



AGENDA

Town of Hooksett Town Council

Wednesday, November 2, 2022 at 6:00 PM

A meeting of the Town Council will be held Wednesday, November 2, 2022 in the Hooksett Municipal Building commencing at **6:00 PM**.

Page

1. **CALL TO ORDER**
2. **PROOF OF POSTING**
3. **ROLL CALL**
4. **PLEDGE OF ALLEGIANCE**
5. **AGENDA OVERVIEW**
6. **PUBLIC HEARINGS**
 - 6.1. Public hearing to accept GOFERR grant funds awarded to the Town of Hooksett, NH in the amount of \$47,947.88 for the Hooksett Fire Rescue Department to purchase Stryker stretcher equipment per NH RSA 31:95-b III (a). See New Business for approval
[Staff Report - SR-22-188 - Pdf](#) 3 - 11
7. **SPECIAL RECOGNITION**
 - 7.1. BICENTENNIAL MOMENT
 - 7.2. Hooksett Municipal Employee - New Hires
8. **PUBLIC INPUT - 15 MINUTES**
9. **SCHEDULED APPOINTMENTS**
 - 9.1. Appointment requested by Michael Sorel to discuss the proposed Town Charter change (Section 3.6F) Zoning Ordinances
10. **CONSENT AGENDA**
11. **NOMINATIONS AND APPOINTMENTS**
 - 11.1. Nominations and Appointments
[Staff Report - SR-22-191 - Pdf](#) 13 - 16
12. **BRIEF RECESS**
13. **OLD BUSINESS**
 - 13.1. FY 2023-24 Budget and Warrant Articles
[Staff Report - SR-22-189 - Pdf](#) 17
14. **NEW BUSINESS**
 - 14.1. Ambulance Stretcher Equipment Purchase (Grant funded)
[Staff Report - SR-22-184 - Pdf](#) 19 - 28

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

[Staff Report - SR-22-190 - Pdf](#)

- 15. **APPROVAL OF MINUTES**
- 16. **TOWN ADMINISTRATOR'S REPORT**
- 17. **TOWN COUNCIL FUTURE AGENDA ITEMS**
- 18. **INFORMATIONAL ITEMS AND CORRESPONDENCE**
- 19. **SUB-COMMITTEE REPORTS**
- 20. **PUBLIC INPUT**
- 21. **NON-PUBLIC SESSION NH RSA 91-A:3 II**
- 22. **ADJOURNMENT**

PUBLIC INPUT

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

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

Town Council
STAFF REPORT



To: Town Council
Title: Public hearing to accept GOFERR grant funds awarded to the Town of Hooksett, NH in the amount of \$47,947.88 for the Hooksett Fire Rescue Department to purchase Stryker stretcher equipment per NH RSA 31:95-b III (a). See New Business for approval
Meeting: Town Council - 02 Nov 2022
Department: Fire and Rescue
Staff Contact: Joseph Stalker, Captain

BACKGROUND INFORMATION:

The Fire Rescue Department has been awarded a Locality Equipment Grant through the NH Governors Office of Economic Relief and Recovery (GOFERR) for the purchase of new ambulance stretcher equipment. This will be used on the new Ambulance 1 and was done to offset the total cost of this apparatus. The grant award is for no more than \$50,000 with a 10% agency soft match of the funds. The amount of the equipment purchase is \$53,275.42, with the fire rescue department being responsible for \$5,327.54 and an amount of \$47,947.88 being reimbursed from the grant. This purchase is being made through HGAC pricing from SugarLoaf Ambulance/Rescue Vehicles.

FINANCIAL IMPACT:

Total purchase of \$53,275.42 being made from the Ambulance Revenue Account with \$47,947.88 being reimbursed through the grant. The Fire Rescue Department will be responsible for the remaining \$5,327.54 from the Ambulance Revenue Account.

RECOMMENDATION:

Open the public hearing, hear from the public. close the public hearing and see staff report under new business.

SUGGESTED MOTION:

N/A

TOWN ADMINISTRATOR'S RECOMMENDATION:

Move forward with the recommendation to open public hearing, hear from public and close public hearing.

ATTACHMENTS:

[GOFERR award-notice1](#)
[GOFERR award-notice2](#)
[SugarLoaf GOFERR quote](#)

Joseph Stalker

From: GOFERR: Awards <awards@goferr.nh.gov>
Sent: Friday, January 28, 2022 2:45 PM
To: Joseph Stalker; agarron@hooksett.org
Subject: GOFERR - Notice of Award - Locality Equipment Purchase Program

GOVERNOR'S OFFICE
for
 EMERGENCY RELIEF & RECOVERY

Date: January 28, 2022

Entity Name: Town of Hooksett

Grant Program: ARPA SFRF Locality Equipment Matching Program Application Award Notice

Application Number: Registration Form - 0000038029

IMPORTANT: Text that is underlined and in blue are hyperlinks to respective resources.

