



AGENDA

Town of Hooksett Town Council

Wednesday, December 7, 2022 at 6:00 PM

A meeting of the Town Council will be held Wednesday, December 7, 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 funds from the Federal Bureau of Investigations received for overtime reimbursement of \$19,344.90 to the Town of Hooksett during Federal Fiscal Year 2022 (10/1/2021 – 9/30/2022) and deposited back into the Hooksett Police Department's overtime line per RSA 31:95-b (IIIa). (See New Business Item for Approval 14.1)
[Staff Report - SR-22-206 - Pdf](#) 5 - 8
 - 6.2. Public Hearing per RSA 674:40-a for Hemlock Hills Subdivision (1,200' of Laurel Road) - Request for Street Approval (See New Business Item for Approval 14.2)
[Staff Report - SR-22-218 - Pdf](#) 9 - 10
 - 6.3. Public Hearing per RSA 674:40-a for Autumn Frost (Marigold Way) - Request for Street Approval (See New Business Item for Approval 14.3)
[Staff Report - SR-22-216 - Pdf](#) 11 - 12
 - 6.4. Public hearing to obtain comments regarding the retention or sale of 10 town owned properties (See New Business Item for next steps 14.8)
[Staff Report - SR-22-208 - Pdf](#) 13 - 30
- 7. SPECIAL RECOGNITION**
 - 7.1. BICENTENNIAL MOMENT
 - 7.2. Hooksett Municipal Employee - New Hire
- 8. PUBLIC INPUT - 15 MINUTES**
- 9. SCHEDULED APPOINTMENTS**
- 10. CONSENT AGENDA**
 - 10.1. Accept the donation of \$1,000.00 from the Rice Family Charitable Fund to the Town of Hookset Conservation Commission fund per RSA 31:95-b:III(b).
[Staff Report - SR-22-211 - Pdf](#) 31 - 35

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

10.2.	Accept donations up to \$9,999.00 for the "Light Up the Village" event to the Town of Hooksett Heritage Commission per RSA 31:95-b:III(b). Staff Report - SR-22-220 - Pdf	37
10.3.	Accept a donation of a granite bench to be placed in Veteran's Park in memory of Kathie Northrop (estimated value of \$700) from Robert Schroeder to the Town of Hooksett for the Heritage Commission per RSA 31:95-e,II Staff Report - SR-22-221 - Pdf	39 - 40
11.	NOMINATIONS AND APPOINTMENTS	
11.1.	M. Barrett - Tax Increment Financing Advisory Committee Staff Report - SR-22-213 - Pdf	41 - 44
12.	BRIEF RECESS	
13.	OLD BUSINESS	
13.1.	Town Personnel Plan Updates - 1) Compensatory Time, 2) Flex Time and 3) Benefits-end of employment Staff Report - SR-22-154 - Pdf	45 - 49
13.2.	To discuss modifications of Town Ordinance # 00-26 "Signage Regulations of Town Roads" Staff Report - SR-22-205 - Pdf	51 - 53
13.3.	FY 2023-24 Budget and Warrant Articles Staff Report - SR-22-210 - Pdf	55 - 56
14.	NEW BUSINESS	
14.1.	To accept funds from the Federal Bureau of Investigations received for overtime reimbursement of \$19,344.90 to the Town of Hooksett during Federal Fiscal Year 2022 (10/1/2021 – 9/30/2022) and deposited back into the Hooksett Police Department's overtime line per RSA 31:95-b (IIIa). Staff Report - SR-22-207 - Pdf	57 - 60
14.2.	Hemlock Hills Subdivision (1,200' of Laurel Road) - Request for Street Approval Staff Report - SR-22-219 - Pdf	61 - 70
14.3.	Autumn Frost (Marigold Way) - Request for Street Approval and Release of Subdivision Performance Bond of \$200,000.00 Staff Report - SR-22-217 - Pdf	71 - 83
14.4.	HVAC & Plumbing Support Bid Acceptance Staff Report - SR-22-204 - Pdf	85 - 104
14.5.	Proposed Winter Weekend Schedule at Recycle and Transfer Station and Closing Saturday, December 24, 2022 Staff Report - SR-22-209 - Pdf	105 - 107
14.6.	Rescue Tool Purchase Staff Report - SR-22-214 - Pdf	109 - 110
14.7.	Vehicle Stabilization Struts & Airbags Purchase Staff Report - SR-22-215 - Pdf	111 - 112

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

14.8.	Next Steps for Town Owned Properties	113 - 115
	Staff Report - SR-22-212 - Pdf	

15. APPROVAL OF MINUTES

15.1.	Public: 11/16/22	117 - 130
	tc_minutes_11162022	

15.2.	Non-Public: 11/16/22
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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 funds from the Federal Bureau of Investigations received for overtime reimbursement of \$19,344.90 to the Town of Hooksett during Federal Fiscal Year 2022 (10/1/2021 – 9/30/2022) and deposited back into the Hooksett Police Department's overtime line per RSA 31:95-b (IIIa). (See New Business Item for Approval 14.1)

Meeting: Town Council - 07 Dec 2022

Department: Police Department

Staff Contact: Jake Robie, Captain

BACKGROUND INFORMATION:

On September 22, 2021, the Hooksett Town Council accepted under the consent agenda the following - "Motion to accept funds from the Federal Bureau of Investigations for overtime reimbursement not to exceed \$1,598.35 per month until September 30th, 2021, then not to exceed \$1,614.33 per month each month thereafter. With funds received prior to July 1st, 2021, to be deposited into the Town of Hooksett's revenue account and all other funds received after July 1st, 2021, to be deposited back into the Hooksett Police Department's overtime line."

The background information for the above consent agenda item read as follows "The Hooksett Police signed a Cost Reimbursement Agreement (CRA) with the FBI in May 2021 indicating they would be reimbursed for the Officer's overtime. We have just recently received the reimbursements for the months of May and June in the amounts of \$478.32 and \$1,355.24 respectively. That total amount of \$1,833.56 will be deposited into budget year 2021-2022 Revenue account. Reimbursements from July 1, 2021, until October 31, 2022, will be deposited into the Police Department's overtime line. Maximum reimbursement limits outlined in agreement are outlined as follows: October 1, 2020 - September 30, 2021, \$1,598.35 per month, \$19,180.25 per year. October 1, 2021 - September 30, 2022, \$1,614.33 per month, \$19,372.00 per year."

On October 27, 2022, Chief Bouchard received notification from Finance Director Christine Tewksbury indicating that without a public hearing to accept the funds, she would not be able to increase the Police Departments overtime line. On November 10, 2022, Captain Robie communicated with Finance Director Tewksbury, and it was determined the funds received during Federal Fiscal Year 2022 (10/1/2021 – 9/30/2022) were the funds which required a public hearing. The total amount of funds we have received during Federal FY 2022 is \$19,344.90. Said funds have been deposited into the Police Departments overtime line for their respective town FY budgets of 2021/2022 and 2022/2023.

Funds received prior to Federal FY 2022 (\$7,331.63) were under \$10,000 therefore no public hearing is required for those funds.

Public Hearing notice was published in the Union Leader on Sunday, November 27, 2022. Public Hearing was held tonight December 7, 2022.

FINANCIAL IMPACT:

Reimbursement

POLICY IMPLICATIONS:

None

RECOMMENDATION:

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

SUGGESTED MOTION:

Motion to open a Public Hearing to accept funds from the Federal Bureau of Investigations received for overtime reimbursement of \$19,344.90 to the Town of Hooksett during Federal Fiscal Year 2022 (10/1/2021 – 9/30/2022) and deposited back into the Hooksett Police Department's overtime line per RSA 31:95-b (IIIa).

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the suggested motion

ATTACHMENTS:

[September 22, 2021 Staff Report](#)
[Public Hearing Notice](#)

Town Council
STAFF REPORT



To: Town Council
Title: Motion to accept reimbursements from the Federal Bureau of Investigation for overtime costs relating to the Hooksett Police Officer assigned to the FBI Task Force according to the limits outlined in the Cost Reimbursement Agreement.
Meeting: Town Council - 22 Sep 2021
Department: Police Department
Staff Contact: Janet Bouchard, Police Chief

BACKGROUND INFORMATION:

The Hooksett Police signed a Cost Reimbursement Agreement (CRA) with the FBI in May, 2021 indicating they would be reimbursed for the Officer's overtime. We have just recently received the reimbursements for the months of May and June in the amounts of \$478.32 and \$1,355.24 respectively. That total amount of \$1,833.56 will be deposited into budget year 2021-2022 Revenue account. Reimbursements from July 1, 2021 until October 31, 2022 will be deposited into the Police Department's overtime line. Maximum reimbursement limits outlined in agreement are outlined as follows: October 1, 2020 - September 30, 2021 \$1,598.35 per month, \$19,180.25 per year.
October 1, 2021 - September 30, 2022 \$1,614.33 per month, \$19,372.00 per year.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Accept the funds

SUGGESTED MOTION:

Motion to accept funds from the Federal Bureau of Investigations for overtime reimbursement not to exceed \$1,598.35 per month until September 30th, 2021, then not to exceed \$1,614.33 per month each month thereafter. With funds received prior to July 1st, 2021 to be deposited into the Town of Hooksett's revenue account and all other funds received after July 1st, 2021 to be deposited back into the Hooksett Police Department's overtime line.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

Town of Hooksett

Public Hearing Notice

The Hooksett Town Council will be holding a public hearing on Wednesday, December 7, 2022, at 6:00 pm at the Hooksett Town Hall in Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept Overtime Reimbursement from the FBI, for Federal fiscal year 2022. Reimbursement total is \$19,344.90. For further information, please contact Captain Jake Robie at jrobie@hooksettpolice.org or 603-624-1560.

Town Council

STAFF REPORT



To: Town Council
Title: Public Hearing per RSA 674:40-a for Hemlock Hills Subdivision (1,200' of Laurel Road) - Request for Street Approval (See New Business Item for Approval 14.2)
Meeting: Town Council - 07 Dec 2022
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

Per Public Hearing per RSA 674:40-a, a hearing is required for the acceptance of 1,200' of Laurel Road from the previously existing (but removed) cul-de-sac to Hemlock Drive.

The developer of the Hemlock Hills Subdivision requesting that the Town of Hooksett accept this portion of the roadway.

*See New Business for photos

FINANCIAL IMPACT:

None, although Public Works will have to maintain the road once accepted.

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Open Public Hearing per RSA 674:40-a.
Close Public Hearing

SUGGESTED MOTION:

Motion to open Public Hearing per RSA 674:40-a.
Motion to close Public Hearing
See New Business Item for approval

TOWN ADMINISTRATOR'S RECOMMENDATION:

See New Business

ATTACHMENTS:

[008 Public Hearing Notice](#)

TOWN OF HOOKSETT PUBLIC HEARING NOTICE The Town of Hooksett Town Council hereby provides notice that it will hold a public hearing to accept Laurel Road from the previously existing cul-de-sac a distance of 1,200 feet to the intersection of Hemlock Drive as a public road. The public hearing is scheduled for Wednesday, December 7, 2022, at the Hooksett Municipal Building, 35 Main Street, at 6:00PM. Any questions can be directed to the Town Engineer at (603) 419-4003 or bthomas@hooksett.org.

Town Council
STAFF REPORT



To: Town Council
Title: Public Hearing per RSA 674:40-a for Autumn Frost (Marigold Way) - Request for Street Approval (See New Business Item for Approval 14.3)
Meeting: Town Council - 07 Dec 2022
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

Per Public Hearing per RSA 674:40-a, a hearing is required for the acceptance of Marigold Way.

The developers of the Autumn Frost subdivision also known as Marigold Way are requesting that the Town of Hooksett accept Marigold Way and that the subdivision performance bond of \$200,000 be released.

*See New Business for photos.

FINANCIAL IMPACT:

None, although Public Works will have to maintain the road once accepted.

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Open Public Hearing per RSA 674:40-a.
Close Public Hearing

SUGGESTED MOTION:

Motion to open Public Hearing per RSA 674:40-a.
Motion to close Public Hearing
See New Business Item for approval

TOWN ADMINISTRATOR'S RECOMMENDATION:

See New Business

ATTACHMENTS:

[005 Public Hearing Notice](#)

TOWN OF HOOKSETT PUBLIC HEARING NOTICE The Town of Hooksett Town Council hereby provides notice that it will hold a public hearing to accept Marigold Way as a public road. The public hearing is scheduled for Wednesday, December 7, 2022, at the Hooksett Municipal Building, 35 Main Street, at 6:00PM. Any questions can be directed to the Town Engineer at (603) 419-4003 or bthomas@hooksett.org.

Town Council **STAFF REPORT**



To: Town Council
Title: Public hearing to obtain comments regarding the retention or sale of 10 town owned properties (See New Business Item for next steps 14.8)
Meeting: Town Council - 07 Dec 2022
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

The Town Council has reviewed the first phase of town owned properties. The next step is to obtain public comment relative to the sale or retention of these specific 10 parcels. All parcels in this phase were possessed through tax deeds. Abutters notifications were sent to the 35 direct abutters of the 10 properties. These notifications were sent certified on November 14, 2022. The Union Leader public hearing notification was published on November 21, 2022.

Additional information relative to each property has been supplied including a subdivision plan for the lots "Off Pleasant Street".

RECOMMENDATION:

Open the public hearing.
Listen to any public comment.
Close the public hearing.
See New Business Item for next steps.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Listen to public comment of the proposed ten (10) tax deeded parcels to be surplus.

ATTACHMENTS:

[Abutters Notification](#)
[Public Hearing Notice - Union Leader](#)
[Flow Chart for Procedures](#)
[Off Pleasant Street Subdivision](#)
[Off Pleasant Street](#)
[78 Merrimack Street](#)
[Merrimack Street](#)
[5 Edgewater Drive](#)
[7 Edgewater Drive](#)
[16 Highland Street](#)
[Phase I Properties - Town Council Review](#)



Town of Hooksett

ADMINISTRATION DEPARTMENT

November 14, 2022

Dear Abutter,

The Town of Hooksett is reviewing all town owned parcels. The Town Council has begun this review and will be holding a public hearing to discuss the potential sale of the following properties:

	Map	Lot
Off Pleasant Street	2	33-18-3
Off Pleasant Street	2	33-18-4
Off Pleasant Street	2	33-18-5
Off Pleasant Street	2	33-18-6
Off Pleasant Street	2	33-18-7
78 Merrimack Street	5	23
Merrimack Street	5	25-1
5 Edgewater Drive	5	46
7 Edgewater Drive	5	47
16 Highland Street	6	63

You are being notified because you are an abutter to one or more of the parcels listed above. The goal of the public hearing is for the Town Council to obtain comments regarding the retention or sale of the parcels listed above. Purchasing these properties will **not** be discussed during this meeting. The Town Council may discuss how to proceed with the method of sale (auction or sealed bids) for these parcels.

Town Council Public Hearing

Date: Wednesday, December 7, 2022

Time: 6:00PM

Where: Town Council Chambers, Room 105
Hooksett Municipal Offices
35 Main Street
Hooksett, NH 03106

Please contact the Administration Department at (603) 485-8472 with any questions.

Respectfully,

Leann McLaughlin
Project Coordinator
Town of Hooksett

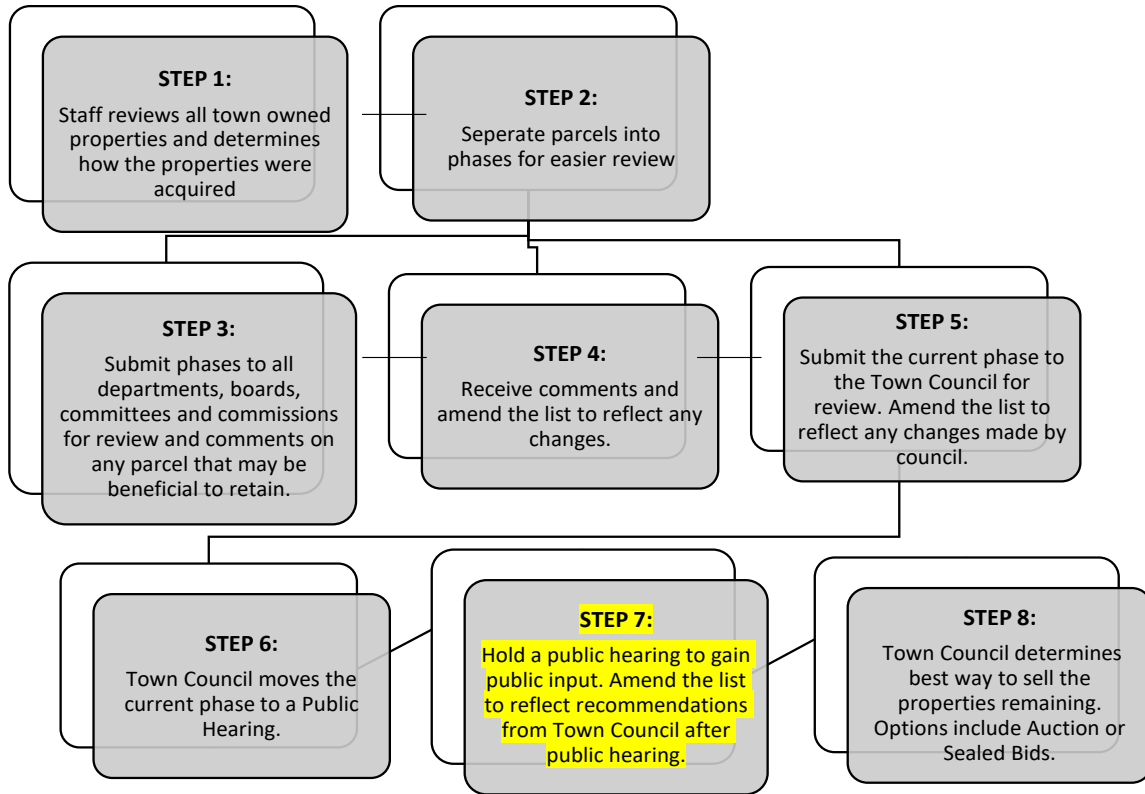
TOWN OF HOOKSETT PUBLIC HEARING NOTICE

The Hooksett Town Council hereby provides notice that it will hold a Public Hearing regarding the potential retention and/or sale of the following town owned properties:

Off Pleasant Street Map 2, Lot 33-18-3
Off Pleasant Street Map 2, Lot 33-18-4
Off Pleasant Street Map 2, Lot 33-18-5
Off Pleasant Street Map 2, Lot 33-18-6
Off Pleasant Street Map 2, Lot 33-18-7
78 Merrimack Street Map 5, Lot 23
Merrimack Street Map 5, Lot 25-1
5 Edgewater Drive Map 5, Lot 46
7 Edgewater Drive Map 5, Lot 47
16 Highland Street Map 6, Lot 63

The public hearing is scheduled for Wednesday, December 7, 2022, at the Hooksett Municipal Offices in Council Chambers (35 Main Street, Hooksett, NH 03106) at 6:00PM. The goal of the public hearing is for the Town Council to obtain comments regarding the retention or sale of these specific parcels. Purchase of these properties will NOT be discussed at this meeting. The Town Council may discuss how to proceed with the method of sale (auction or sealed bids) for these parcels. Any questions can be directed to the Administration Department at (603) 485-8472 or lmclaughlin@hooksett.org.

