is a similar type of model that we  
432 are requesting. The prices continue to rise.

433

434 D. Ross- is there any consideration of trading it in?

435

436 B. Berthiaume- yes, we are looking at a trade, we can expect to look at about \$6,000. Plus, it will need  
437 to be upfitted.

438

439 D. Ross- I'd be in favor to amend the motion to include the upfit.

440

441 J. Durand- is this already in stock?

442

443 B. Berthiaume- no it has not, we are at their mercy.

444

445 ***D. Ross motioned to authorize the purchase of the Town Offices Automatic Generator switch in***  
446 ***the amount of \$25,000 from the ARPA funds; seconded by J. Sullivan.***

447

448 **Roll Call Vote #8**

449 ***R. Lapierre Aye***

450 ***R. Duhaime NP***

451 ***T. Tsantoulis Aye***

452 ***A. Walczyk Aye***

453 ***J. Durand Aye***

454 ***D. Ross Aye***

455 ***D. Boutin Aye***

456 ***K. Judge Aye***

457 ***J. Sullivan Aye***

458

459 **Vote in Favor 8-0**

460

461 A. Garron – the project is as it is stated. We have a good generator it just needs to be manually started  
462 when power goes out. When we consider who and what we service in this building it is important to  
463 have it start without someone having to come down and flip the switch. The generator still has good  
464 use.

465

466 **A. Walczyk motioned to authorize the approval of the River Walk Phase IV in the amount of**  
467 **\$270,000 from the ARPA funds; seconded by D. Boutin.**

468

469 **Roll Call Vote #9**

470 **J. Durand Nay**

471 **D. Boutin Aye**

472 **D. Ross Nay**

473 **R. Duhaime NP**

474 **K. Judge Aye**

475 **A. Walczyk Aye**

476 **T. Tsantoulis Aye**

477 **R. Lapierre Nay**

478 **J. Sullivan Nay**

479

480 **Vote tied does not pass 4-4**

481

482 A. Walczyk- the information in the packet is all there. This trail will be the last portion of the trail.  
483 Allenstown will be finishing their portion of the trail and if Hooksett does not, we will be the weak link in  
484 the trail.

485

486 D. Ross- I've thought long and hard on this. I am totally for this project; however, I think there are other  
487 critical needs that these funds can go towards. I do not think putting this project will hurt anyone. We  
488 still have the maintenance on the trail. I'd be inclined not to move that amount of money into this project  
489 at this time.

490

491 J. Sullivan- there is nothing stopping us from revisiting this project later on.

492

493 A. Garron- this was a project that was approved in the capital project and the councilors will be seeing it  
494 on the warrant.

495

496 R. Lapierre- I think we need department heads or committee members here to represent the projects.

497

498 **D. Ross motioned to direct the Town Administrator to see what if any restrictions there would**  
499 **be to find an affordable way to help these people, looking at cost and feasibility and to**  
500 **supplement clean water to these people and to provide water assistance to those in the area**  
501 **who have contaminated wells; seconded by J. Sullivan.**

502

503 **Vote in favor 6-2**

504

505 R. Lapierre- this did come up in the ARPA subcommittee. ARPA is certainly one of the available  
506 resources but there are other funding sources to consider.

507

508 A. Garron- the fashion in which we received the funds in under the revenue loss and can use it for any  
509 governmental purpose. The very projects that we just approved would fall under that.

TC MINUTES

8-24-2022

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**NEW BUSINESS**

**Annual Report Cover**

*J. Sullivan motioned to accept the Town Report cover design; seconded by D. Boutin.*

**Vote in favor 8-0**

R. Lapierre- both are photos taking from the photography club taken at the Vietnam moving wall event in May 2022.

**Town Council Old Home Day Booth September 17, 2022**

J. Sullivan- we need councilors to help volunteer for these hours to be at the booths, for 2-hour slots between 9:00am-5:00pm.

B. Thomas- I helped a few years ago and I ended up being the last man and it was not fun doing it all alone. What kind of items would you like to have on display? I can make a map showing the districts with your faces on them.

**APPROVAL OF MINUTES**

*D. Boutin motioned to approve the amended public minutes of the July 27, 2022, meeting; Seconded T. Tsantoulis.*

*Line 162- Granite Hill not Berry Hill*

*Line 176 DPW not PDW*

**Vote in favor 7-0-1 abstained not present**

*T. Tsantoulis motioned to approve the workshop minutes of the August 10, 2022, meeting; Seconded D. Boutin*

**Vote in favor 6-0-2 abstained not present**

*R. Lapierre motioned to approve the non-public minutes of the July 27, 2022, meeting; Seconded D. Boutin.*

**Vote in favor 7-0-1 abstained not present**

**SUB-COMMITTEE REPORTS**

R. Lapierre- participating in the union negotiations meeting but I have not been able to attend due to my schedule.

J. Sullivan- Economic Development- looking at hosting a business roundtable and different tools to be able attract new business to town.

**PUBLIC INPUT- None**

560 ***J. Sullivan motioned to enter NON-PUBLIC SESSION #2 NH RSA 91-A:3 II a&c.; seconded by T.***  
 561 ***Tsantoulis.***

562 (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such  
 563 employee, or the investigation of any charges against him or her, unless the employee affected (1) has  
 564 a right to a meeting and (2) requests that the meeting be open, in which case the request shall be  
 565 granted.

566 (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person,  
 567 other than a member of the public body itself, unless such person requests an open meeting. This  
 568 exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or  
 569 other levy, if based on inability to pay or poverty of the applicant.

570  
 571 **Roll Call Vote #10**

572 ***K. Judge Aye***

573 ***T. Tsantoulis Aye***

574 ***R. Lapierre Aye***

575 ***D. Ross Aye***

576 ***D. Boutin Aye***

577 ***J. Durand Aye***

578 ***A. Walczyk Aye***

579 ***R. Duhaime NP***

580 ***J. Sullivan NP***

581

582 ***Vote in favor 8-0***

583

584 J. Sullivan- wanted to acknowledge the passing of Ray Guy. He served on the Conservation  
 585 Commission and the Planning Board from 2001- 2009, and we thank him for his service.

586

587 **ADJOURNMENT**

588

589 ***Chair Sullivan motioned to adjourn the meeting at 9:20 pm. Seconded by R. Lapierre***

590

591 ***All in favor 7-0***

592

593 Respectfully submitted,

594

595 *Alicia Jipson*

596

597 Alicia Jipson

598 Recording Clerk