We have reviewed your Locality Equipment Matching Program application and made the following determination(s). This award notice for a total of **\$ 49,991** is still subject to final approval by the Governor and Executive Council.

We have determined that based on the information and supporting documentation you provided in your application, although you have allowable costs in the amount of **\$ 49,991**, your application did **not** include adequate documentation to support that you have already paid **\$49,991**.

As a result, this amount is not yet eligible for reimbursement. However, payment of an award in the above amount will be made using your existing State vendor # of **177412** once we receive Governor and Executive Council approval and when you provide documentation showing that the purchase is paid for or sufficiently obligated, such as with an invoice showing delivery or a signed purchase agreement that obligates the locality to make the purchase at a set price by December 31, 2022.

Please send the additional documentation showing the equipment has been purchased or expenses obligated to info@goferr.nh.gov.

Your town has **\$ 9** that remains available that may still be requested if applied for by June 3, 2022 for other equipment purchase costs that are paid by December 31, 2022.

As long as the application period for this program is still open you can submit additional applications for other equipment, until any remaining balance identified above is used.

If you have questions, you can contact info@goferr.nh.gov.

GOVERNOR'S OFFICE
for
EMERGENCY RELIEF & RECOVERY

Application Number: 0000038029

Locality Equipment Purchase Program



Agreement and Certification (Step 4 of 5)

Review the details of your submission shown below.

Questions

Please read each question carefully as incomplete or incorrect responses may result in disqualification from this grant program.

I. Already Incurred Safety and Emergency Equipment Expenses or Purchases

- | | |
|--|--------|
| 1. Please provide your State of New Hampshire Vendor ID. | 177412 |
| 2. Has the entity acquired Safety or Emergency Equipment that will assist the entity in responding, or being prepared to respond to COVID-19 from March 3, 2021 to the date of the application, for which it has not applied for, or been reimbursed, by a Federal entity, including FEMA? | No |
| 3. If the answer to question I.2 is yes, list each item of eligible equipment and the final price of each, after any discounts. (If none, enter "0"): | 0 |
| 4. State the total dollar amount that has been paid up to the date of this application by the entity towards the purchase or lease price of each item of eligible equipment listed in I.3. If none, enter "0." | 0 |
| 5. State the total dollar amount that will be paid by the entity towards the purchase or lease price of each item of eligible equipment listed in I.3 by December 31, 2022. If none, enter "0." | 0 |
| 6. For each item of equipment listed, state the reason for the expenditure, including the COVID-19 connection. | N/A |

II. Future Safety and Emergency Equipment Purchases

7. Will the entity acquire Safety or Emergency Equipment that will assist the entity in responding, or being prepared to respond to COVID-19 from the date of the application through December 31, 2022, for which it will not be eligible for reimbursement by a Federal entity, including FEMA? Yes
8. If the answer to question 7 is yes, list the anticipated items of eligible equipment and the final price of each, after any discounts: If none, enter "0".
- Stryker MTS Power Load: \$23,200.34 -Stryker PowerPro XFMTS Stretcher: \$16,775.88 (includes a \$3750 trade in value) Stryker Stair-Pro 6252: \$3,614.14 -Stryker ProCare Plan: \$11,954.80
9. State the total dollar amount that will be paid by the entity towards the purchase or lease price of each item of eligible equipment listed in 8.8 by December 31, 2022. If none, enter "0". 53,545
10. For each item of equipment listed, state the reason for the expenditure, including the COVID-19 connection.
- The above items are specialty equipment for an ambulance. These are required on the ambulance and are imperative equipment to caring for sick and injured patient including those with COVID-19. They are used to transfer the patient to the ambulance, a stretcher to secure them to and a stretcher loading system which docks the stretcher in the back of the ambulance. The first item is the loading device, the second device is the stretcher and the third item is a stair-lifter.

Agreement and Certification

Record Retention:

If an award is made as a result of this Application, the Applicant/Awardee is required to retain all records pertaining to matters covered by this Application and any resulting award, including, but not limited to, all expense records for 5 years from December 31, 2022. Any award resulting from this Application may be subject to Governor's Office for Emergency Relief and Recovery (GOFERR) (hereinafter "State") or federal audit requirements. For the period from the end date of the grant award period and for five (5) years thereafter, at any time during the normal business hours of the Applicant/Awardee, and as often as the State, or federal auditors, shall demand, the Applicant/Awardee shall make available to the State or federal auditors all records pertaining to matters covered by this Application and any resulting award. The Applicant/Awardee shall permit the State, or federal auditors, to audit, examine, and reproduce such records, and to make audits of all records, including, but not limited to, all income received, contracts, invoices, materials, payrolls, records of personnel, and other information pertaining to all matters covered by this Application and any resulting award.