Town Owned Properties Review Procedures



Attest: Florence E. Lavin,
Deputy Registrar

CURVE TABLE					
CURVE	ARC LENGTH	DELTA	RADIUS	TANGENT	CHORD
C1	64.86	13° 30' 49"	275.00	32.58	64.71
C2	71.21	12° 39' 17"	325.00	35.75	71.07
C3	109.17	19° 05' 55"	502.51	100.32	109.25
C4	231.00	05° 12' 51"	974.00	12.51	231.99
C5	193.56	14° 55' 00"	597.51	78.22	193.12

LINE	BEARING	TABLE	BEARING
	DISTANCE		
L1	18.48	S 83°-25'-30" N	
L2	184.71	S 40°-46'-54" N	

PUBLIC WORKS _____

2-33-3 MICHAEL & RENELLE CHAMPAGNE
1870 HOOKSETT ROAD HOOKSETT, N.H.

1-22
EVANGELOS E. &
ATHENA GAROS
60 PLEASANT ST.
HOOKSETT, N.H.
621/119 12/17/45

MERRIMACK
STREET
2-31
ROBERT C. & ANNE L.
HINCKLEY
44 PLEASANT ST.
HOOKSETT, N.H.
1596/1021 9/26/86

2-6
RICHARD KINGSTON &
HEHYL MELOY
59 PLEASANT ST.
HOOKSETT, N.H.
1520/449 9/19/45
(SEE PLAN # 5003)

2-5
ARTHUR H. CUTTER
61 PLEASANT ST.
HOOGSETT, N.H.
1382/901 8/26/80
(SEE PLAN #5003)

2-10
PARKER REAL ESTATE TRUST
C. BENJAMIN BAILEY, TRUSTEE
RR2 BOX 34
ACADEMY RD.
HERKSETT, N.H.
1189/390 9/19/73

LOCUS 1"=2000'

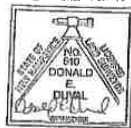
1. OWNER OF RECORD IS CLAUDETTE ALLARD
49 PLEASANT ST. DORCHESTER, N.H.
DEED REF. PARCEL IS BK 183-100-586 DATED 1/7/81
2. OWNER OF PARCEL AND ADJACENT LOTS ARE
RESIDENTIAL - MEDIUM DENSITY
TOTAL ADJACENT LOTS ARE 12 ACRES
LOTS ARE SERVICED BY INDIVIDUAL WELLS AND
SEPTIC SYSTEMS
3. PROPERTY SYSTEM APPROVAL # FOR LOT 2-33-18 IS 144863
N.H.M.S. GP. C.C. SUBDIVISION PLAN #42367
THE PURPOSE OF THIS PLAN IS TO SUBDIVIDE PARCEL
2-33-18 INTO
3 LOTS
4. LOT 1 DENOTES DRAINAGE EASEMENT FOR DETENTION
TANK, LOT 2, 170 SQ. FT.
N.H.D. D.T. DRIVE PERMIT #229-21
5. EACH DWELLING IS TO BE EQUIPPED WITH A RESIDENTIAL
SEWER COLLECTION SYSTEM. THE SYSTEMS ARE TO
BE INSTALLED PRIOR TO ISSUANCE OF AN OCCUPANCY PERMIT.
THE EASTERN SETBACK LIMIT OF LOT 2-33-18-B AND
THE WESTERN SETBACK LIMIT OF LOT 2-33-18-A ARE TO BE
THE LIMITS OF A DRAIN EASEMENT.

2-33-1
BRUCE N. COURTEMANCHE
158 MERRIMACK ST.
ROCKSETT, N.H.
1492/613 9/28/84
(SITE PLAN #7840)

2-33-17
RONALD & IRENE
DION
PLEASANT ST.
HOOKSETT, N.H.
(SEE PLAN #7845)

--- LIMIT SLOPE EASEMENT
 STONE WALL
 - - - - - BUILDING SETBACK LIMIT
 □ STONE BOUND TO BE SET
 ○ DRILL HOLE
 ● IRON PIN FND.
 ■ STONE BOUND FOUND
 ○ IRON PIN TO BE SET

SIGNATURE OF OWNER



DUVAL SURVEY INC.
155 BEMIS RD. AFD 12
MANCHESTER, N.H.
(603) 668-2125

"I HEREBY CERTIFY THAT THIS PLAN IS THE RESULT OF AN ACTUAL FIELD SURVEY, PERFORMED UNDER MY SUPERVISION AND THAT IT HAS AN ERROR OF CLOSURE NO LESS THAN 1 PART IN 10,000."

Donald E. Dind 10-10-1990

APPROVED: TOWN OF HOOKSETT
PLANNING BOARD

DATE April 15, 1991

John H. Mitchell

SHEET INDEX:
SHEET #1 BOUNDARY
SHEET #2 N.H.N.S. & P.C.C. PLAN
SHEET #3 & #4 ROAD PROFILE
SHEET #5 TEMP. CUL-DE-SAC PLAN
SHEET #6 #8 CROSS SECTION
SHEET #9 #8 & #10 CROSS SECTION CUL-DE-SAC
SHEET #11 EROSION CONTROL & TYPICALS

SUBDIVISION PLAN OF LAND

OLD MANOR

ESTATES

HOOKSETT, N. H.

1" = 100' OCTOBER 10, 1990

SHEET 1 OF 11

100 0 100 200 300 400

FILE	232	SIZE	D	TYPE	F	77	15	
FIELD BROWN, A. RAGGS								



Off Pleasant Street
Properties
Hooksett, NH



October 27, 2022

1 inch = 150 Feet



www.cai-tech.com



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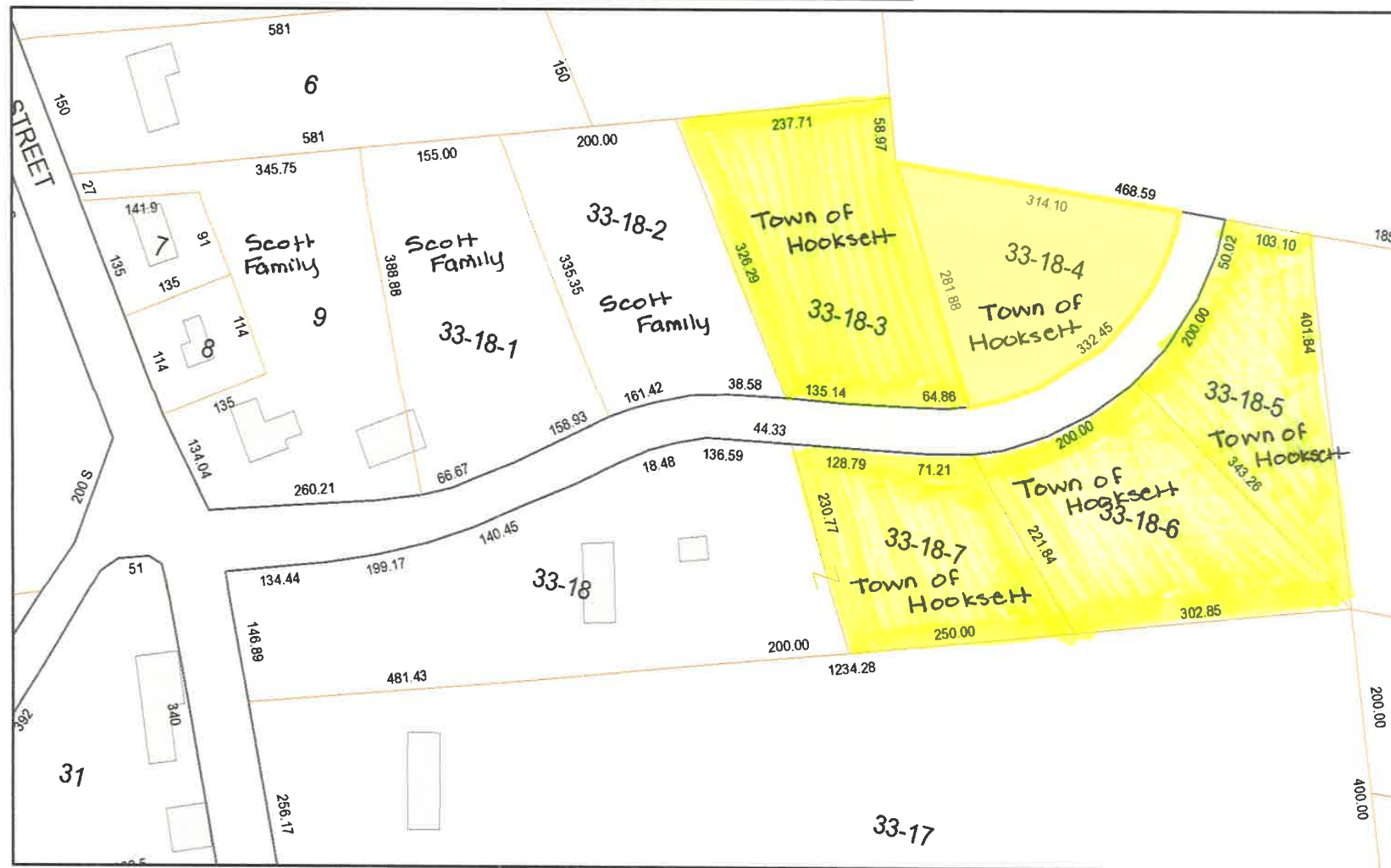
off Pleasant Street
Properties
Hooksett, NH



October 27, 2022

1 inch = 154 Feet

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October 28, 2022

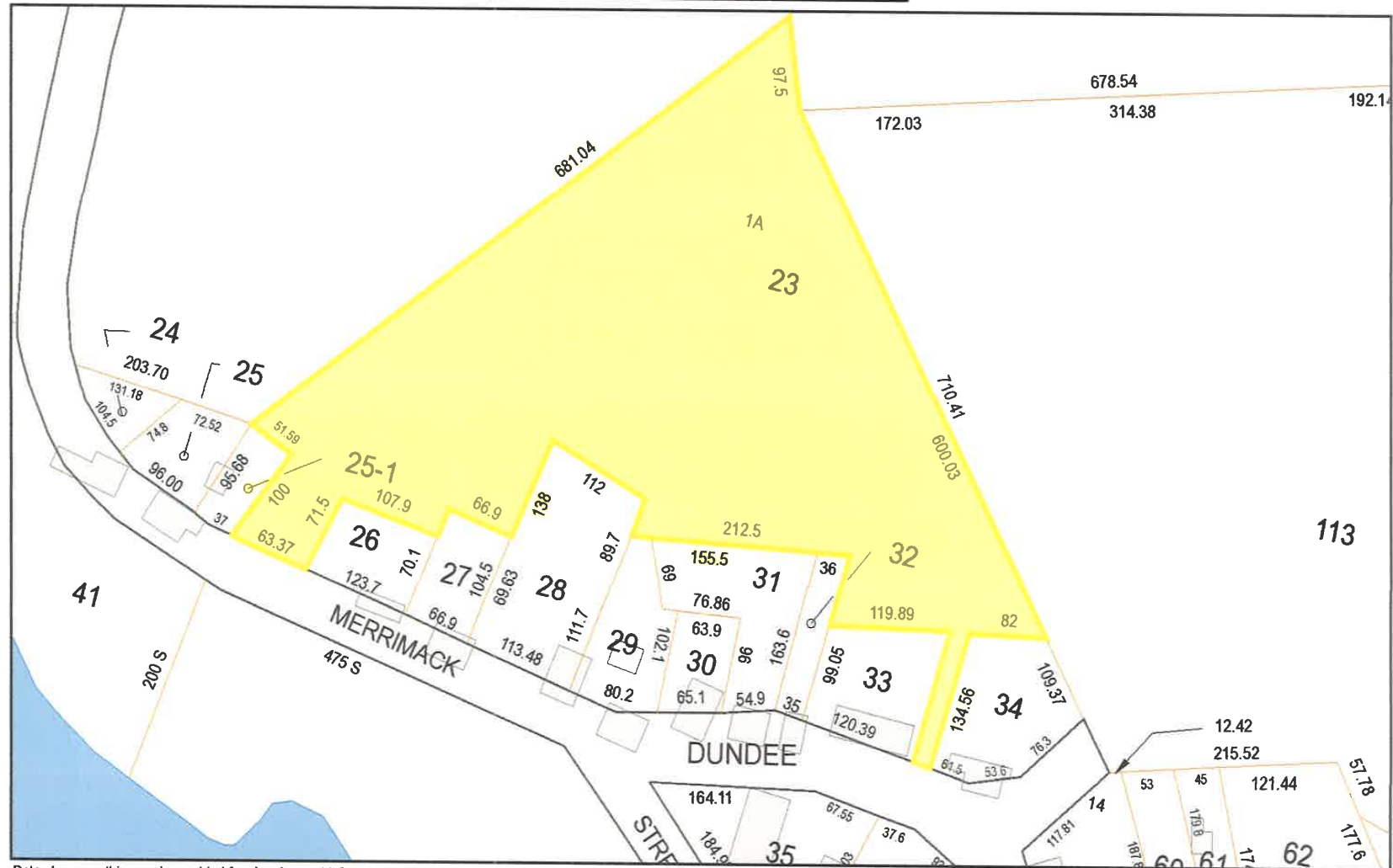
78 Merrimack Street

Hooksett, NH

1 inch = 137 Feet



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78 Merrimack Street

Write a description for your map.

Legend

- 78 Merrimack St
- Hooksett Boat Launch
- Hooksett Boat Ramp
- Merrimack River Canoe & Kayak
- Trinity Full Gospel Church





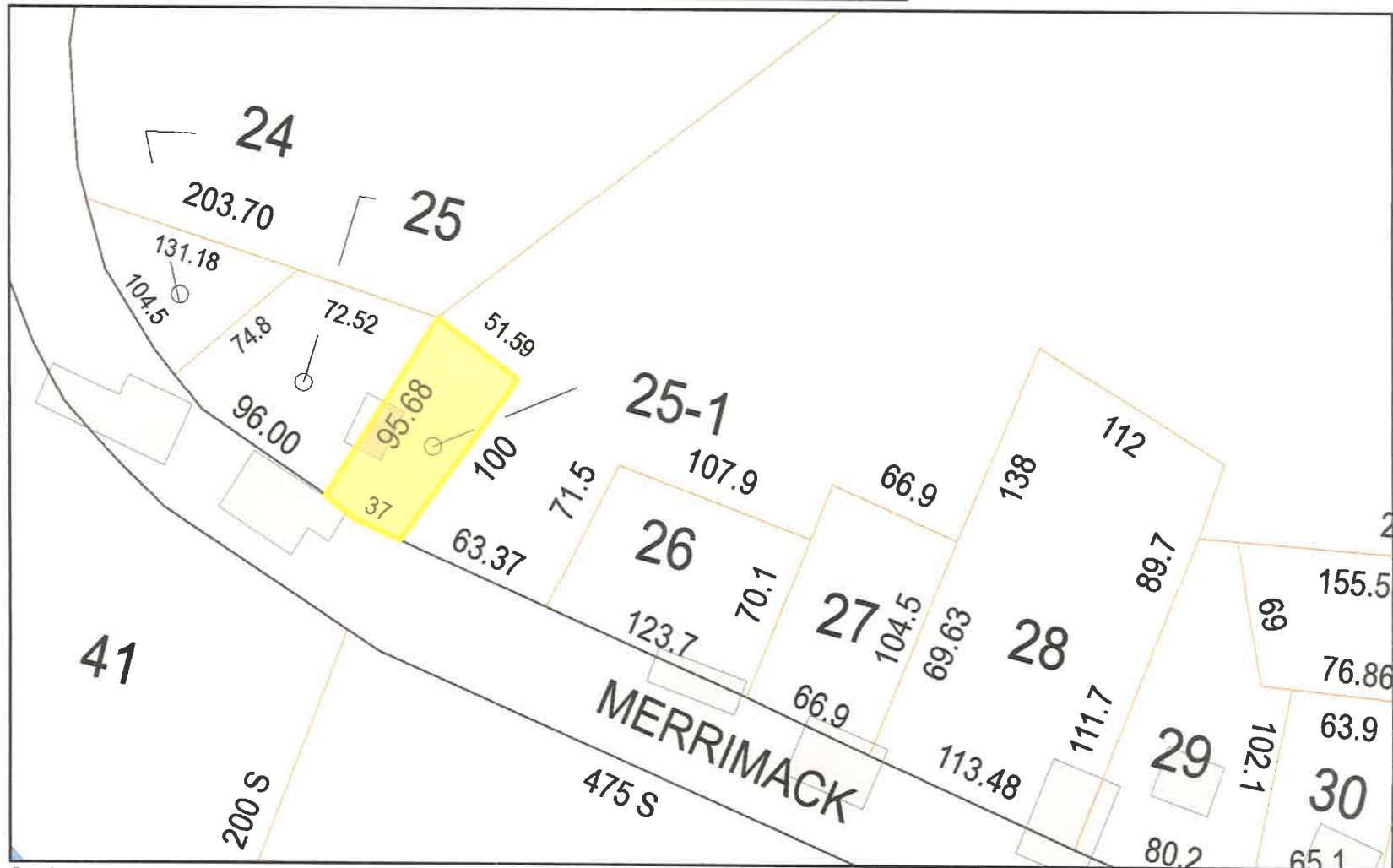
Merrimack Street
Map 5, Lot 25-1
Hooksett, NH



October 28, 2022

1 inch = 68 Feet

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Merrimack Street Map B, Lot 25-1

Hooksett, NH



October 28, 2022

1 inch = 68 Feet

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5 Edgewater Drive
Map 5, Lot 46
Hooksett, NH

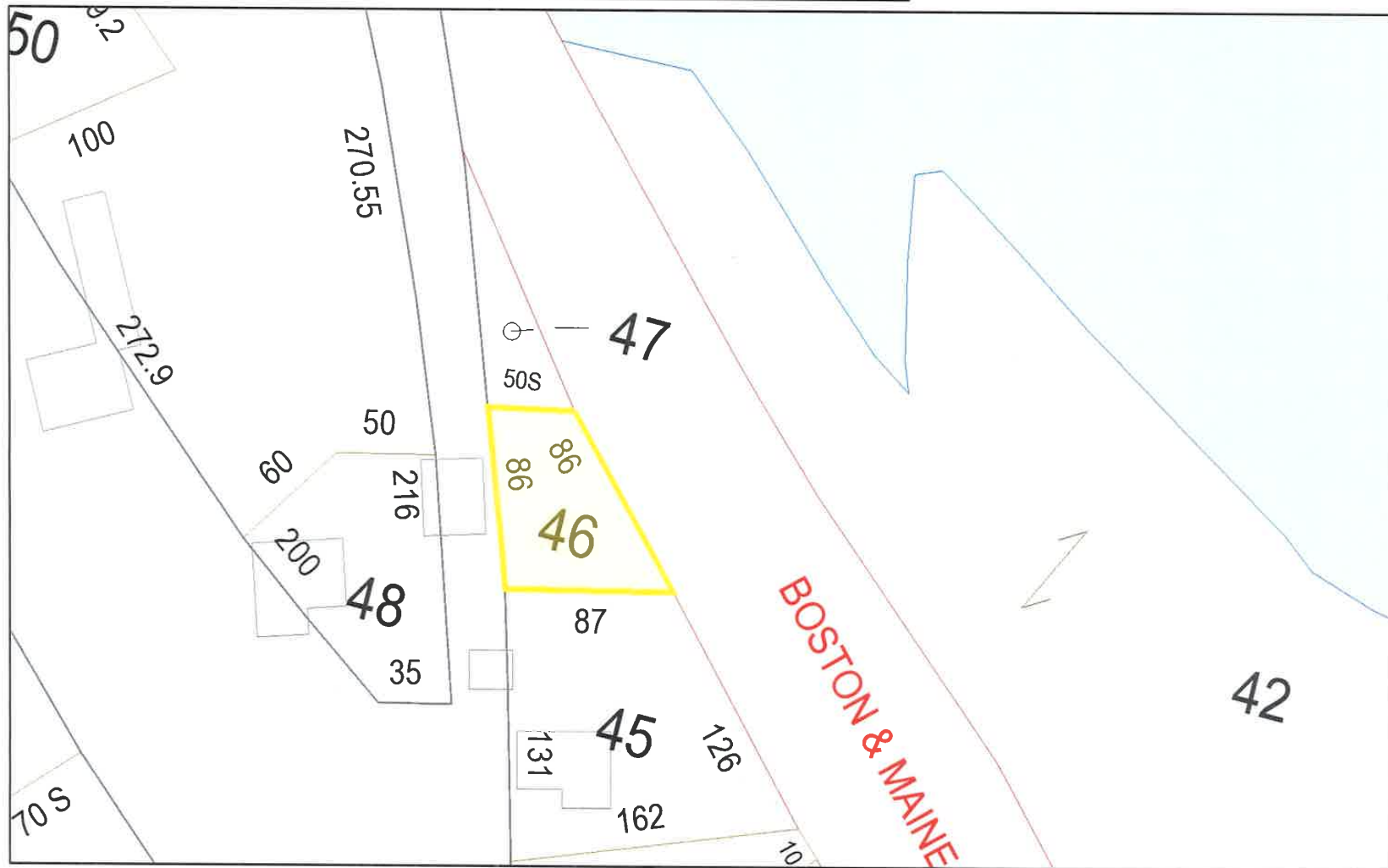


October 28, 2022

1 inch = 68 Feet



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5 Edgewater Drive

Write a description for your map.

Legend





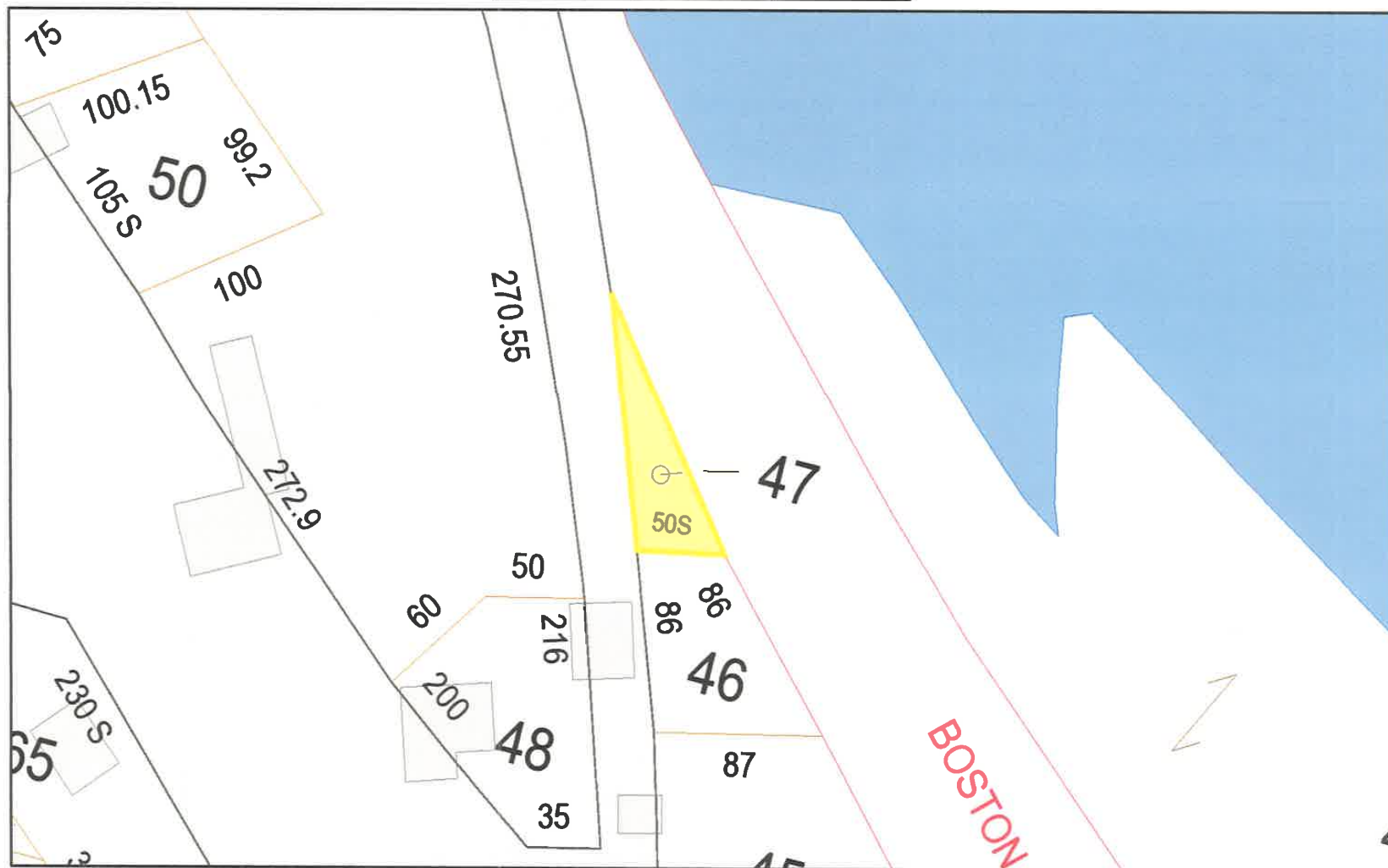
7 Edgewater Drive
Map 5, Lot 47
Hooksett, NH



October 28, 2022

1 inch = 68 Feet

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7 Edgewater Drive

Write a description for your map.

Legend

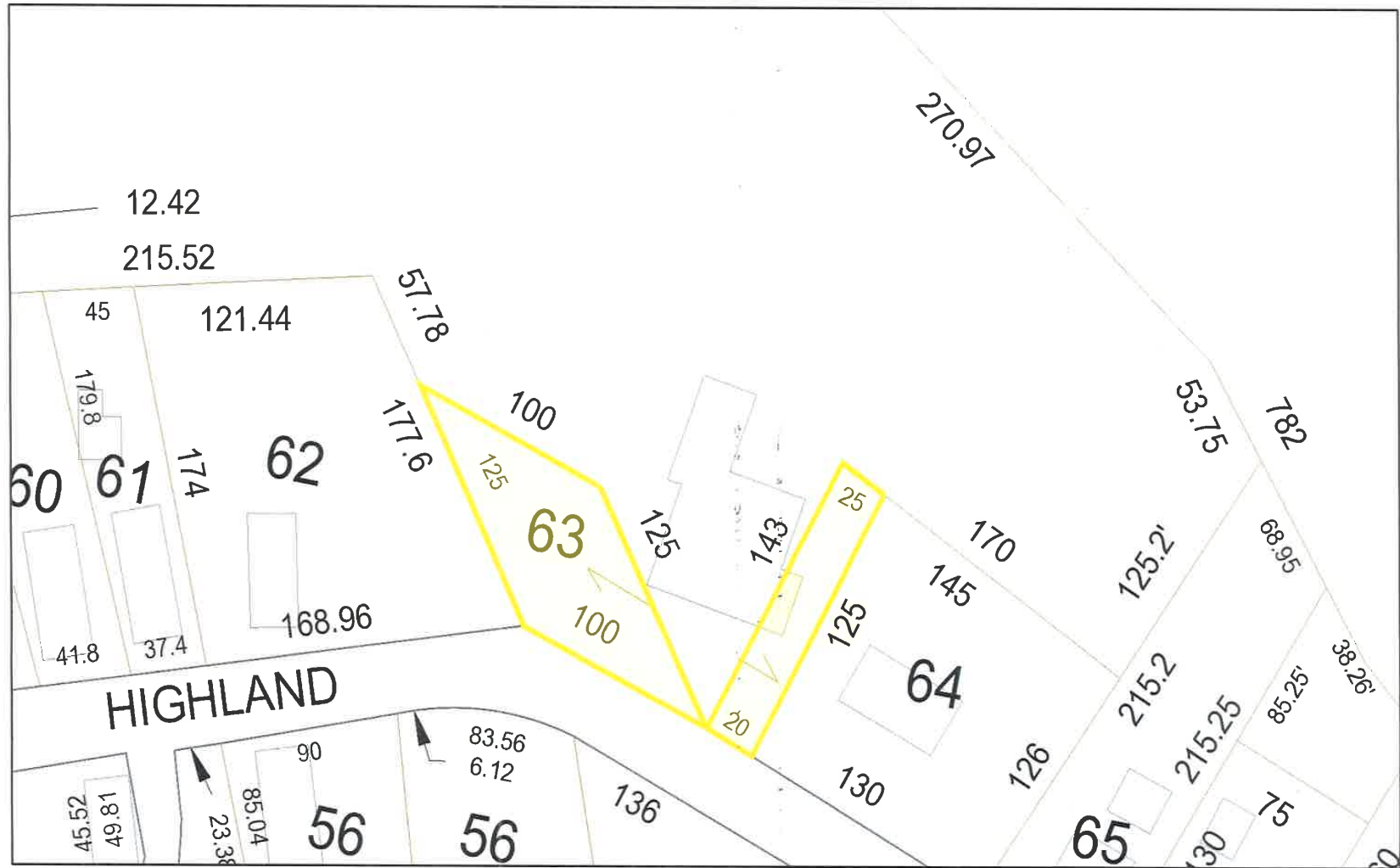




Hooksett, NH



1 inch = 68 Feet



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16 Highland Street

Write a description for your map.

Legend



Google Earth

Data SIO, NOAA, U.S. Navy, NGA, GEBCO

Phase I	Town Owned Property			2022												Notes
<u>Property Location</u>	<u>Map</u>	<u>Lot</u>	<u>Zoning</u>	<u>Building Value</u>	<u>Land Value</u>	<u>Acres</u>	<u>Appraised Value</u>	<u>Category</u>	<u>Year Owned</u>	<u>Amount Taken For</u>	<u>Annual Taxes based on 2021 Tax Rate</u>					
Lot 3 Off Pleasant Street	2	33-18-3	MDR	Vacant	\$ 24,600.00	1.56	\$ 24,600.00	Tax Deed	2014	\$ 1,172.92	\$		\$ 547.00		Lot of Record-Paper street is a legal ROW.	
Lot 4 Off Pleasant Street	2	33-18-4	MDR	Vacant	\$ 24,100.00	1.14	\$ 24,100.00	Tax Deed	2014	\$ 1,115.26	\$		\$ 536.00		Lot of Record-Paper street is a legal ROW.	
Lot 5 Off Pleasant Street	2	33-18-5	MDR	Vacant	\$ 24,200.00	1.15	\$ 24,200.00	Tax Deed	2014	\$ 1,115.26	\$		\$ 538.00		Lot of Record-Paper street is a legal ROW.	
Lot 6 Off Pleasant Street	2	33-18-6	MDR	Vacant	\$ 24,400.00	1.38	\$ 24,400.00	Tax Deed	2014	\$ 1,125.28	\$		\$ 542.00		Lot of Record-Paper street is a legal ROW.	
Lot 7 Off Pleasant Street	2	33-18-7	MDR	Vacant	\$ 24,100.00	1.06	\$ 24,100.00	Tax Deed	2014	\$ 1,110.29	\$		\$ 536.00		Lot of Record-Paper street is a legal ROW.	
78 Merrimack Street	5	23	MDR- Single family, Two Family or multi-family dwelling allowed URD - Must be served by Municipal water and sewer, not less than 9,000 square feet and frontage shall not be less than 90 feet.	Vacant	\$ 74,400.00	6.14	\$ 74,400.00	Tax Deed	1952	\$ 1.00	\$		\$ 1,653.00		Only 63.37' of frontage- min of 150' required for a single family serviced by municipal water and sewer	
Merrimack Street	5	25-1		Vacant	\$ 6,200.00	0.061983	\$ 6,200.00	Tax Deed	2014	\$ 301.94	\$		\$ 138.00		Unbuildable lot - 37' of frontage, 0.06 acres= 2,613.6 square feet	
5 Edgewater Drive	5	46	INDUSTRIAL	\$ 5,900.00	\$ 16,300.00	0.135239	\$ 22,200.00	Tax Deed	2015	\$ 782.65	\$		\$ 482.00		Unbuildable -lot best for an abutter- old garage on site.	
7 Edgewater Drive	5	47	MDR URD- Must be served by Municipal water and sewer, not less than 9,000 square feet and frontage shall not be less than 90 feet.	Vacant	\$ 6,400.00	0.111915	\$ 6,400.00	Tax Deed	2015	\$ 364.11	\$		\$ 142.00		Unbuildable lot- lot best for an abutter	
16 Highland Street	6	63		Vacant	\$ 71,800.00	0.361731	\$ 71,800.00	Tax Deed	2015	\$ 9,692.14	\$		\$ 1,595.00		0.36 acres= 15,681 square feet, frontage is 120 feet.	

MDR= Medium Density Residential
LDR= Low Density Residential
URD= Urban Density Residential
IND= Industrial

NOTES: Map 3 Lot 14 Chester Turnpike was removed as Conservation determined they have interest in retaining that property.
Map 14 Lot 34 Hooksett Road was removed as Conservation determined they have interest in retaining that property.

Town Council
STAFF REPORT



To: Hooksett Conservation Commission
Title: Accept the donation of \$1,000.00 from the Rice Family Charitable Fund to the Town of Hookset Conservation Commission fund per RSA 31:95-b:III(b).
Meeting: Town Council - 07 Dec 2022
Department: Community Development
Staff Contact: Bridgette Grotheer, Community Development Administrative Assistant

BACKGROUND INFORMATION:

The Rice Family has been very generous the last three years and has donated \$1,000.00 to the Hooksett Conservation Commission.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

SUGGESTED MOTION:

Motion to accept the \$1,000.00 donation from the Rice Family Charitable Fund to the Town of Hooksett for the Hooksett Conservation Commission per RSA 31:95-b:III(b).