Binding Contract:

The Applicant/Awardee understands, agrees and accepts that, while there is no legal obligation for the State to make an award to Applicant/Awardee based on this Application, this Application will be used to determine the eligibility of the Applicant/Awardee for an award that will be paid based on a reimbursement basis for approved expenses that are incurred or obligated prior to December 31, 2022. Any Awards in this program are funded by the State's allocation of funds from the United States Treasury under the American Rescue Plan Act, SFRE, ALN number 21.027, The Federal Award Identification Number (FAIN) SLIRP0145. The Applicant/Awardee understands, agrees and accepts

that this Application, and the terms contained herein, any requirements in the Program Description, any Frequently Ask Questions about this program posted on the GOFERR website, and any requirements in the notice of award, may become a binding contract if the determination is made to provide the Applicant/Awardee with an award in any amount, subject to final approval by Governor and Council, or alternatively, an **executed grant agreement that must be approved by Governor and Council may be required.**

Public Disclosure Notification:

The business names and addresses of all Applicants, and the amount of every award made to all Applicants/Awardees, will be public information, subject to disclosure, and may be posted on the GOFERR website. Because only local government is eligible for awards in this program, any information obtained through this application and the application is also generally subject to disclosure under RSA 91-A:5, IV.

Certification:

By signing this application Applicant/Awardee hereby certifies that the equipment that has/will be purchased with this award is necessary to provide or improve public safety and/or public health and that Applicant/Awardee has not received reimbursement for this equipment from any other Federal source.

The Applicant/Awardee hereby certifies that all information provided in this Application is true, complete, accurate, and up-to-date as of the date specified below. The Applicant/Awardee further certifies that there are no misrepresentations of information provided. The Applicant/Awardee understands that it must immediately notify GOFERR in regards to any changes, corrections, or updates to the information provided.

Agreement to Electronic Signature:

By submitting this Application and checking the box for acceptance, the Applicant/Awardee understands, agrees and accepts use of its electronic signature as binding and final in accordance with all terms of RSA 294-E, the Uniform Electronic Transactions Act.

The Applicant/Awardee understands, agrees and accepts that by submitting this Application, it is certifying that the person named in the signature block has authority to bind the business entity and that the State is entitled to rely on this certification as actual and apparent evidence of authority to bind the business entity.

☒ Check this box for acceptance

Authorized Signor *

Title *

Date * [11/17/2021]

Print this page for your records

GOVERNOR'S OFFICE
for
EMERGENCY RELIEF & RECOVERY

Application Number: 0000038029

Locality Equipment Purchase Program



Submission (Step 5 of 5)

Success! The form has been submitted. Please print a copy for your records.

You are about to submit your Locality Equipment Purchase Program. Registrations will only be received up to **06/03/2022 at 04:00 PM**. No registration will be allowed to be submitted after this date and time.

[PREVIOUS](#)

[SUBMIT](#)

| | (<https://www.nh.gov/wai/index.html>)
© Copyright 2021 - State of New Hampshire

Joseph Stalker

From: GOFERR: Awards <awards@goferr.nh.gov>
Sent: Wednesday, February 23, 2022 9:45 AM
To: Joseph Stalker; agarron@hooksett.org
Subject: GOFERR Locality Equipment Matching Program – Governor and Council Approval

GOVERNOR'S OFFICE
for
 EMERGENCY RELIEF & RECOVERY

Date: February 23, 2022

Entity Name: Town of Hooksett

Grant Program: Locality Equipment Matching Program – Governor and Council Approval

IMPORTANT: Text that is underlined and in blue are hyperlinks to respective resources.

You had previously received a notice that your municipality had received an award through GOFERR's Locality Equipment Matching Program. The notice stated that "[t]his award notice is still subject to final approval by the Governor and Executive Council. . . ." **This email is to notify you that the Governor and Executive Council approved your municipality's award at their meeting on February 16, 2022.**

Please note that the terms and conditions in the application are now the grant. If your locality's award letter states that you need to submit proof of purchase before the award can be paid, please remember to do so once the equipment has been purchased. If there are more than one remit to addresses under your locality's vendor number, the payment will be issued to the town administrator/central finance office of the town/city. If your locality has a remaining balance on its allocation under this program, please note that this balance may be requested if applied for by June 3, 2022.

Further information on this program is available at [here](#). You can apply by clicking [here](#).