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the suggested motion

ATTACHMENTS:

[Rice Donation & Nov 14 Minutes Approv](#)

Hooksett Conservation Commission November 14, 2022

130 Cindy I think we should send out a thank you letter for signing to all volunteers, and ask are you
131 interested in monitoring.
132 Sheena the first few we got were at a volunteer group of the library.
133 Cindy we need to push the Monitor training with our volunteers. Then go to Bear Paw to for the
134 training, We have a lot of land that needs to be monitored
135 JoCarol I know Rue will do the training
136 Cindy yes they said they would walk out with them the first time and explain.

137
138

139 **VIII. Other Business**

140

141 **Donation from the Rice Family Charitable Trust**

142 ***Motion to approve the \$1000.00 donation made by Cindy Robertson as describe in a letter***
143 ***from Fidelity Charitable dated October 20, 2022. 2nd by Robert Better. All approved***

144 **Sheena** Can we send a thank you letter once Town Council has approved

145

146 **Heather Rainier Library's offer to sell HCC t-shirts**

147 Heather Rainier of Hooksett Library has agreed to sell t shirts at the library
148 Cindy can we deliver what we have to Heather, let her know what we are charging. Also give
149 Heather a form to be completed with Date, Size, Name & email also a check box for
150 volunteering.

151 Sheena should we order more?

152 JoCarol do you like the design?

153 Sheena should we add properties?

154 JoCarol they are all there. I do need to correct Head's Pond

155 JoCarol I ordered them from local business. We ordered beige and green last time but do we
156 want to just order green. 100% cotton?

157 ***Sizes to order sm., med., lrg., xlg., and 2xx lrg. JoCarol will get a quote***

158 ***Send JoCarol the size and amount of t-shirts***

159 **Invasive species Management**

160 Cindy I found that you can get reimbursed if you spend money on the herbicides?

161 JoCarol the application deadline was November

162 **Conservation Commission Budget – FY 2023-24 (update if any change from what was
163 submitted)**

164 Cindy Everything got approved they asked if it did not get approved would we lose our RTP
165 grant. A question on the \$30,000 and we explained what a conservation easements was. It will
166 move to a Public Impute and then they vote. It is very advantages for them to show support
167 with the vote.

168 **NH Association of Conservation Commissions Annual Conference Nov 5**

169 **Comments from attendees and circulation of e-news**

170



P.O. Box 770001
Cincinnati, OH 45277-0053

SP 01 000177 49214 H 1 ASNGLP
BMZVFMBBBBBTQT
LEANN FULLER
TOWN OF HOOKSETT NEW HAMPSHIRE
35 MAIN ST
HOOKSETT, NH 03106-1631

000177 1/1

October 20, 2022

Dear Sir or Madam:

We are delighted to provide you with the attached check for **\$1,000.00**. This Fidelity Charitable Donor-Advised Fund SM grant was made at the recommendation of the Rice Family Charitable Fund, a donor-advised fund. ¹

This grant is made by Fidelity Charitable. Fidelity Charitable's donor recommends the grant be used for the following purpose (which does not constitute a restriction): **Where it's needed most Conservation Commission**. This grant is to be used exclusively for charitable purposes, and is not made for the purpose of influencing legislation. This grant is also subject to the "Grant Terms" on the next page. If you are unable or unwilling to meet these grant conditions, you must return these funds to Fidelity Charitable.

Should you choose to send a thank-you letter, the donor has requested it be sent to the following address. You should not, however, issue a tax acknowledgement to either the recommending donor(s) or to Fidelity Charitable.

Catherine L. Rice, 75 Oak Hill Rd, Hooksett, NH 03106

¹ Fidelity Charitable is an independent public charity that sponsors a donor-advised fund program. In a donor-advised fund, Donors make irrevocable charitable contributions to Fidelity Charitable, and have the privilege of recommending grants to qualified public charities.

97830482

Grant Terms: This grant is made subject to the following terms. By accepting this grant, you certify to Fidelity Charitable that (i) your organization is formed under the laws of the US and its territories and is a public charity described in Internal Revenue Code sec. 509(a)(1)-(3), or a private operating foundation described in IRC sec. 4942(j)(3); (ii) this grant will be used exclusively for your organization's exempt purposes; (iii) neither the recommending donor nor any other party will receive goods, services or impermissible benefits (e.g., tuition, memberships or dues with more than incidental benefits, admission to events or goods bought at auction) as a result of this grant; (iv) this grant does not satisfy any portion of a financial obligation (including an enforceable pledge) of any party; (v) this grant will not be used for political contributions or campaign activities; and (vi) your organization does not devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise (or has made an election under IRC sec. 501(h) and complies with the limitations thereunder).

If you have any questions regarding the grant, please contact a Fidelity Charitable representative at 800-952-4438.

We wish you continued success in pursuit of your charitable mission.

Sincerely,
Fidelity Charitable

Fidelity Charitable is the brand name for the Fidelity Investments® Charitable Gift Fund, an independent public charity with a donor-advised fund program. Various Fidelity companies provide services to Fidelity Charitable. Fidelity Charitable, Giving Account, and Fidelity are registered service marks, and the Fidelity Charitable logo is a service mark, of FMR LLC, used by Fidelity Charitable under license.

790403.4.0

Town Council
STAFF REPORT



To: Hooksett Heritage Commission
Title: Accept donations up to \$9,999.00 for the "Light Up the Village" event to the Town of Hooksett Heritage Commission per RSA 31:95-b:III(b).
Meeting: Town Council - 07 Dec 2022
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

Donations have been coming in to help the Heritage Commission light the village area for the holidays from December 9th to early February.

Wayne & Sally Gehris
Harnisch Realty Group
Mary Ann Wells
Barrett Insurance, Inc
Antonio Lacasse
Manchester Sand & Gravel, Inc

Donations are not expected to exceed \$10,000.

FINANCIAL IMPACT:

Donations and the Heritage Commission will pay for all cost associated with this event.

POLICY IMPLICATIONS:

None

SUGGESTED MOTION:

Motion to accept donations up to \$9,999.00 for the "Light Up the Village" event to the Town of Hooksett Heritage Commission per RSA 31:95-b:III(b).

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the suggested motion

Town Council
STAFF REPORT



To: Town Council
Title: Accept a donation of a granite bench to be placed in Veteran's Park in memory of Kathie Northrop (estimated value of \$700) from Robert Schroeder to the Town of Hooksett for the Heritage Commission per RSA 31:95-e,II
Meeting: Town Council - 07 Dec 2022
Department: Administration
Staff Contact: Wendy Baker, Executive Assistant

BACKGROUND INFORMATION:

Robert Schroeder would like to donate a granite bench to be placed in Veteran's Park in the grassy area to right side if you are facing the bridge (see attached picture) to the Town of Hooksett Heritage Commission in Memory of Kathie Northrop.

FINANCIAL IMPACT:

N/A

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Accept the donation of a granite bench from Robert Schroeder to the Town of Hooksett Heritage Commission in Memory of Kathie Northrop.

SUGGESTED MOTION:

Motion to accept the donation of a granite bench to be placed in Veteran's Park in memory of Kathie Northrop (estimated value of \$700) from Robert Schroeder to the Town of Hooksett for the Heritage Commission per RSA 31:95-e,II

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the suggested motion

ATTACHMENTS:

[Granite Bench location](#)



Town Council
STAFF REPORT



To: Town Council
Title: M. Barrett - Tax Increment Financing Advisory Committee
Meeting: Town Council - 07 Dec 2022
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

Matt Barrett has applied to volunteer as a business member of the TIF Committee.

RECOMMENDATION:

Council does **not** have to waive the rules to nominate and appoint in the same night. The Council previously changed their rules to allow this process. It is recommended to move forward with nominating and appointing Matt Barrett to the TIF Committee.

SUGGESTED MOTION:

Motion to nominate and appoint Matt Barrett to the TIF Committee with a term expiring June 30, 2025.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the suggested motion

ATTACHMENTS:

[M. Barrett Application and Fraud Policy](#)



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 11/22/22
 Name: Matt Barrett Phone: (603) 660-1939
 Address: 205 Tyrell Hwy Rd, Goffstown NH 03045
 Email Address: Matt@barrett-insurance.com
 Signature: [Handwritten Signature]

 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

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

2

How long have you been a resident of Hooksett?

I am not.

Why are you seeking this position?

On Economic Development Committee. Own a business in town 51 years. Been here since 1998.

Do you have any specific goals or objectives?

See responsible development

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

In town since 1998
Own a Insurance business.
Finance skills. Second generation owner.

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

None

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

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

Current member Economic Development
Committee
Hooksett Finance 22 years.

Town of Hooksett

35 Main Street
Hooksett, NH 03106

FRAUD POLICY

Recognition & Awareness Form

Acknowledgement:

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

Signature:  _____

Print Name: Matthew Barrett

Date Signed: 11/22/22

Department Head Signature: _____

Town Council

STAFF REPORT



To: Town Council
Title: Town Personnel Plan Updates - 1) Compensatory Time, 2) Flex Time and 3) Benefits-end of employment
Meeting: Town Council - 07 Dec 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 3 - Employment Conditions - **Compensatory Time**
 - > Potential savings in overtime (O.T.) budget line by providing future bank of time vs. paying for O.T. hours worked with department head approval based on operational management
- Section 3 - Employment Conditions - **Flextime**
 - > Work/Life balance to provide employees ability to adjust their work schedule on temporary basis for personal reasons (i.e. child school drop-off/pick-up or due to exceeding 40 hours at evening meetings or other work commitments with department head approval based on operational management)
- Section 11 - End of Employment Conditions and Requirements - **Benefits-end of employment**
 - > Amended content to add language for current practice

FINANCIAL IMPACT:

Compensatory time = Potential savings in overtime budget line if an hourly employee chooses time off vs. overtime pay

Compensatory time and Flextime = Potential use for employee attraction and retention to reduce time and money spent for on-boarding

RECOMMENDATION:

Approve the amendments to the Town Personnel Plan as submitted for 1) Compensatory Time, 2) Flex Time and 3) Benefits-end of employment

SUGGESTED MOTION:

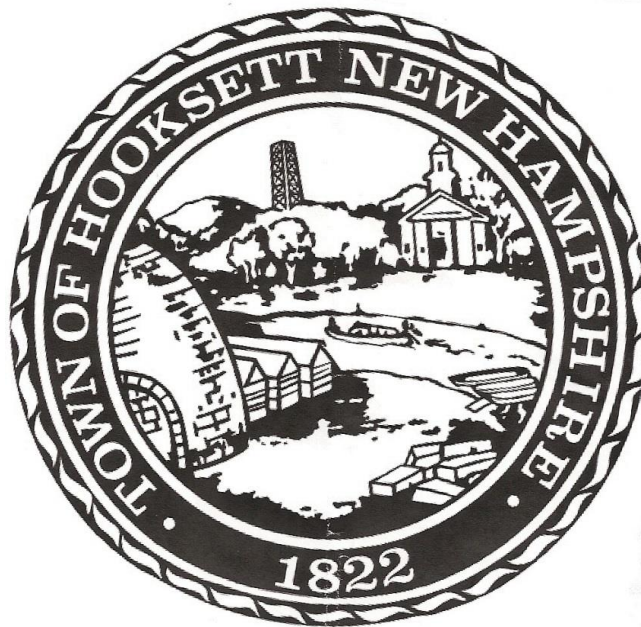
Motion to approve the amendment to the Town Personnel Plan as submitted for 1) Compensatory Time, 2) Flex Time and 3) Benefits-end of employment.

ATTACHMENTS:

[TPP UPDATES-TC MTG 12072022](#)

TOWN OF HOOKSETT

PERSONNEL PLAN



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

Approved - February 17, 2010

Latest revision – ~~September 14, 2022~~ December 7, 2022

REMOVE

ADD

3. EMPLOYMENT CONDITIONS – Compensatory time

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

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

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

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

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

3. EMPLOYMENT CONDITIONS - Flextime

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

When a flextime schedule or arrangement is used, it is the department head's responsibility to ensure that staffing is always available to meet the operational requirements of the department as well as the needs of the public during normal business hours. The department head has the

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

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

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

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

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

11. END OF EMPLOYMENT CONDITIONS and REQUIREMENTS

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

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

Town Council
STAFF REPORT



To: Town Council
Title: To discuss modifications of Town Ordinance # 00-26 "Signage Regulations of Town Roads"
Meeting: Town Council - 07 Dec 2022
Department: Police Department
Staff Contact: Janet Bouchard, Police Chief

BACKGROUND INFORMATION:

Members of the Town Council tasked the Code Enforcement Officer and Police Chief with possible solutions for on-street parking issues that were occurring around town. A revision to the current ordinance, # 00-26 was the most plausible solution. It will be reasonable to enforce using existing citations. Surrounding towns were found to have similar enforcement standards.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

To approve the changes to the current ordinance and schedule a public hearing.

SUGGESTED MOTION:

Motion to approve the attached ordinance # 00-26 and schedule a public hearing.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the suggested motion

ATTACHMENTS:

[Parking Ordinance](#)

SIGNAGE REGULATION OF TOWN ROADS ORDINANCE # 00-26

The Town of Hooksett ordains that, pursuant to RSA 41:11 of the New Hampshire State Statutes and Section 3.6 of the Hooksett Town Charter, the following ordinance is hereby enacted in the Town of Hooksett:

SECTION 1

NO PARKING – Parking is prohibited at designated areas as indicated by posted signs. An inventory list of all approved “No Parking” signs is maintained at the Town Clerk’s office and at the Highway Department for public inspection.

SECTION 1.1

PARKING PROHIBITIONS –

- A. A person shall not park a vehicle upon any street, highway, or town parking facility for the principal purpose of displaying it for sale, washing, maintenance or repairs; repairs of an emergency nature will be excluded.
- B. A person shall not park a commercial vehicle (as defined below) upon any residential street, or town parking facility at any time, unless the actual loading or unloading of materials is occurring thereof.
- C. A person in violation of this provision shall be subject to fines and penalties as set forth in Administrative Enforcement of Parking Violations Ordinance #00-28, under “NO PARKING ZONE”. Violators can be removed under the direction of the Hooksett Police Department. Charges for towing and storage shall be paid by the owner for release of the vehicle.

Commercial Vehicle: A motor vehicle or trailer, not including a resident’s personal vehicle that has been modified to accommodate a disability, or a vehicle used exclusively for agriculture or farming when located on and accessory to a permitted agricultural use, that exhibits one or more of the following characteristics:

1. Has more than two (2) axles.
2. Has a height greater than seven (7) feet.
3. Has a length greater than (19) feet.
4. Has a Gross Vehicle Weight Rating (GVWR) of greater than ten thousand (10,000) pounds.
5. Is registered as other than “passenger”, “antique” or “street rod” vehicle, and is designed, maintained, or used primarily for the transportation of passengers, property or freight for hire, compensation, or profit.

6. Has special ramps, hoists, buckets, cranes, arms, platforms, or similar features designed primarily to lift, tow or carry motor vehicles, equipment, trailers, materials or workers.

SECTION 2

NO TRUCKING – Trucks exceeding three ton GVW are prohibited on roads with signage marked “No Through Trucking”. Exclusions shall be trucks making a delivery to a home or business on the prohibited road. An inventory list of all approved “No Through Trucks” signs and designated “No Through Truck” streets are maintained at the Town Clerk’s office and at the Highway Department for public inspection.

SECTION 3

STOP SIGNS – All stop signs approved by the Town Council shall be posted by the Hooksett Highway Department and deemed legal and enforceable. An inventory list of all legal stop is maintained at the Town Clerk’s office and at the Highway Department for public inspection.

SECTION 4

All other regulatory and advisory signs approved by the Town Council are authorized to be posted by the Highway Department and deemed legal and enforceable.

SECTION 5

PENALTY – Any person, persons, firm, partnership or corporation, found violating any provision of this ordinance, shall be fined no more than \$1,000 for each day such violation continues.

SECTION 6

This ordinance shall become effective upon passage

ADOPTED: 12/14/94

Town Council
STAFF REPORT



To: Town Council
Title: FY 2023-24 Budget and Warrant Articles
Meeting: Town Council - 07 Dec 2022
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

- 1) Update budget if needed
- 2) Review warrant articles - Police Union Contract and others

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:

Concur with the warrant article for the new Police Union contract

ATTACHMENTS:

[Union Contract - Police](#)



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Date of Request: November 2022

Date of Town Meeting: March 7, 2023

Name of Department Submitting Request: Police Union Local 46, NEPBA

1. Please provide the wording of the proposed article.

To see if the town will vote to approve the cost items included in the collective bargaining agreement reached between the Hooksett Town Council and the Hooksett Police Union Local 46, NEPBA which calls for the following increases in salaries and benefits at the current staffing level:

Estimated increase over prior year

<u>Fiscal Year</u>	<u>Salaries</u>	<u>Benefits</u>	<u>Estimated Increase</u>
2023-24	\$ 66,839.00	\$ 26,073.00	\$ 92,912.00
2024-25	\$ 59,273.00	\$ 19,240.00	\$ 78,513.00
2025-26	\$ 70,019.00	\$ 21,360.00	\$ 91,379.00

and further to raise and appropriate **\$92,912.00** for the current fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels. Estimated tax rate impact is \$0.04.

2. What is the intent and purpose of article?

The passing of this article will ensure the implementation of the negotiated agreement between the town and the police officer and dispatcher collective bargaining unit (NEBPA Local 46). This negotiated agreement offers police officers and dispatchers shift differentials and reasonable pay increases over a three-year agreement as outlined in the above matrix, while shifting some costs associated with medical insurance back to the employees. Additionally, this agreement provides for and physical fitness incentive, reduction is uniform allowance and starts a sick time donation program

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?

The current union contract will expire June 30, 2023, and the Town would be required to maintain the same levels of cost benefits to the employees at the time the contract expires.

4. Estimated cost? \$92,912.00 1st year or 4 cents on the tax rate.

5. Is any further information necessary for the deliberation?

There are 19 officers and 5 dispatchers for a total of 24 union members.

Town Council STAFF REPORT



To: Town Council
Title: To accept funds from the Federal Bureau of Investigations received for overtime reimbursement of \$19,344.90 to the Town of Hooksett during Federal Fiscal Year 2022 (10/1/2021 – 9/30/2022) and deposited back into the Hooksett Police Department's overtime line per RSA 31:95-b (IIIa).
Meeting: Town Council - 07 Dec 2022
Department: Police Department
Staff Contact: Jake Robie, Captain

BACKGROUND INFORMATION:

On September 22, 2021, the Hooksett Town Council accepted under the consent agenda the following - "Motion to accept funds from the Federal Bureau of Investigations for overtime reimbursement not to exceed \$1,598.35 per month until September 30th, 2021, then not to exceed \$1,614.33 per month each month thereafter. With funds received prior to July 1st, 2021, to be deposited into the Town of Hooksett's revenue account and all other funds received after July 1st, 2021, to be deposited back into the Hooksett Police Department's overtime line."

The background information for the above consent agenda item read as follows "The Hooksett Police signed a Cost Reimbursement Agreement (CRA) with the FBI in May 2021 indicating they would be reimbursed for the Officer's overtime. We have just recently received the reimbursements for the months of May and June in the amounts of \$478.32 and \$1,355.24 respectively. That total amount of \$1,833.56 will be deposited into budget year 2021-2022 Revenue account. Reimbursements from July 1, 2021, until October 31, 2022, will be deposited into the Police Department's overtime line. Maximum reimbursement limits outlined in agreement are outlined as follows: October 1, 2020 - September 30, 2021, \$1,598.35 per month, \$19,180.25 per year. October 1, 2021 - September 30, 2022, \$1,614.33 per month, \$19,372.00 per year."

On October 27, 2022, Chief Bouchard received notification from Finance Director Christine Tewksbury indicating that without a public hearing to accept the funds, she would not be able to increase the Police Departments overtime line. On November 10, 2022, Captain Robie communicated with Finance Director Tewksbury, and it was determined the funds received during Federal Fiscal Year 2022 (10/1/2021 – 9/30/2022) were the funds which required a public hearing. The total amount of funds we have received during Federal FY 2022 is \$19,344.90. Said funds have been deposited into the Police Departments overtime line for their respective town FY budgets of 2021/2022 and 2022/2023.

Funds received prior to Federal FY 2022 (\$7,331.63) were under \$10,000 therefore no public hearing is required for those funds.

Public Hearing notice was published in the Union Leader on Sunday, November 27, 2022. Public Hearing was held tonight December 7, 2022.

FINANCIAL IMPACT:

Reimbursement

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Make and approve the motion as written below.

SUGGESTED MOTION:

- Motion to waive Town Council rules and procedure and vote same night as the public hearing.
- Motion to accept funds from the Federal Bureau of Investigations received for overtime reimbursement of \$19,344.90 to the Town of Hooksett during Federal Fiscal Year 2022 (10/1/2021 – 9/30/2022) and deposited back into the Hooksett Police Department's overtime line per RSA 31:95-b (IIIa).

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the suggested motion

ATTACHMENTS:

[September 22, 2021 Staff Report](#)
[Public Hearing Notice](#)

Agenda Item #10.2.

Town Council
STAFF REPORT



To: Town Council
Title: Motion to accept reimbursements from the Federal Bureau of Investigation for overtime costs relating to the Hooksett Police Officer assigned to the FBI Task Force according to the limits outlined in the Cost Reimbursement Agreement.
Meeting: Town Council - 22 Sep 2021
Department: Police Department
Staff Contact: Janet Bouchard, Police Chief

BACKGROUND INFORMATION:

The Hooksett Police signed a Cost Reimbursement Agreement (CRA) with the FBI in May, 2021 indicating they would be reimbursed for the Officer's overtime. We have just recently received the reimbursements for the months of May and June in the amounts of \$478.32 and \$1,355.24 respectively. That total amount of \$1,833.56 will be deposited into budget year 2021-2022 Revenue account. Reimbursements from July 1, 2021 until October 31, 2022 will be deposited into the Police Department's overtime line. Maximum reimbursement limits outlined in agreement are outlined as follows: October 1, 2020 - September 30, 2021 \$1,598.35 per month, \$19,180.25 per year.
 October 1, 2021 - September 30, 2022 \$1,614.33 per month, \$19,372.00 per year.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Accept the funds

SUGGESTED MOTION:

Motion to accept funds from the Federal Bureau of Investigations for overtime reimbursement not to exceed \$1,598.35 per month until September 30th, 2021, then not to exceed \$1,614.33 per month each month thereafter. With funds received prior to July 1st, 2021 to be deposited into the Town of Hooksett's revenue account and all other funds received after July 1st, 2021 to be deposited back into the Hooksett Police Department's overtime line.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

Town of Hooksett

Public Hearing Notice

The Hooksett Town Council will be holding a public hearing on Wednesday, December 7, 2022, at 6:00 pm at the Hooksett Town Hall in Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept Overtime Reimbursement from the FBI, for Federal fiscal year 2022. Reimbursement total is \$19,344.90. For further information, please contact Captain Jake Robie at jrobie@hooksettpolice.org or 603-624-1560.

Town Council
STAFF REPORT



To: Town Council
Title: Hemlock Hills Subdivision (1,200' of Laurel Road) - Request for Street Approval
Meeting: Town Council - 07 Dec 2022
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The developer of the Hemlock Hills Subdivision requesting that the Town of Hooksett accept 1,200' of Laurel Road from the previously existing (but removed) cul-de-sac to Hemlock Drive. This is Phase I of the project.

FINANCIAL IMPACT:

None, although Public Works will have to maintain the road once accepted.

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Accept Laurel Road from the previously existing cul-de-sac to Hemlock Drive a distance of 1,200 feet.

SUGGESTED MOTION:

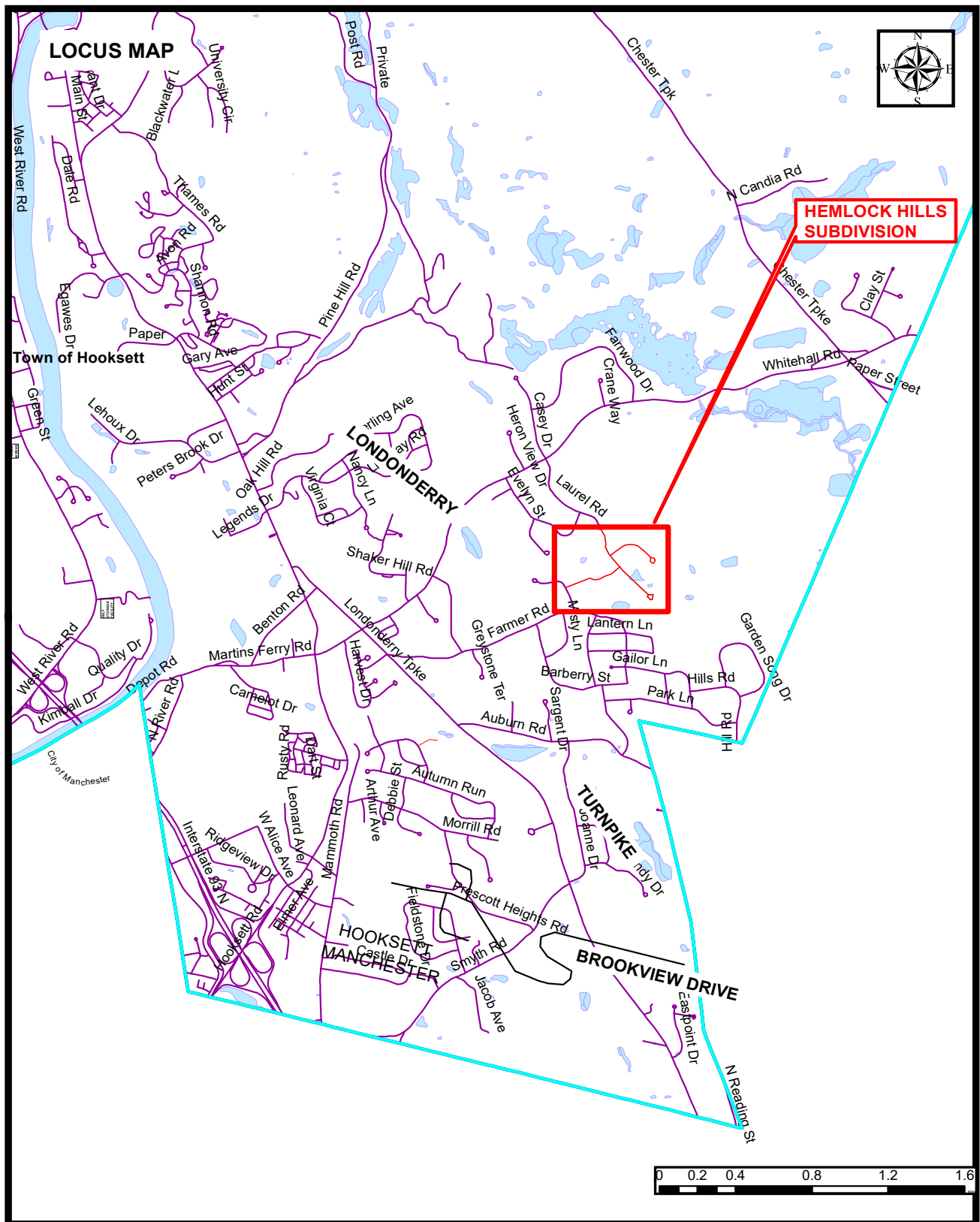
Motion to accept Laurel Road from the previously existing cul-de-sac to Hemlock Drive a distance of 1,200 feet.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the suggested motion

ATTACHMENTS:

[007 Locus Map Hemlock Hills](#)
[006 Hemlock Hills Subdivision Plan](#)
[004 Memo - Site FinalWalkthrough](#)
[005 Laurel Road Photos](#)



**Town of Hooksett
Community Development**

Memo

To: File
From: Bruce A. Thomas, P.E., Town Engineer *BAT*
Cc:
Date: November 3, 2022
Re: Hemlock Hills (Laurel Road Site Inspection/Walk-thru)

A walk-thru was conducted at the referenced site on October 5, 2022. The following were in attendance: Ben Berthume, Scott Bussiere, and Bruce Thomas.

Laurel Road was reviewed. All punchlist items noted at the meeting have been completed to my satisfaction. I will be recommending approval of the roadway at the December 7, 2022 meeting of the Town Council.













Town Council
STAFF REPORT



To: Town Council
Title: Autumn Frost (Marigold Way) - Request for Street Approval and Release of Subdivision Performance Bond of \$200,000.00
Meeting: Town Council - 07 Dec 2022
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The developers of the Autumn Frost subdivision also known as Marigold Way are requesting that the Town of Hooksett accept Marigold Way and that the subdivision performance bond of \$200,000 be released.

FINANCIAL IMPACT:

None, although Public Works will have to maintain the road once accepted.

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Accept the Autumn Frost Subdivision (Marigold Way) and release \$200,000 Subdivision Performance Bond to the Bond Safeguard Insurance Company #5031268.

SUGGESTED MOTION:

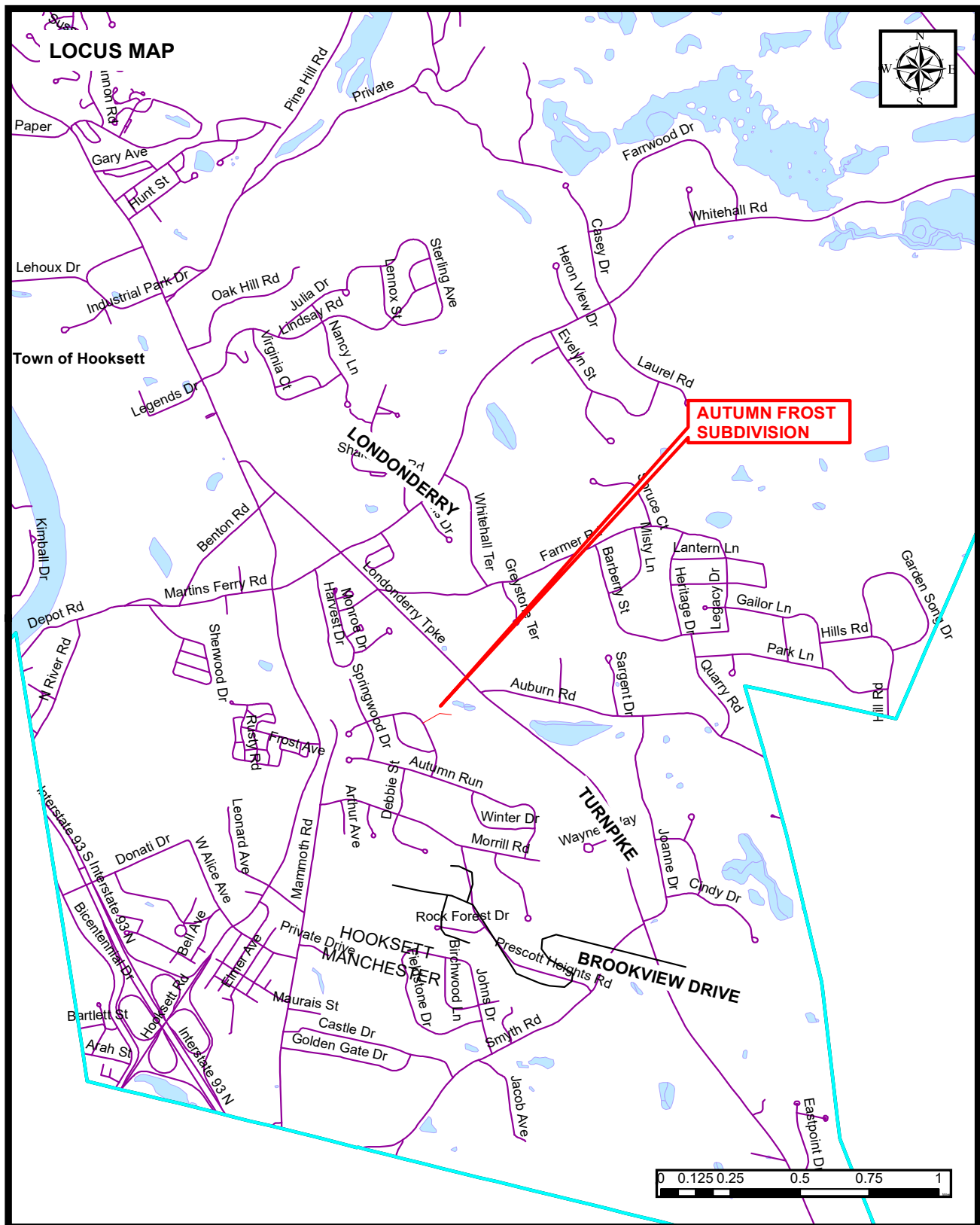
Motion to accept the Autumn Frost Subdivision (Marigold Way) and release \$200,000 Subdivision Performance Bond to the Bond Safeguard Insurance Company #5031268.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the suggested motion

ATTACHMENTS:


[002 Locus Map Autumn Frost](#)
[003 Autumn Frost Plan Cover Sheet](#)
[004 Autumn Frost Bond Status](#)
[004 Autumn Frost Walk-Thru Memo](#)
[006 Autumn Frost Photos](#)



Town of Hooksett		11/17/2022	
Performance Sureties Located at the Finance Dept			
Project Name	Reason	Amount	Released Date
Autumn Frost			
Bond Safeguard Insurance Co #5031268	Subdivision Performance Bond	852,195.68	06/11/20
	Reduced by Council 1/13/21 from \$852,195 to \$200,000	200,000.00	02/01/21
	Wayne E Kenney Builders		2/1/2021

**Town of Hooksett
Community Development**

Memo

To: File
From: Bruce A. Thomas, P.E., Town Engineer 
Cc:
Date: November 3, 2022
Re: Autumn Frost Subdivision Site Inspection/Walk-thru

A walk-thru was conducted at the referenced site on August 25, 2022. The following were in attendance: Ben Berthume, Richard Pichette, and Bruce Thomas.

Marigold Street was reviewed. All punchlist items noted at the meeting have been completed to my satisfaction. I will be recommending approval of the roadway at the December 7, 2023 meeting of the Town Council and release of all Bonds.

















Town Council

STAFF REPORT



To: Town Council
Title: HVAC & Plumbing Support Bid Acceptance
Meeting: Town Council - 07 Dec 2022
Department: Public Works
Staff Contact: Ben Berthiaume, Public Works Director

BACKGROUND INFORMATION:

The Department released a Request for Bids for the HVAC & Plumbing Support. Bids were opened on November 9, 2022. Bids were received from the following:

Northern Peabody, LLC
 G & O Heating & Air Conditioning, Inc.
 Al Terry Plumbing & Heating, Inc.

Please see attached bid tabulation.

FINANCIAL IMPACT:

Funding to come from Town Building Maintenance budget line item.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

Approve and consent to award the HVAC & Plumbing Support bid to Northern Peabody, LLC for the amount stipulated below.