If you have questions, you can contact info@goferr.nh.gov.

Respectfully,

Sugarloaf Ambulance Rescue Vehicles, LLC

411 U S Route 2 East
Wilton, ME 04294 US
+1 2072519990
kgstuart@twc.com



INVOICE

BILL TO

Hooksett Fire Dept
15 Legends Drive
Hooksett, New Hampshire
03106

INVOICE # 1449

DATE 10/01/2022

DUE DATE 10/31/2022

TERMS Net 30

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
10/01/2022	Stryker Power load Assembly	639005550001 Complete System INSTALLED -- Will be installed at customers station unless specified. This price includes mounting hardware, wiring connections, backing plates and spacers needed for job.	1	28,175.00	28,175.00
10/01/2022	Power-PRO XT	Model number: 6506 Our industry-leading powered ambulance cot assists in lifting and lowering the cot. Innovative battery-powered hydraulic system raises and lowers the cot at the touch of a button Easy-to-use manual back-up system Retractable head section enables navigation in tight spaces in any height position Automatic high-speed retract feature XPS Siderails Steer-Lock SMRT Battery Kit	1	23,367.00	23,367.00
10/01/2022	Stryker Stair-PRO Model 6252		1	4,483.42	4,483.42
10/01/2022	Power-PRO XT	Trade in Allowance of customer Stryker Power cot	1	-2,500.00	-2,500.00

PLEASE MAKE PAYMENT TO
SUGARLOAF AMBULANCE RESCUE VEHICLES, LLC
26 MORRIS STREET
SANFORD MAINE 04073

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
10/01/2022	Stryker Stair-PRO Model 6252	Trade in of customer Stryker Stair Chair	1	-250.00	-250.00

Invoice based on HGAC Pricing with Progress payments to be made BALANCE DUE **\$53,275.42**

PLEASE MAKE PAYMENT TO
SUGARLOAF AMBULANCE RESCUE VEHICLES, LLC
26 MORRIS STREET
SANFORD MAINE 04073

Town Council
STAFF REPORT



To: Town Council
Title: Nominations and Appointments
Meeting: Town Council - 02 Nov 2022
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

Wayne Russell would like to fill in the vacancies of a Planning Board Alternate and a resident member of the Economic Development Advisory Committee.

RECOMMENDATION:

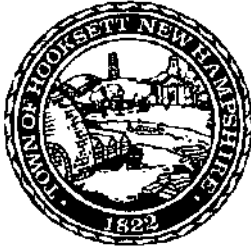
Motion to nominate and appoint Wayne Russell as a Planning Board Alternate with a term expiration of 6/30/2025 and as a resident member to the Economic Development Advisory Committee with a term expiration of 06/30/2025.

SUGGESTED MOTION:

Motion to nominate and appoint Wayne Russell as a Planning Board Alternate and resident member of the Economic Development Advisory Committee with both terms expiring 06/30/2025.

ATTACHMENTS:

[Wayne Russell Application and Fraud Policy](#)



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 10/24/2022
 Name: WAYNE S. RUSSELL Phone: 603-703-8383
 Address: 15 MT. ST. MARY'S WAY UNIT 308
HOOKSETT, NH
 Email Address: RUSAUTO@COMCAST.NET
 Signature: Wayne S. Russell

 Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,
 Attn: Administration Department or email to 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

Role Preference
 Alternate, Regular, or None?

<input type="checkbox"/> Conservation Commission	_____
<input checked="" type="checkbox"/> Economic Development Advisory Committee	<u>Regular</u>
<input type="checkbox"/> Heritage Commission	_____
<input type="checkbox"/> Parks & Recreation Advisory Board	_____
<input checked="" type="checkbox"/> Planning Board	<u>Regular</u>
<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? 25+ years

Why are you seeking this position? COMMUNITY SERVICE

Do you have any specific goals or objectives?

IMPROVE DEVELOPMENT OF PROPERTIES OF HOOKSETT

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

51+ YEARS OWN + OPERATE AUTOMOTIVE REPAIR BUSINESS - DIRECTOR FOR MT. ST. MARY'S CREDIT ASSOC. - CHAIRMAN - AUTOMOTIVE ADVISORY COMMITTEE - MST - ADVISORY BOARD MCC.

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

NONE THAT I'M AWARE OF

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

Advisor @ MAN. COMMUNITY COLLEGE
" @ MAN. SCHOOL OF TECHNOLOGY.

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

NONE

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: Wayne S. Russell

Print Name: WAYNE S. RUSSELL

Date Signed: 10/24/2022

Department Head Signature: _____

Town Council
STAFF REPORT



To: Town Council
Title: FY 2023-24 Budget and Warrant Articles
Meeting: Town Council - 02 Nov 2022
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

- 1) Update budget if needed
- 2) Review warrant articles for non-union, police and fire union raises.