Item	Apprentice/ Temporary Apprentice	Journeyman	Master
Straight time (M-F) 7 am - 7 pm (up to 8 hrs.)	\$67.00/hour	\$95.00/hour	\$95.00/hour
Overtime (M-F) 7 pm - 7 am	\$100.50/hour	\$142.50/hour	\$142.50/hour
Saturdays & Sundays	\$100.50/hour	\$142.50/hour	\$142.50/hour
Holiday (Town observed)	\$134.00/hour	\$190.00/hour	\$190.00/hour
Emergency Rate (2- hour response)	\$100.50/hour	\$142.50/hour	\$142.50/hour

Supplies, Materials, Parts, etc.	Cost + 20%		
Equipment Rental	Cost + 10%		

SUGGESTED MOTION:

Motion to approve and consent to award the HVAC & Plumbing Support bid to Northern Peabody, LLC for the amount stipulated above.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the suggested motion

ATTACHMENTS:

[RFP 22-11 HVAC & Plumbing Support](#)
[HVAC & Plumbing bid tabulation](#)

Town of Hooksett



Prepared by:
Department of Public Works
35 Main Street
Hooksett, NH 03106
(603) 485-8471

REQUEST FOR PROPOSAL

RFP 22-11 HVAC & Plumbing Support for Town of Hooksett

Acceptance Date: Wednesday, November 9, 2022 @ 1 pm

Sealed bid proposals, plainly marked, "**RFP 22-11 HVAC & Plumbing Support for Town of Hooksett**" on the outside of the mailing envelope as well as the sealed bid envelope, addressed to the Administration Department, Town Hall, 35 Main Street, Hooksett, New Hampshire, 03106, will be accepted until **Wednesday, November 9, 2022 @ 1 pm**, when all bids will be publicly opened and read aloud.

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

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

Background

The Town of Hooksett is home to an estimated 13,500 residents and is located in south-central New Hampshire.

Inquiries

All questions regarding the scope of the work for this job should be directed to the Town of Hooksett Public Works Director, Ben Berthiaume at BBerthiaume@hooksett.org or 603-668-8019. Questions received less than seven (7) days prior to the bid opening date may not be answered. Only answers issued by Addenda will be binding. All addendums will be posted on the Hooksett Town website, www.hooksett.org.

Competition

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

Introduction

Guidelines to Perspective Firms

1. A mandatory Pre-Bid Meeting will be held at the Hooksett Town Hall, Room 204, 35 Main Street, Hooksett, NH 03106 on **Friday, October 14, 2022 @ 10:00 am.**
2. INTERPRETATIONS AND ADDENDA- All questions about the meaning or intent of the Bidding Documents and the Contract Documents shall be submitted in writing to Ben Berthiaume, Director Hooksett Public Works via email BBerthiaume@hooksett.org. Interpretations, questions, or clarifications will be considered by the Town and if necessary be responded to by issuance of an Addendum. All questions are to be received no later than, **Monday October 31, 2022, at 3:30 pm.** Questions received less than seven (7) days prior to the bid opening date may not be answered. Only answers issued by Addenda will be binding. All addendums will be posted on The Hooksett Town website Hooksett.org.
3. **Sealed bids**, addressed to Town Administrator, 35 Main Street, The Hooksett, New Hampshire 03106, must be received at the above address **no later than Wednesday, November 9, 2022 @ 1 pm.** for furnishing all labor, materials, supplies, equipment, licensing, supervision and performing all work necessary to provide HVAC and plumbing services based on the bid documents for Hooksett, New Hampshire. Bids shall be submitted in sealed envelopes using the blank Proposal forms furnished with this bid package. Sealed envelopes shall be marked in the upper left-hand corner as follows: **RFP 22-11 HVAC & Plumbing Support for Town of Hooksett.** No electronic bids or emailed bids will be accepted.
4. All companies bidding on this project must include the information outlined in the **ITEMS TO BE INCLUDED IN BID SUBMITTAL** such as bid bond, statement of qualifications, list of subcontractors, list of equipment, references, list of proposed equipment, licenses, financial statements and other items requested in this bid document.
5. **3 copies of the proposal must be submitted.**
6. ANY ALTERATIONS, ADDITIONS OR DELETIONS, TO EITHER THE INSTRUCTIONS TO BIDDERS, OR THE PROPOSAL FORM SHALL CONSTITUTE THE BID(S) AS UNACCEPTABLE.
7. Bidder is required to submit three (3) references of current or previous work and projects of similar or like nature.
8. Bid prices shall be firm for 60 days from bid opening.
9. Unit prices shall remain in effect for the Initial Term of the Agreement.
10. If deemed advantageous, The Town reserves the right to make multiple awards. In the event that multiple awards are made, the lowest responsive bidder will be awarded a primary contract. "Secondary" contracts may be awarded based on the pricing order of responsive bids. Multiple awards may be made in order to ensure timeliness of response to the Town's needs. Secondary contracts will be used only when the primary contractor cannot respond in a timely manner.

11. It is understood, that in addition to the items outlined in this bid package, the Hooksett Town's facilities, offices, parks, and sports fields are continually growing and the successful contractor must be capable of handling contract additions throughout the term of the contract to the same standards, frequencies and expectations outlined herein.

12. No bid bond is required.

13. Within ninety (90) days before the expiration of the Initial Term, the Town of Hooksett may give written notice to Contractor of its desire to extend the Agreement (the "Renewal Notice") for an additional period of time. (the "Renewal Term"). If the Town of Hooksett delivers the Renewal Notice, the Parties shall within thirty (30) days from the date of receipt of the Renewal Notice, use good faith efforts to negotiate the terms and conditions of the Renewal Term. Any agreed upon Renewal Terms shall be in writing and executed as a Modification of the Agreement. In the event the Parties are unable to agree upon the terms and conditions for the Renewal Term, then the Agreement shall expire upon the expiration of the current Term or otherwise terminate pursuant to the terms of the Agreement. Renewal Terms will be limited to a maximum of two (2), two (2) year renewal periods.

ITEMS TO BE INCLUDED IN BID SUBMITTAL:

- General Specifications and Acknowledgments
- Addendum Acknowledgment
- Bid Tabulation Form
- List of Equipment
- Statement of Bidders Qualifications
- Reference Form
- Insurance Requirements
- Appendix A: List of major Town Facilities

General Specifications and Acknowledgment

Bidder shall complete every space in the bidder proposal column with either a check mark to indicate the item being bid is exactly as specified or a description to indicate any deviation of item being bid from the specifications. Bidder may submit additional information explaining any proposed deviation.

Item #	Description of Requirements	Bidder's Initials or Proposal
1	The Initial Term of the contract for these services, if awarded, shall be for twelve (24) months. A maximum of two (2), for twenty-four (24) month renewal periods may be extended after the Initial Term contract period.	
2	Contractor shall be capable of receiving communication by email, or via phone call/message.	
3	Contractor shall provide all equipment, labor, trucks, and material necessary to perform the required service. No equipment, material or personnel shall be provided by The Town to Contractor unless agreed upon in advance in writing by the Town.	
4	Contractor shall remove all rubbish, waste and discarded material daily that is a result of their services provided to the Town. If Contractor fails to comply with this obligation, and the Town is required to remedy, the Contractor agrees to reimburse the Town for all expenses incurred for the remedy.	
5	Contractor's employees and agents must contact personnel at the entry point of the designated Facility and will be required to wear identification badges at all times while on The Town's premises.	
6	Prior approval and Purchase Order are required for any and all work with a total estimated amount of \$3,000 or more.	

7	<p>Monthly invoices from the selected vendor must contain the following information:</p> <ul style="list-style-type: none"> • Name of Town agent requesting the service • Work Order (WO) Number – (Town Provided) • Service Site/Facility/Address • Service Completion Date • Service Completion Time • Hourly Rate • Brief Description of Services and Material provided • Verification of Cost of Material • Total Amount <p>Contractor shall submit to the Town invoices upon completion of the service request and/or Work Order but no later than monthly or thirty (30) days after completion of the work. Invoices may include multiple service requests and Work Orders.</p>	
8	The Town will remit payment for each invoice to Contractor within 15 days of receipt of an approved Invoice, unless the Town disputes any portion of the Invoice and the Contractor is not in default under the provisions of the Contract.	
9	Contractor warrants that for one (1) year from The Town's acceptance, evidenced by payment in full for the work, the work will be free from defects in material and workmanship and that all services and material furnished shall be in accordance with the requirements of the Contract.	
10	Contractor warrants that all material (including repair and replacement parts) will function properly for a period of one (1) year from The Town's acceptance (or the manufacturer's warranty) and that such material will be new and of original manufacture.	
11	At Contractor's own cost and expense, Contractor shall comply with all laws, ordinances, rules, and regulations of the federal, state and local and OSHA authorities and departments relating to or affecting the work hereunder, and shall secure and obtain any and all permits, licenses and consents as may be necessary in connection therewith.	
12	Contractor shall furnish to The Town copies of said licenses, permits and insurance certificates prior to the commencement of any work hereunder.	

13	All work, repairs, preventative maintenance and installations shall be made in compliance with the National Code as adopted by the State of New Hampshire.	
14	Contractor must possess a valid State of New Hampshire Master Plumber's and Mechanical Licenses, copies of which shall be submitted with Bid.	
15	The Town requires the Contractor be available to perform emergency work on a 24-hour basis for any plumbing emergency that may occur. The Contractor must respond to the Town site within two (2) hours after an emergency service request has been received. Emergency Work shall be compensated at a separate unit rate.	
16	Selected Contractor to supply all necessary, personnel, tools, machinery, materials, supplies and equipment to perform the work as specified herein.	
17	Contractor is responsible for obtaining such supplies, materials and parts if not provided directly by The Town. Such supplies, materials and parts shall be of good quality and the cost of such shall be billed as reflected in the proposal from the Contractor. Installed materials that fail before warranty shall be replaced by the contractor with new material at no cost to the Town other than labor to reinstall.	

18	An hour of work is defined as one person working one hour (60 minutes). Chargeable work hours can start when entering the Hooksett Town boundaries. Town shall not be charged for time spent commuting from contractor office sites to the Hooksett. Contractor is expected to arrive to work sites with supplies needed for typical repairs in order to avoid time wasted traveling to and from supply houses.	
19	Straight time is defined as time occurring Mondays through Fridays between 7 am and 7 pm.	
20	Overtime is defined as time occurring Mondays through Fridays between 7 pm and 7 am.	
21	Saturdays and Sundays are defined as time occurring between Saturdays at 12:01 am to Sundays at 11:59 pm	
22	Emergencies are defined as any time the Town deems an emergency and requires a two-hour response.	
23	Holidays are defined as the annual holidays for which The Hooksett Town observes.	

24	All per hour cost shall be inclusive of any and all charges (truck charges, shop costs, service, fuel surcharges, etc.).	
25	Any rental equipment necessary for Town repairs and projects not listed above shall be rented and coordinated solely by the Contractor. A cost plus an additional markup percentage as identified in the tiered bid tabulation shall be used for such rental equipment.	

26	Cost for material, supplies and equipment will be billed at cost plus an additional mark-up percentage as identified in the tiered bid tabulation. A verification of cost of materials shall be provided for any and all materials, supplies and equipment.	
27	The Town reserves the right to require the Contractor to submit quotes from multiple suppliers for materials and supplies on a case-by-case service request basis.	
28	The Town will not provide, nor pay for routine supplies that may be required for any job. Routine supplies shall include, but not limited to tape, cement, solder, pipe dope, duct tape, wire nuts, and any miscellaneous routine supplies that are normally stocked on a fully equipped service vehicle. The contractor when submitting the unit price quotes shall take into consideration the cost of these supplies in the price bid. No other compensation for these routine supplies will be allowed.	
29	Contractor is expected to complete all work orders, repairs, maintenance work and special projects in a timely manner, without hesitation or delay. Certain plumbing services may be more of an urgent nature than others while some special projects can be planned well in advance. Town will provide contractor with the desired timeframe for each Work Order, service request, special projects or event services and Contractor will be expected to respond accordingly and work with the Town on a mutually agreeable schedule for each Work Order or routine service request. Town and Contractor will work together in advance to plan known special projects and services for special events. In the event Contractor fails to perform any portion of the Work as agreed, Contractor may be found to be in Default, for which the Town reserves the right to remedy per the terms of the Contract.	

30	Contractor shall provide the Hooksett Town acceptable proof of insurance and endorsement forms which meets the requirements as identified herein. Proof of Insurance must be provided before any work is to begin.	
31	Bidder has reviewed the facility information provided as part of this bid packet.	
32	Bidder has familiarized himself with the major Town facilities as listed in Appendix A and agrees to perform the scope of services at any Town owned, leased or managed property as directed by the Town.	

I, _____, certify that this bid is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a bid for the same materials, supplies or equipment and is in all respects fair and without collusion of fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

Signature

Name (please print)

Company

**Bid Tabulation
Form**

Item	Unit	Apprentice/Temporary Apprentice	Journeyman	Master
Straight time (M-F) 7 a.m. – 7 p.m. (up to 8 hours)	Per Hour			
Overtime (M-F) 7 p.m. - 7 a.m.	Per Hour			
Saturdays and Sundays	Per Hour			
Holiday- Town observed	Per Hour			
Emergency Rate – 2-hour response	Per Hour			
Item				
Supplies, Materials, Parts, etc.			Cost + %	_____ %
Equipment Rental			Cost + %	_____ %

I, _____, certify that the above listed unit prices as written are made without prior understanding, agreement or connection with any corporation, firm, or person submitting a bid for the same materials, supplies or equipment and is in all respects fair and without collusion or fraud. I agree to honor the unit prices as submitted throughout the Initial Term of the HVAC & Plumbing Services Agreement and abide by all conditions of this bid and again certify that I am authorized to sign this bid for the bidder.

Signature

Name (please print)

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Company

LIST OF EQUIPMENT:

Please list the heavy machinery and mechanical equipment your company owns that will be used to perform the scope of services identified in the bid documents. Cost for use of this equipment shall be factored into the hourly costs:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

STATEMENT OF BIDDER'S QUALIFICATIONS - (Required with Bid Submittal)

DATE SUBMITTED _____

All questions must be answered, and the data given must be clear and comprehensive. ***This statement must be notarized.*** If necessary, questions may be answered on separate attached sheets. The Bidder may submit any additional information that is pertinent.

Name of Company _____

Name and title of Person submitting this bid and relationship to the company _____

3. Permanent main office address _____

4. Are you a licensed business in the State of New Hampshire? Provide business Identification number _____

5. If a corporation, where incorporated _____

6. How many years have you been engaged in the HVAC and Plumbing services business? Under what firm or trade names and how long under each?

7. Are you licensed as a Master Plumber and Gas Fuel Fitter (Mechanical) in the State of New Hampshire? Yes, No. If "Yes", please provide licenses numbers and copies of licenses?

8. Please provide the current number of employees that are classified as Master, Journeyman and Apprentice Plumbers.

9. Please provide the current number of employees that are full time, part time, and seasonal and identify the number that have the primary function of administrative and production (field) work.

10. Has your firm ever failed to complete any work awarded to you.

Yes___No___If "Yes", where and why

11. Has your firm ever defaulted on a contract?

Yes___No___If "Yes", where and why.

12. List the municipalities, political sub-divisions, special purpose districts or property owners' associations that your company is currently under contract with or has been previously under contract involving HVAC and Plumbing services maintenance.

Firm Name Date/s of Service Contact Person and Phone #Information

1. _____
2. _____
3. _____
4. _____
5. _____

13. Are any lawsuits pending against you or your firm at this time?

Yes___No___If "Yes", PROVIDE DETAILS.

14. Have any charges been filed against you or your company or the bidding entity with the New Hampshire Office of Contract Compliance, the Equal Opportunity Commission, the State of New Hampshire Civil Rights Commission, or any other similarly constituted entity charged by any state or local government with the enforcement of anti-discrimination legislation or regulations?

Yes___No___If "Yes", PROVIDE DETAILS.

Page 13 of 17 RFP 22-11 HVAC & Plumbing Support for Town of Hooksett

15. Provide a current bank / and or other financial Reference _____

16. What are the limits of your company's public general liability? Provide detail and carrier's contact information.

17. The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the Town in verification of the recitals composing this Statement of Bidder's Qualifications.

DATED AT _____, this _____ day of _____ 2020.

(Name of Bidder)

By: _____
(Signature)

Title: _____

STATE OF _____

COUNTY OF _____

Sworn/Subscribed to before me personally appeared ___on this _day of _20____.

_____ My commission expires: _____

Page 14 of 17 RFP 22-11 HVAC & Plumbing Support for Town of Hooksett

BID BOND – Not Required

References

Please provide information from three (3) references

1. Agency/Company: Contact Name: Contact Phone: Products delivered:

2. Agency/Company: Contact Name: Contact Phone: Products delivered:

3. Agency/Company: Contact Name: Contact Phone: Products delivered:

Insurance Requirements

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

Umbrella Insurance Coverage

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

Commercial General Liability Insurance

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

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

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

Workers Compensation/Employers Liability Insurance

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

Contractor shall, before the Contract is signed, and at any time following execution thereof at the request of the Owner, furnish Owner with a certificate and proof of such additional endorsements or other documentary evidence that the aforementioned insurance policies have been procured with such additional endorsements, that premiums have been paid and that such policies remain in place. Such certificate or other evidence shall bear an agreement that Owner will be given thirty (30) days prior written notice by the Insurance Company furnishing the certificate before the insurance is cancelled or changed in any manner or for any reason during the period of coverage as stated on the certificate.

APPENDIX A – LOCATIONS

Town Hall	35 Main Street
Safety Center	15 Legends Drive
Highway Building	210 West River Road
Recycling & Transfer	210 West River Road
Courthouse	101 Merrimack Street
Fire Station 1	10 Riverside Street

LATE BIDS WILL NOT BE ACCEPTED

END OF REQUEST FOR PROPOSAL

**Bid #22-11
HVAC & Plumbing Support
November 9, 2022 @ 1 pm**

Attendees: Andre Garron, Town Administrator; Christine Tewksbury, Finance Director; Ben Berthiaume, DPW Director

Bidders	Rate Per Hour		
	Apprentice	Journeyman	Master
<hr/>			
NPI Mechanical Contractors			
Straight time - M-F 7am to 7pm (up to 8 Hours)	67.00	95.00	
Overtime - M-F 7pm to 7am	100.50	142.50	
Saturdays & Sundays	100.50	142.50	
Holidays - Town observed	134.00	190.00	
Emergency Rate - 2 hour response	100.50	142.50	
Supplies, Materials & Part = cost +20%			
Equipment Rental = cost +10%			
<hr/>			
AL Terry Plumbing and Heating, Inc			
Straight time - M-F 7am to 7pm (up to 8 Hours)	125.00	167.00	185.00
Overtime - M-F 7pm to 7am	187.50	250.50	277.50
Saturdays & Sundays	208.00	278.00	308.00
Holidays - Town observed	250.00	334.00	370.00
Emergency Rate - 2 hour response	208.00	278.00	308.00
Supplies, Materials & Part = cost +20%			
Equipment Rental = cost +10%			
<hr/>			
G&O Heating and Air Conditioning, Inc.			
Straight time - M-F 7am to 7pm (up to 8 Hours)	105.00	115.00	125.00
Overtime - M-F 7pm to 7am	157.50	172.50	187.50
Saturdays & Sundays	157.50	172.50	187.50
Holidays - Town observed	210.00	230.00	250.00
Emergency Rate - 2 hour response	157.50	172.50	187.50
Supplies, Materials & Part = cost +20%			
Equipment Rental = cost +10%			
<hr/>			

Bid opening closed: 1:10 PM

Town Council
STAFF REPORT



To: Town Council
Title: Proposed Winter Weekend Schedule at Recycle and Transfer Station and Closing Saturday, December 24, 2022
Meeting: Town Council - 07 Dec 2022
Department: Public Works
Staff Contact: Denise Cumings, Recycle and Transfer Crew Chief

BACKGROUND INFORMATION:

Item #1 - Due to staffing issues and winter snow maintenance, it has been recommended by the Recycle & Transfer Advisory Committee (see attached minutes) that the following winter weekend schedule be approved by Town Council - from January 1st through April 1st, Recycle and Transfer Station will be open the 1st and 3rd Saturday of the month and the remaining Saturdays would be closed.

Item # 2 - Recycle and Transfer Station normally would be open on Saturday December 24, 2022 normal hours as it is not the actual holiday. Employees would like to spend time with family and friends.

FINANCIAL IMPACT:

There would not be any overtime spent to have the Recycle and Transfer Station open.

POLICY IMPLICATIONS:

Recycle and Transfer Station would not be open some Saturdays in the months of January, February and March.

Recycle and Transfer Station would not be open on a day normally scheduled.

RECOMMENDATION:

Approve the Recycle and Transfer Station winter weekend schedule.

Approve closing the Recycle and Transfer Station for Saturday December 24, 2022

SUGGESTED MOTION:

Motion to approve the Recycle and Transfer Station winter weekend schedule.

Motion to approve closing the Recycle and Transfer Station for Saturday December 24, 2022

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the suggested motion.

ATTACHMENTS:

[Recycling and Transfer Advisory Committee Minutes 11-22-2022](#)

**Recycling and Transfer Advisory Committee Minutes
Special Meeting Minutes
11-22-2022**

Meeting was called to order at 6:30pm

Present: Robert Shroeder, Richard Bairam, Ray Bonney, Sean McDonald, Alex Walczyk

Absent: John Giotas, Randall LaPierre

Also Present: Denise Cumings, R&T Crew Chief

Pledge of Allegiance:

Approval of October 25, 2022: R Bairam motioned to accept, R. Shroeder 2nd, all in favor

Old Business: R. Shroeder asked about update on Proposed Ordinance #00-31, D Cumings going to Public Hearing on 10-26-2022. A. Walczyk motioned at the 11-2-2022 Town Council meeting to accept Ordinance #00-31 and approved 8-1. Price increases 1-1-2023.

Town leaf pickup 10-31 thru 11-4-2023. Collected 34,000 pounds of leaves. Thursday alone collected 13,200 pounds. Staffing and equipment were a struggle. Did not have appropriate trucks and personnel was challenging from both Transfer and Highway. This does not include the leaves brought in from the residents. Leaves are eventually brought to the "Pit". Should have appropriate to protect our people.

Sub-Committee meeting on December 13, 2022 @ 2PM R. Bonney will be going and J. Giotas will not be attending.

Public Input: none

Numbers: Cardboard still paying \$50/ton, light iron \$54/ton. "Overstock of cardboard" may be signs of slowdown in economy. A. Walczyk asked about single stream. Town Council in May 2019 voted to cease curbside due to costs. Contamination may have been the cause of price costs. Policing residents with cardboard only curbside pickup is a suggestion. Maybe have satellite sites for cardboard maybe an option

New Business: EPA Recycle grant \$250,000 to \$2 million public education. Believe there is no match will need to review. Suggested new baler. Recycle trailer worked in the past, but staffing became an issue. Be sure to read through grant stipulations. Personnel could be an issue. Wishlist would be a Packer truck and dumpster bins, and a cage for aluminum can collections. Would like to encourage more recycling. Anything to make it easier for residents to recycle would be ideal.

Asked for Saturday December 24 off, A. Walczyk motioned, all in favor. Also ask for "Winter Ops hours" Transfer staff has essentially all been assigned plow routes. Would like to be open just 1st and 3rd Saturdays of the month to give rest breaks from January 1, 2023, through April 1, 2023 to accommodate the snow removal operations R. Bairam motioned to be open 1st and 3rd Saturdays of the month from January through April 1. All in favor.

S. McDonald asked about deviating the Monday routes for school drop-offs

Old big truck is tired, had DEF heater replaced, had a coolant line blow week before.

Motion to adjourn 7:14PM R Bairam, R Shroeder 2nd all in favor

Submitted by,

Denise Cumings R&T Crew Chief

Town Council
STAFF REPORT



To: Town Council
Title: Rescue Tool Purchase
Meeting: Town Council - 07 Dec 2022
Department: Fire and Rescue
Staff Contact: Steve Colburn, Fire Chief/EMS Director

BACKGROUND INFORMATION:

Replacing a set of 2005 Amkus hydraulic extrication tools on Engine 4 with a new Amkus set of battery powered extrication tools. The purchase includes spreaders, cutter, batteries, charger and accessories. These tools will be going on the new Engine 2 that is being built and expected March 2023 delivery. This will replicate the extrication setup on Engine 2 that Engine 1 has, thus standardizing our extrication equipment. The changes to car construction has seen many advancements in vehicle occupant protection and the vehicle cage construction requires tools capable of cutting the new metals. Our current set of hydraulics being replaced struggles to cut the new metals. There is no trade in value, dealer is not accepting any more older hydraulic extrication tools on trade. Plan is to place the tools and hydraulic reels from Engine 4 on Municibid. This purchase is off Massbuys State contract (Mass PSE 01 Contract).

FINANCIAL IMPACT:

\$43,142 from the Rescue Tool Capital Reserve account. Current balance is \$78,144.13 as of the end of October 2022.

POLICY IMPLICATIONS:

Massbuys cooperative bid is an approved source, Mass PSE01.

RECOMMENDATION:

Recommend the purchase of Auto Extrication Equipment from Fire Tech and Safety in the amount of \$43,142.00.

SUGGESTED MOTION:

Motion to approve purchasing Auto Extrication Equipment from Fire Tech and Safety in the amount of \$43,142.00 for Fire-Rescue Department using the Rescue Equipment Capital Reserve Account.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the suggested motion

ATTACHMENTS:

[Amkus quote-2022](#)

Town Council

STAFF REPORT



To: Town Council
Title: Vehicle Stabilization Struts & Airbags Purchase
Meeting: Town Council - 07 Dec 2022
Department: Fire and Rescue
Staff Contact: Steve Colburn, Fire Chief/EMS Director

BACKGROUND INFORMATION:

This purchase is replacing a set of extrication air bags that was removed from service last year due to age and adding vehicle stabilization rescue struts for the new Engine 2 that is being built and expected March 2023 delivery. The airbags were removed from service last year due to exceeding the recommended age from the manufacturer and had mechanical issues with the controller assembly which could not be repaired due to its age. The struts will provide Engine 2 out of Central Station with the same system on Engine 1. Standardization will allow more operational flexibility, make training easier and provide redundant capabilities should a piece of equipment need to be taken out of service for repair. This purchase is off Massbuys State contract (Mass PSE 01 Contract).

FINANCIAL IMPACT:

\$22,105.00 from the Rescue Tool Capital Reserve account. Current balance is \$78,144.13 as of the end of October 2022.

POLICY IMPLICATIONS:

Massbuys cooperative bid is an approved source, Mass PSE01.

RECOMMENDATION:

Motion to purchase Vehicle Stabilization Struts and Airbag System from Industrial Protection Service in the amount of \$22,105.00.

SUGGESTED MOTION:

Motion to approve purchasing Vehicle Stabilization Struts and Airbag System from Industrial Protection Service in the amount of \$22,105.00 for Fire-Rescue Department using the Rescue Equipment Capital Reserve Account.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the suggested motion

ATTACHMENTS:

[IPS_quote-2022](#)



Industrial Protection Services, LLC
 33 Northwestern Dr., Salem, NH 03079
 125 Roberts Rd, Ste 4, South Portland, ME 04106
www.ipd-ips.com

Quote

Date: **21-Nov-2022**

QUOTE #093022-Rev3

Bill To: Attn: Fire Chief Steven Colburn
 Hooksett Fire Department
 15 Legends Way
 Hooksett, NH 03106

Ship to: Attn: AC David Nadeau
 SAME

Salesperson	Shipping Method	Purchase Order No
Cliff Plourde	Delivered	

Qty	Item #	Description	Each Price	Line Total
		Lifting Air Bags & Struts		
SAVA FLAT BAG HIGH PRESSURE LIFTING BAGS 145 psi (10 BAR)				
3	291294	SFB-H 8/17 22"x22": 29 Ton	1,435.00	4,305.00
SAVA HIGH PRESSURE LIFTING BAGS 145 psi (10 BAR) - Type SLK-H - Aramid reinforced				
1	291242	Lifting Bag, Type SLK-H 7 12"x12"	647.00	647.00
1	291243	Lifting Bag, Type SLK-H 12 15"x15"	831.00	831.00
1	609081	Triple deadman controller 3 EXP 10 (145 psi)	1,615.00	1,615.00
1	603218	Protective case for EXP controllers	130.00	130.00
1	Reg 116-145 PSI - SH6	Pressure regulator CGA 346,347 - 8 to 10 bar (116 to 145 PSI) with 6ft yellow hose	1,150.00	1,150.00
5	291282	Shut-off + safety valve 145 psi, 10 bar	206.00	1,030.00
1	611173	Inflation rubber hose 33' (10m) - 145 psi (10 bar) yellow H.Tech	163.00	163.00
2	611179	Inflation rubber hose 33' (10m) - 145 psi (10 bar) red - H.Tech	163.00	326.00
1	611177	Inflation rubber hose 33' (10m) - 145 psi (10 bar) blue - H.Tech	163.00	163.00
1	611181	Inflation rubber hose 33' (10m) - 145 psi (10 bar) grey - H.Tech	163.00	163.00
1	CTC-6000	TeleCrib® Squad Kit	6,379.00	6,379.00
Includes: (2) long struts, (2) TeleCrib Junior Struts, (2) ratchet straps, (2) spike feet, (2) hook clusters, (1) cinch ring, (1) spare strut pin, (1) spare base pin, (1) small accessory bag, (1) instructional DVD.				
	CTC-6001LL	Telecrib Engine Kit	3,529.00	
Includes: (2) long strut, (2) ratchet straps, (1) screw jack head, (1) hook cluster, (1) cinch ring, (1) spare strut pin, (1) spare base pin, (1) small accessory bag, (1) instructional DVD. Modified to include (2) long struts, less the short strut.				
1	CTC-5005	Hook Cluster: Large J, Mini J, Hammerhead T	169.00	169.00
2	CTC-511	Spike Feet	119.00	238.00
4	CTC-503	TeleCrib® Strut Jack	1,199.00	4,796.00
Includes: (1) lifting jack, (1) base pin, (1) ball detent pin, (1) safety pin				
All Pricing as Per Mass PSE 01 Contract				
ALL PRICING GOOD FOR 30 DAYS UNLESS OTHERWISE NOTED				

Cliff Plourde

Quoted Freight Charges

Email: cplourde@ipd-ips.com
 Cell: 603-533-6004 Office: 800-696-4740

\$ **22,105.00**

Town Council STAFF REPORT



To: Town Council
Title: Next Steps for Town Owned Properties
Meeting: Town Council - 07 Dec 2022
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

The Public Hearing was held to gain public input on the 10 town owned parcels that Administration has put forward to relinquish ownership of. The next step is for the Town Council to vote on any amendments to the presented 10 parcels. From there, the Town Council should vote on how to sell the properties

The options presented are:

1. Sealed Bid

Sealed bids consists of Town personnel putting together a request for bids, completing appropriate postings, abutters notices, receiving bids, reviewing all bids, receiving deposits for property, creating deeds, accepting all funds, etc. This will require legal to be involved for deeding purposes.

2. Auction

Auction services are available through 3rd party companies. Administration reached out to two highly recommended auction companies that have completed many municipal auctions within NH. Both companies will provide proposals prior to the December 7 meeting. The Auction process would alleviate a lot of town personnel time as the auction company will complete all necessary steps.

Both companies services are paid for by the bidder with a 10% buyer's premium.

RECOMMENDATION:

Administration recommends moving forward with auction services as this will be the quickest, most efficient way to complete the goal of selling town owned properties. Live public auctions can generate more interest and more revenue than sealed bids. Auction companies handle signage on the properties to be auctioned, advertisements in the newspaper, signs at the town hall, detailed information on each property posted on their website and notifications of the auction to each property's abutters.

SUGGESTED MOTION:

Motion to move forward with the sale of the 10 town owned properties presented per adoption of RSA 41:14-A.

Motion to sell the 10 town owned properties presented through an auction process.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the suggested motion

ATTACHMENTS:

[Amendment to Resolution FY #06-06](#)



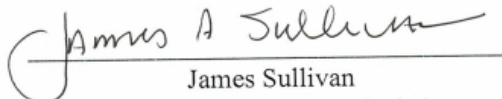
HOOKSETT TOWN COUNCIL
Amendment to Resolution FY #06-06

ADOPTION OF RSA 41:14-A

- 41:14-a Acquisition or Sale of Land, Buildings, or Both; Demolition or Disposal of Buildings. –**
- I. If adopted in accordance with RSA 41:14-c, the select board shall have the authority to acquire or sell land, buildings, or both, and to demolish or otherwise dispose of buildings, provided, however, they shall first submit any such proposed acquisition, sale, demolition, or disposal to the planning board, the conservation commission, the heritage commission, and the historic district commission if the building lies within a defined district for review and recommendation by those bodies, where such board or commissions exist. After the select board receives the recommendation of the planning board, the conservation commission, the heritage commission, and the historic district commission if the building lies within a defined district, where such board or commissions exist, they shall hold 2 public hearings at least 10 but not more than 14 days apart on the proposed acquisition, sale, demolition, or disposal; provided, however, upon the written petition of 50 registered voters presented to the select board, prior to the select board's vote, according to the provisions of RSA 39:3, the proposed acquisition, sale, demolition, or disposal shall be inserted as an article in the warrant for the town meeting. The select board's vote shall take place no sooner than 7 days nor later than 14 days after the second public hearing which is held.
- II. The provisions of this section shall not apply to the sale of and the selectmen shall have no authority to sell:
- (a) Town-owned conservation land which is managed and controlled by the conservation commission under the provisions of RSA 36-A.
 - (b) Any part of a town forest established under RSA 31:110 and managed under RSA 31:112.
 - (c) Any real estate that has been given, devised, or bequeathed to the town for charitable or community purposes except as provided in RSA 498:4-a or RSA 547:3-d.
- III. The provisions of this section shall not apply to the demolition or disposal of, and the select board shall have no authority to demolish or dispose of, any real estate that has been given, devised, or bequeathed to the town for charitable or community purposes except as provided in RSA 498:4-a or RSA 547:3-d.

The Council hereby adopts the provisions of RSA 41:14-a.

This 8th day of June 2022.



James Sullivan
Hooksett Town Council Chair

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, November 16, 2022**

1
2 The Hooksett Town Council met on Wednesday, November 16, 2022, at 5:30 in the Hooksett Municipal
3 Building.

4
5 **CALL TO ORDER**

6 Chair Sullivan called the meeting of 16 Nov 2022 to order at (5:30) pm.

7
8 **PROOF OF POSTING**

9 Human Resource Coordinator Donna Fitzpatrick provided proof of posting.

10
11 **ROLL CALL**

12 **In Attendance:** Councilor James Sullivan, Councilor Timothy Tsantoulis, Councilor Alex Walczyk,
13 Councilor Randall Lapierre, Councilor Roger Duhaime, Councilor David Boutin, and Councilor John
14 Durand (left at 8:39 pm)

15
16 **Absent:** Councilor Keith Judge, Councilor David Ross.