FINANCIAL IMPACT:

The tax rate impact is shown on each article.

SUGGESTED MOTION:

Motion to recommend (insert title of article) in the amount of (insert amount) to be placed on the 2023 Hooksett ballot. (roll call needed)

Designate Councilors to first and second the article at the Deliberative Session, Saturday February 4th. This list will be finalized at the January 18th Council meeting.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Review and recommend the proposed warrant articles for the 2023-2024 Budget. TA approvals are shown on the chart.

Town Council STAFF REPORT



To: Town Council
Title: Ambulance Stretcher Equipment Purchase (Grant funded)
Meeting: Town Council - 02 Nov 2022
Department: Fire and Rescue
Staff Contact: Joseph Stalker, Captain

BACKGROUND INFORMATION:

In early 2022, fire administration came to council requesting the purchase of a new ambulance to replace the current 'Ambulance 1.' The total cost of this ambulance did not include the stretcher and accompanying equipment, as we had been awarded a grant through NH-GOFERR towards the purchase of one. Per the grant guidelines, we are directed to purchase the equipment and submit for reimbursement after the purchase is made. The total cost of this purchase also includes the trade-in value applied from the current stretcher and stair chair. This stretcher and stairchair have exceeded their manufacturers recommended life span and should be replaced.

FINANCIAL IMPACT:

\$53,275.42 paid from the Ambulance Revenue Account upfront for the equipment with \$47,947.88 being reimbursed through the grant and returned to the account. The Fire Rescue Department would be responsible for a soft match of 10% (\$5,327.54) to be paid from the Ambulance Revenue Account.

POLICY IMPLICATIONS:

Purchasing through HGAC pricing.

RECOMMENDATION:

Recommend the purchase of the Stryker stretcher, Stryker PowerLoad and Stryker stair chair per the NH-GOFERR grant.

SUGGESTED MOTION:

Motion #1: Motion to waive the Town Council rules of procedure and vote on Motion #2 listed in this staff report, the same night as the public hearing.

Motion #2: Motion for the Fire Rescue Department to purchase the Stryker stretcher, Power-Load and stairchair equipment from SugarLoaf Ambulance Rescue Vehicles for the price of \$53,275.42, submit for reimbursement through the GOFERR grant and return the awarded funds into the Ambulance Revenue Account.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with both recommended motions to waive procedures and acceptance the GOFERR funds

ATTACHMENTS:

[Hooksett Fire Stryker quote 2022](#)
[GOFERR award-notice1](#)
[GOFERR award-notice2](#)

Sugarloaf Ambulance Rescue Vehicles, LLC

411 U S Route 2 East
Wilton, ME 04294 US
+1 2072519990
kgstuart@twc.com



INVOICE

BILL TO

Hooksett Fire Dept
15 Legends Drive
Hooksett, New Hampshire
03106

INVOICE # 1449

DATE 10/01/2022

DUE DATE 10/31/2022

TERMS Net 30

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
10/01/2022	Stryker Power load Assembly	639005550001 Complete System INSTALLED -- Will be installed at customers station unless specified. This price includes mounting hardware, wiring connections, backing plates and spacers needed for job.	1	28,175.00	28,175.00
10/01/2022	Power-PRO XT	Model number: 6506 Our industry-leading powered ambulance cot assists in lifting and lowering the cot. Innovative battery-powered hydraulic system raises and lowers the cot at the touch of a button Easy-to-use manual back-up system Retractable head section enables navigation in tight spaces in any height position Automatic high-speed retract feature XPS Siderails Steer-Lock SMRT Battery Kit	1	23,367.00	23,367.00
10/01/2022	Stryker Stair-PRO Model 6252		1	4,483.42	4,483.42
10/01/2022	Power-PRO XT	Trade in Allowance of customer Stryker Power cot	1	-2,500.00	-2,500.00

PLEASE MAKE PAYMENT TO
SUGARLOAF AMBULANCE RESCUE VEHICLES, LLC
26 MORRIS STREET
SANFORD MAINE 04073

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
10/01/2022	Stryker Stair-PRO Model 6252	Trade in of customer Stryker Stair Chair	1	-250.00	-250.00

Invoice based on HGAC Pricing with Progress payments to be made	BALANCE DUE	\$53,275.42
--	-------------	--------------------

PLEASE MAKE PAYMENT TO
SUGARLOAF AMBULANCE RESCUE VEHICLES, LLC
26 MORRIS STREET
SANFORD MAINE 04073

Joseph Stalker

From: GOFERR: Awards <awards@goferr.nh.gov>
Sent: Friday, January 28, 2022 2:45 PM
To: Joseph Stalker; agarron@hooksett.org
Subject: GOFERR - Notice of Award - Locality Equipment Purchase Program

GOVERNOR'S OFFICE
for
 EMERGENCY RELIEF & RECOVERY

Date: January 28, 2022

Entity Name: Town of Hooksett

Grant Program: ARPA SFRF Locality Equipment Matching Program Application Award Notice

Application Number: Registration Form - 0000038029

IMPORTANT: Text that is underlined and in blue are hyperlinks to respective resources.

We have reviewed your Locality Equipment Matching Program application and made the following determination(s). This award notice for a total of **\$ 49,991** is still subject to final approval by the Governor and Executive Council.

We have determined that based on the information and supporting documentation you provided in your application, although you have allowable costs in the amount of **\$ 49,991**, your application did **not** include adequate documentation to support that you have already paid **\$49,991**.

As a result, this amount is not yet eligible for reimbursement. However, payment of an award in the above amount will be made using your existing State vendor # of **177412** once we receive Governor and Executive Council approval and when you provide documentation showing that the purchase is paid for or sufficiently obligated, such as with an invoice showing delivery or a signed purchase agreement that obligates the locality to make the purchase at a set price by December 31, 2022.

Please send the additional documentation showing the equipment has been purchased or expenses obligated to info@goferr.nh.gov.

Your town has **\$ 9** that remains available that may still be requested if applied for by June 3, 2022 for other equipment purchase costs that are paid by December 31, 2022.

As long as the application period for this program is still open you can submit additional applications for other equipment, until any remaining balance identified above is used.

If you have questions, you can contact info@goferr.nh.gov.

GOVERNOR'S OFFICE
for
 EMERGENCY RELIEF & RECOVERY

Application Number: 0000038029

Locality Equipment Purchase Program



Agreement and Certification (Step 4 of 5)

Review the details of your submission shown below.

Questions

Please read each question carefully as incomplete or incorrect responses may result in disqualification from this grant program.

I. Already Incurred Safety and Emergency Equipment Expenses or Purchases

- | | |
|--|--------|
| 1. Please provide your State of New Hampshire Vendor ID. | 177412 |
| 2. Has the entity acquired Safety or Emergency Equipment that will assist the entity in responding, or being prepared to respond to COVID-19 from March 3, 2021 to the date of the application, for which it has not applied for, or been reimbursed, by a Federal entity, including FEMA? | No |
| 3. If the answer to question I.2 is yes, list each item of eligible equipment and the final price of each, after any discounts. (If none, enter "0"): | 0 |
| 4. State the total dollar amount that has been paid up to the date of this application by the entity towards the purchase or lease price of each item of eligible equipment listed in I.3. If none, enter "0." | 0 |
| 5. State the total dollar amount that will be paid by the entity towards the purchase or lease price of each item of eligible equipment listed in I.3 by December 31, 2022. If none, enter "0." | 0 |
| 6. For each item of equipment listed, state the reason for the expenditure, including the COVID-19 connection. | N/A |

II. Future Safety and Emergency Equipment Purchases

7. Will the entity acquire Safety or Emergency Equipment that will assist the entity in responding, or being prepared to respond to COVID-19 from the date of the application through December 31, 2022, for which it will not be eligible for reimbursement by a Federal entity, including FEMA?	Yes
8. If the answer to question 7 is yes, list the anticipated items of eligible equipment and the final price of each, after any discounts. If none, enter "0".	-Stryker MTS Power Load: \$23,200.34 -Stryker PowerPro XFMTS Stretcher: \$16,775.88 (includes a \$3750 trade in value) Stryker Stair-Pro 6252: \$3,614.14 -Stryker ProCare Plan: \$11,954.80
9. State the total dollar amount that will be paid by the entity towards the purchase or lease price of each item of eligible equipment listed in 11.8 by December 31, 2022. If none, enter "0".	53,545
10. For each item of equipment listed, state the reason for the expenditure, including the COVID-19 connection.	The above items are specialty equipment for an ambulance. These are required on the ambulance and are imperative equipment to caring for sick and injured patient including those with COVID-19. They are used to transfer the patient to the ambulance, a stretcher to secure them to and a stretcher loading system which docks the stretcher in the back of the ambulance. The first item is the loading device, the second device is the stretcher and the third item is a st

Agreement and Certification

Record Retention:

If an award is made as a result of this Application, the Applicant/Awardee is required to retain all records pertaining to matters covered by this Application and any resulting award, including, but not limited to, all expense records for 5 years from December 31, 2022. Any award resulting from this Application may be subject to Governor's Office for Emergency Relief and Recovery (GOFERR) (hereinafter "State") or federal audit requirements. For the period from the end date of the grant award period and for five (5) years thereafter, at any time during the normal business hours of the Applicant/Awardee, and as often as the State, or federal auditors, shall demand, the Applicant/Awardee shall make available to the State or federal auditors all records pertaining to matters covered by this Application and any resulting award. The Applicant/Awardee shall permit the State, or federal auditors, to audit, examine, and reproduce such records, and to make audits of all records, including, but not limited to, all income received, contracts, invoices, materials, payrolls, records of personnel, and other information pertaining to all matters covered by this Application and any resulting award.

Binding Contract:

The Applicant/Awardee understands, agrees and accepts that, while there is no legal obligation for the State to make an award to Applicant/Awardee based on this Application, this Application will be used to determine the eligibility of the Applicant/Awardee for an award that will be paid based on a reimbursement basis for approved expenses that are incurred or obligated prior to December 31, 2022. Any Awards in this program are funded by the State's allocation of funds from the United States Treasury under the American Rescue Plan Act, SFRE, ALN number 21.027, The Federal Award Identification Number (FAIN) SLIRP0145. The Applicant/Awardee understands, agrees and accepts

that this Application, and the terms contained herein, any requirements in the Program Description, any Frequently Ask Questions about this program posted on the GOFERR website, and any requirements in the notice of award, may become a binding contract if the determination is made to provide the Applicant/Awardee with an award in any amount, subject to final approval by Governor and Council, or alternatively, an **executed grant agreement that must be approved by Governor and Council may be required.**

Public Disclosure Notification:

The business names and addresses of all Applicants, and the amount of every award made to all Applicants/Awardees, will be public information, subject to disclosure, and may be posted on the GOFERR website. Because only local government is eligible for awards in this program, any information obtained through this application and the application is also generally subject to disclosure under RSA 91-A:5, IV.

Certification:

By signing this application Applicant/Awardee hereby certifies that the equipment that has/will be purchased with this award is necessary to provide or improve public safety and/or public health and that Applicant/Awardee has not received reimbursement for this equipment from any other Federal source.

The Applicant/Awardee hereby certifies that all information provided in this Application is true, complete, accurate, and up-to-date as of the date specified below. The Applicant/Awardee further certifies that there are no misrepresentations of information provided. The Applicant/Awardee understands that it must immediately notify GOFERR in regards to any changes, corrections, or updates to the information provided.

Agreement to Electronic Signature:

By submitting this Application and checking the box for acceptance, the Applicant/Awardee understands, agrees and accepts use of its electronic signature as binding and final in accordance with all terms of RSA 294-E, the Uniform Electronic Transactions Act.

The Applicant/Awardee understands, agrees and accepts that by submitting this Application, it is certifying that the person named in the signature block has authority to bind the business entity and that the State is entitled to rely on this certification as actual and apparent evidence of authority to bind the business entity.

☒ Check this box for acceptance

Authorized Signor *

Title *

Date * [11/17/2021]

Print this page for your records

GOVERNOR'S OFFICE
for
EMERGENCY RELIEF & RECOVERY

Application Number: 0000038029

Locality Equipment Purchase Program



Submission (Step 5 of 5)

Success! The form has been submitted. Please print a copy for your records.

You are about to submit your Locality Equipment Purchase Program. Registrations will only be received up to **06/03/2022 at 04:00 PM**. No registration will be allowed to be submitted after this date and time.

[PREVIOUS](#)

[SUBMIT](#)

Joseph Stalker

From: GOFERR: Awards <awards@goferr.nh.gov>
Sent: Wednesday, February 23, 2022 9:45 AM
To: Joseph Stalker; agarron@hooksett.org
Subject: GOFERR Locality Equipment Matching Program – Governor and Council Approval

GOVERNOR'S OFFICE
for
 EMERGENCY RELIEF & RECOVERY

Date: February 23, 2022

Entity Name: Town of Hooksett

Grant Program: Locality Equipment Matching Program – Governor and Council Approval

IMPORTANT: Text that is underlined and in blue are hyperlinks to respective resources.

You had previously received a notice that your municipality had received an award through GOFERR's Locality Equipment Matching Program. The notice stated that "[t]his award notice is still subject to final approval by the Governor and Executive Council. . . ." **This email is to notify you that the Governor and Executive Council approved your municipality's award at their meeting on February 16, 2022.**

Please note that the terms and conditions in the application are now the grant. If your locality's award letter states that you need to submit proof of purchase before the award can be paid, please remember to do so once the equipment has been purchased. If there are more than one remit to addresses under your locality's vendor number, the payment will be issued to the town administrator/central finance office of the town/city. If your locality has a remaining balance on its allocation under this program, please note that this balance may be requested if applied for by June 3, 2022.

Further information on this program is available at [here](#). You can apply by clicking [here](#).

If you have questions, you can contact info@goferr.nh.gov.

Respectfully,

Town Council **STAFF REPORT**



To: Town Council
Title: Unassigned General Fund Balance History and Tax Rate

Meeting: Town Council - 02 Nov 2022
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

Attached is the history of the Unassigned General Fund Balance. As of June 30, 2022 the Town has \$3,530,955

The Town's Unassigned Fund Balance Policy is to maintain a minimum balance of 5% with a target balance of 8%. It is essential that the Town maintains an adequate level of unassigned fund balance to mitigate financial risk that can occur from emergencies and economic downturns.

Large swings in the use of Unassigned Fund Balance from year to year can create a roller coaster effect on the tax rate. I would recommend applying a consistent amount each year to the tax rate until the Town meets the 8% target balance. Once the target is met, then anything above the 8% should be used to reduce the tax rate.

We are still waiting on NH Department of Revenue to review information with regards to setting the tax rate.

FINANCIAL IMPACT:

Unassigned fund balance used to off-set taxes lowers the tax rate.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Town Council's goal is to bring fund balance up to 8%. Last year Council applied \$1.2M of fund balance towards the tax rate. If Council did that this year, it may put Hooksett further back from meeting its goal of moving towards 8% fund balance.

ATTACHMENTS:

[Fund Balance history](#)

Town of Hooksett

Unassigned General Fund Balance History

Year	Beginning Balance	*Current year Increase	Warrant Articles	Used to Reduce Tax Rate	Ending Balance	% of FB Retained	
2000	1,000,000	1,022,779	a	(60,000)	(1,302,779)	660,000	-
2001	660,000	1,195,605		-	(1,355,605)	500,000	1.85%
2002	500,000	1,550,431	b	(37,000)	(1,050,431)	963,000	3.40%
2003	963,000	1,794,830	c	(22,980)	(1,334,850)	1,400,000	5.00%
2004	1,400,000	1,775,797		-	(1,649,300)	1,526,497	5.00%
2005	1,526,497	1,504,609		-	(1,600,000)	1,431,106	3.80%
2006	1,431,106	1,863,542	d	(500,000)	(1,350,000)	1,444,648	2.65%
2007	1,444,648	1,785,347		-	(1,500,000)	1,729,995	4.90%
2008	1,729,995	1,867,302		-	(1,500,000)	2,097,297	5.18%
2009	2,097,297	295,371	e	(194,000)	(875,000)	1,323,668	2.80%
2010	1,323,668	203,789		-	(300,000)	1,227,457	3.12%
2011	1,227,457	802,977		-	(260,000)	1,770,434	4.41%
2012	1,770,434	666,248		-	-	2,436,682	6.00%
2013	2,436,682	733,354		-	-	3,170,036	7.87%
2014	3,107,036	1,348,547		-	(767,363)	3,688,220	8.00%
2015	3,688,220	1,575,465		-	(1,647,814)	3,615,871	8.00%
2016	3,615,871	1,325,418		-	(500,000)	4,441,289	9.34%
2017	4,441,289	1,384,377	f	(2,160,917)	(1,000,000)	2,664,749	5.20%
2018	2,664,749	702,887		-	(300,000)	3,067,636	6.18%
2019	3,067,636	1,356,133		-	(1,385,094)	3,038,675	5.97%
2020	3,038,675	1,420,693		-	(1,400,000)	3,059,368	5.69%
2021	3,059,368	1,415,828		(215,000)	(1,200,000)	3,060,196	5.70%
2022	3,060,196	545,759		(75,000)		3,530,955	????

* Current year increase are from actual revenues higher than estimated and expense lower than budgeted and changes in overlay.

a - Warrant article #18 Transfer Station Front-End Loader Fund.

b - Warrant article #13 Emergency Radio Communication System.

c - Warrant article #32 Police Computer Development Fund.

d - Warrant article #20 Renovation of Former Village School.

e - Warrant article #8 & 9 Town Building maintenance (\$130,000) and Martin Ferry Wall Repairs (\$64,000).

f - Warrant article #8 Visionary Plan for Sewer and Other Infrastructure Improvements (\$100,000) and Emergency appropriation for Lilac Bridge (\$2,060,917).

g - Warrant article #13 Retirement Trust (\$150,000) and article #16 Fire Command Vehicle (\$65,000).

h - Warrant article #15 Update Hooksett's History Book.