17
18 **NON-PUBLIC SESSION #1 NH RSA 91-A:3 II A**

19
20 ***J. Sullivan motioned to enter NON-PUBLIC SESSION #1 NH RSA 91-A:3 II a.; seconded by D.***
21 ***Boutin.***

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

25 **Roll Call Vote #2**

26 ***R. Duhaime Aye***

27 ***J Durand Aye***

28 ***D. Ross NP***

29 ***R. Lapierre Aye***

30 ***A. Walczyk Aye***

31 ***D. Boutin Aye***

32 ***K. Judge NP***

33 ***T. Tsantoulis Aye***

34 ***J. Sullivan Aye***

35
36 **Vote in favor 7-0**

37
38 ***J. Sullivan motioned to seal the minutes of November 16, 2022; seconded by D. Boutin.***

39
40 **Roll Call Vote #3**

41 ***D. Boutin Aye***

42 ***D. Ross NP***

43 ***A. Walczyk Aye***

44 ***J. Durand Aye***

45 ***R. Duhaime Aye***

46 **T. Tsantoulis Aye**
 47 **R. Lapierre Aye**
 48 **K. Judge NP**
 49 **J. Sullivan Aye**

50
 51 **Motion passed 7-0**

52
 53 **J. Sullivan motioned to leave non-public session of November 16, 2022, at 6:28 pm; seconded**
 54 **by D. Boutin.**

55
 56 **Public Meeting started at 6:33 pm**

57
 58 **PLEDGE OF ALLEGIANCE**

59
 60 **AGENDA OVERVIEW**

61
 62 **PUBLIC HEARINGS**

63
 64 At 6:38 Chair Sullivan opened the Public Hearing for RSA 79-E application to provide tax relief
 65 incentive for 1253 Hooksett Road and the Public Hearing per RSA 674:40-a for Brookview
 66 Development Request for Street Approval of Sophie Circle and Colleen Circle.

67
 68 **8.1 Public Hearing for RSA 79-E application to provide tax relief incentive for 1253 Hooksett**
 69 **Road.**

70
 71 J. Sullivan – the council did adopt this in December 2021 this is the 1st applicant to receive this. This
 72 law allows the subject properties assessment to be frozen for a period of up to 5 years beginning with
 73 the completion of the substantial rehabilitation.

74
 75 C. Katsikas- We are looking at spending more than anticipated. We had steel beams put in the
 76 basement and columns added to the 2nd floor. This is very appreciated. To live there is very cold. The
 77 new windows are coming. Plumbing and electrical work is coming. We will spray foam it as well. We are
 78 going with a shingle roof for now due to cost and change it in the future to make it look nicer. It is
 79 getting cleaned up and looking attractive. I appreciate being the ground breaker on this and keeping our
 80 historic homes. I am hoping to have meetings there for small groups to enjoy the space.

81
 82 J. Duhamel- this was designed for properties just like this so that they don't get knocked down and you
 83 can keep the history.

84
 85 R. Duhaime- I've been here before. It is impressive inside and outside. I thank her for all she is doing to
 86 this property.

87
 88 A. Garron-all I want to do is echo Duhaime's thoughts this is the way the program is supposed to go it
 89 freezes the assessed value of the property to what it is today so that any improvements that are made
 90 are basically forfeited for five years and then after those five years gives these proposals times to get
 91 on their feet.

92

93 T. Tsantoulis- recently we entered into an agreement with a very under-utilized lot, and now we have a
94 business that is vibrant. The program works.

95

96 R. Lapierre- so at the end of the 5 years does that trigger a new assessment, or do we wait till the next
97 reval?

98

99 J. Duhamel- it will be the 2023 values.

100

101 J. Sullivan- closed the Public Hearing at 6:52 pm.

102

103 **R. Lapierre moved to waive the rules or procedure and approve the application on the same**
104 **night as the public Hearing; seconded by D. Boutin.**

105

106 **Vote in favor 7-0**

107

108 ***R. Lapierre moved to accept the application for RSA 79-E tax relief incentive for 1253 Hooksett***
109 ***Road for a period of 5 years following the completion of the rehabilitation; seconded by D.***
110 ***Boutin.***

111

112 **Roll Call Vote #5**

113 ***T. Tsantoulis Aye***

114 ***D. Ross NP***

115 ***R. Duhaime Abstained has done work for applicant before***

116 ***A. Walczyk Aye***

117 ***R. Lapierre Aye***

118 ***K. Judge NP***

119 ***J. Durand Aye***

120 ***D. Boutin Aye***

121 ***J. Sullivan Aye***

122

123 **Vote in favor 6-0-1**

124

125 **8.2 Public Hearing per RSA 674:40-a for Brookview Development Request for Street Approval of**
126 **Sophie Circle and Colleen Circle.**

127

128 B. Thomas- this starts at the Londonderry TPK. The main road was accepted last year. The developer
129 has finished up the other 2 roads and have been finished up to my satisfaction and I recommend you
130 proceed.

131

132 R. Lapierre- is there sewer in that neighborhood, and how are they handling drainage on these streets?

133

134 B. Thomas- they all flow into the retention basins. I may be getting ahead of myself. These 2 streets
135 flowed into these 2 basins, fortunately it did not.

136

137 J. Sullivan- who is responsible for the mowing of the cul-de-sac?

138

139 B. Thomas- the town ultimately but we'd suspect a neighbor would.

140

141 J. Sullivan closed the Public Hearing at 7:00pm.

142

143 ***D. Boutin motioned to approve the street approval for Sophie circle and Colleen Circle,***
144 ***seconded by J. Durand.***

145

146 **Roll Call Vote #6**

147 ***J. Durand Aye***

148 ***R. Lapierre Aye***

149 ***K. Judge NP***

150 ***D. Boutin Aye***

151 ***D. Ross NP***

152 ***T. Tsantoulis Aye***

153 ***A. Walczyk Aye***

154 ***R. Duhaime Aye***

155 ***J. Sullivan Aye***

156

157 ***Vote in favor 7-0***

158

159 **SPECIAL RECOGNITION**

160

161 **BICENTENNIAL MOMENT**

162

163 J. Sullivan presented the Bicentennial moment on Mount St, Mary's. The full PowerPoint presentation
164 can be found on the Towns website.

165

166 J. Durand- wasn't that whole school, offered to the Town for a \$1 back in the day?

167

168 J. Sullivan- yes it was, and we did not take it.

169

170 **SCHEDULED APPOINTMENTS**

171

172 **Town of Hooksett and New England Police Benevolent Association, Inc. (NEPB) Local 46 of New**
173 **Hampshire Contract Effective July 1, 2023.**

174

175 B. Roche- thank you for the Town, it was a good experience on our end. We came to a good and
176 reasonable conclusion.

177

178 ***R. Lapierre moved to accept the tentative agreement between the Town of Hooksett and New***
179 ***England Police Benevolent Association, Inc. (NEPB) Local 46 of New Hampshire Contract to***
180 ***include appendix (a) pay scale effective July 1, 2023, till June 30, 2026, seconded by D. Boutin.***

181

182 **Roll Call Vote #4**

183 ***A. Walczyk Aye***

184 ***R. Lapierre Aye***

185 ***D. Ross NP***

186 ***R. Duhaime Aye***

187 ***J. Durand Aye***

188 ***K. Judge NP***

189 **T. Tsantoulis Aye**
 190 **D. Boutin Aye**
 191 **J. Sullivan Aye**
 192

193 **Vote in favor 7-0**
 194

195 **Pamela Sullivan, Town Clerk - State General Election Update**
 196

197 P. Sullivan- we have 6,662 voters which also includes the absentee ballots. We set up the room
 198 differently. Between that time frame of October 4th thru November 9th Karen put in 128 hours and I put
 199 in 125 hours. Everyone stepped up, we have new volunteers. We had trainings. We kept track of the
 200 books better than last time. Mike Horn stepped up and helped us out a bit.
 201

202 K. Yearke- can we put it out there our hours and what it is that we do. I think people still don't fully
 203 understand, I think that stuff needs to be written down for people, so they understand it.
 204

205 J. Sullivan- we can do updates to the website.
 206

207 K. Yearke- that's a great option but not everyone uses computers, so maybe the neighborhood paper.
 208 We have talked about extending business hours past 4:30.
 209

210 P. Sullivan- I think Karen's and I goal is to be more engaging and keep learning and continue to keep
 211 communicating to peoples.
 212

213 A. Garron- thank you to Pam and Karen it is a lot to come into. You were given a quick crash course. I
 214 do appreciate you both. I appreciate the volunteers, Mike Horne was instrumental, Todd Rainer was
 215 also very instrumental. Public safety was a big help. The flow was different, but it seemed to be a
 216 steady flow. I appreciate everyone's effort.
 217

218 P. Sullivan- I want to thank the Councilors also for attending, we were fully staffed all day.
 219

220 J. Sullivan- a hiccup that I heard about was the absentee ballots.
 221

222 P. Sullivan- yes there were some hiccups. We are working out. We had received some requests on a
 223 Sunday via email to Rhode Island. We sent the ballots out regardless because we have to.
 224

225 J. Durand- my hats off to the town clerk. Hats off like we are not Arizona and losing ballots.
 226

227 P. Sullivan- we have a few ballots returned as they did not get to them in time, and they came in and
 228 voted anyways then they ended up returning it back to us after they voted when it arrived.
 229

230 J. Durand- how many people did we have registered that day.
 231

232 P. Sullivan- I do not have that information.
 233

234 J. Durand- what is the general procedure, why do they wait that day.
 235

236 P. Sullivan- the law says that we must close the

237

238 **CONSENT AGENDA**

239

240 *D. Boutin motioned to approve the consent agenda as presented seconded by T. Tsantoulis.*

241

242 **Roll Call Vote #7**

243 *D. Ross NP*

244 *K. Judge NP*

245 *R. Lapierre Aye*

246 *R. Duhaime Aye*

247 *A. Walczyk Aye*

248 *J. Durand Aye*

249 *T. Tsantoulis Aye*

250 *D. Boutin Aye*

251 *J. Sullivan Aye*

252

253 ***Vote in Favor 7-0***

254

255 **12.1 Surety Release of \$171,237.00 – Platinum Development Project #1380 Hooksett Road**

256 To approve the release of \$171,237.00 surety to the developer (Platinum Equipment, LLC) through
257 Liberty Mutual Surety #41K235160.

258

259 **12.2 Letters of Credit Releases Totaling \$226,362.00 - Brookview Subdivision**

260 Motion to return the letters of credit totaling \$226,362.00 to the Franklin Savings Bank, including Letters
261 of Credit #532201 for \$50,000, #525102 for \$71,192.00, and #532202 for \$105,170.00.

262

263 A. Walczyk- I do want to know the number of new registered voters.

264

265 R. Duhaime- I still want to make sure we support you from staff and address the hours and services.

266

267 **OLD BUSINESS**

268

269 **15.1 TIF District Easement – Purchase easements across State Property near Cross Road (Map
270 17, Lot 9 and Map 17, Lot 38) for \$5,100.00.**

271

272 A. Garron- we spoke on this earlier this summer, this is a TIF easement from the state. Needed within
273 the TIF district, we finally obtained the easement and Bruce will go over and describe where it is.

274

275 B. Thomas- there is a pump station going in by Tri State. It is going to go into the south up 3a then up
276 cross street then across county and up through state property. The state has hired an assessor to
277 come up with the easement assessment. They came up with a figure of \$5,100.00. I am very happy
278 with that. I thought that was going to be way more. I recommend the council accept the easement.

279

280 *T. Tsantoulis motioned to accept the offer from the State to purchase the easements from the*
281 *State of New Hampshire for crossing Map 17, Lot 9 and Map 17, Lot 38 with utilities for the cost*
282 *of \$5,100.00 and other conditions as noted in the letter dated and fund it through the 2019 TIF*
283 *Warrant Article; seconded by D. Boutin.*

284

285 R. Duhaime- as far as we have the easements, this is being paid by the TIF, is this being paid for by the
286 MOU?

287

288 A. Garron- this is not this is just for the project. The construction of the project is related to the MOU.

289

290 **Roll Call Vote #8**

291 **R. Lapierre Aye**

292 **R. Duhaime Nay**

293 **T. Tsantoulis Aye**

294 **A. Walczyk Aye**

295 **J. Durand Nay**

296 **D. Ross NP**

297 **D. Boutin Aye**

298 **K. Judge NP**

299 **J. Sullivan Aye**

300

301 **Vote in favor 5-2**

302

303 **15.2 ARPA Committee Project List and Ranking**

304

305 J. Sullivan – next up is the remaining 3 items on the project list and those include Towb office
306 optimization.

307

308 A. Garron- the Town Offices Optimization would give a break in the TC office and provide a separation
309 in the assessing and town clerks office. That way they would have their own rooms to conduct
310 business.

311

312 R. Duhaime- is this coming out of ARPA funds?

313

314 A. Garron- this is totally new meaning at the time that the town clerk left we did not have time to put this
315 in the budget. If it had been known ahead of time, we would have put it in the budget.

316

317 R. Lapierre- the town office optimization is not what the ARPA committee put on the list.

318

319 A. Garron- actually it was in the Administration office.

320

321 T. Tsantoulis- I do not see a motion for that item otherwise id make it. Part of the duties as you will of
322 the administrator is for him to make a recommendation of a way to make town hall better.

323

324 ***T. Tsantoulis motioned that we use \$10,000 from ARPA funds for the Town Offices Optimization***
325 ***as presented by the Town Administrator pertaining to the Town Clerk and Assessors office;***
326 ***seconded by D. Boutin.***

327

328 **Roll Call Vote #9**

329 **J. Durand Nay**

330 **D. Boutin Aye**

331 **D. Ross NP**

332 *R. Duhaime* *Nay*
 333 *K. Judge* *NP*
 334 *A. Walczyk* *Nay*
 335 *T. Tsantoulis* *Aye*
 336 *R. Lapierre* *Nay*
 337 *J. Sullivan* *Aye*

338
 339 ***Vote fails 3-4***

340
 341 *R. Lapierre* ***motioned that we strike all the remaining projects from the ARPA sub-committee list***
 342 ***and develop a new list next year with the remaining \$489,061.86; seconded by J Durand.***
 343

344 **Roll Call Vote #10**

345 *K. Judge* *NP*
 346 *T. Tsantoulis* *Aye*
 347 *R. Lapierre* *Aye*
 348 *D. Ross* *NP*
 349 *D. Boutin* *Aye*
 350 *J. Durand* *Aye*
 351 *A. Walczyk* *Aye*
 352 *R. Duhaime* *Aye*
 353 *J. Sullivan* *Aye*

354
 355 ***Vote in favor 7-0***

356
 357 A. Walczyk- if this passes and if something comes up before the end of the year, will we need to
 358 rescind this motion?

359
 360 R. Lapierre- back when we started the whole list process, I tried to get clarity from the chair. The ARPA
 361 are funds for the Town to spend. A motion to spend ARPA funds is never out of order.

362
 363 **15.3 Unassigned General Fund Balance History and Tax Rate**

364
 365 C. Tewksbury- I have no additional information. I have checked the website and I have seen no
 366 movement. If they called tomorrow André would need to know what we want to do with the surplus. You
 367 don't have to give André an answer but if you do not want to push off tax bills then you will want to
 368 decide now. We currently have 3.5 million in fund balance which is about 6%. Policy, is we maintain 5%
 369 with a target of 8%. If we applied anything above 5% to the tax rate, we are looking at about \$600,000
 370 which would lower the tax rate about .24 per thousand. In 2021 the town tax rate was \$5.73 and if we
 371 did nothing it would increase to \$7.10. the overall tax rate is \$22.22 from last year. With the changes in
 372 all schools and county we are looking at \$2.65 increase total per thousand. To \$24.87 which is a rough
 373 estimate as I am missing one number.

374
 375 J. Sullivan- what are we currently at?

376
 377 C. Tewksbury- 6%

378
 379 J. Sullivan- if we keep it as is the increase would be 2.41 estimated.

380

381 R. Duhaime- I say give it right to them.

382

383 C. Tewksbury- I know the goal is getting to a fund balance of 8%. But given the state of the economy I'd
384 say give as much as you can to offset the tax rate. I feel comfortable with having the 5% we would not
385 get into any issues. You could go below the 5% but that is going against your policy.

386

387 ***J. Sullivan motioned to keep and maintain 5% in fund balance and apply anything extra to***
388 ***reducing the tax rate; seconded by D. Boutin.***

389

390 **Roll Call #11**

391 ***T. Tsantoulis Aye***

392 ***R. Lapierre Nay***

393 ***J. Durand Nay***

394 ***D. Ross NP***

395 ***K. Judge NP***

396 ***A. Walczyk Nay***

397 ***R. Duhaime Nay***

398 ***D. Boutin Aye***

399 ***J. Sullivan Aye***

400

401 ***Vote fails 3-4***

402

403 J. Sullivan- what would you like to put to the fund balance.

404

405 **R. Duhaime motioned to keep 50% of anything above and beyond 5% in fund balance and apply**
406 **it to offsetting the tax rate; Seconded by J. Sullivan.**

407

408 **Roll Call Vote #12**

409 ***D. Boutin Nay***

410 ***A. Walczyk Aye***

411 ***J. Durand Aye***

412 ***K. Judge NP***

413 ***R. Lapierre Aye***

414 ***T. Tsantoulis Aye***

415 ***R. Duhaime Aye***

416 ***D. Ross NP***

417 ***J. Sullivan Aye***

418

419 ***Vote in favor 6-1***

420

421 T. Tsantoulis- for those that voted no, what are you trying to achieve?

422

423 R. Duhaime- a compromise.

424

425 R. Lapierre- I ultimately want to see the fund balance at 8% and I do not want to see us go backwards.

426

427 **FY 2023-24 Budget and Warrant Articles**

428

429 C. Tewksbury- there has been no changes in the operating budget. The BC has moved onto the school.
430 We do have 1 warrant article which would be the non-union wages and possibly the Police warrant
431 article, but we can wait till the next meeting.

432

433 ***R. Lapierre motioned to move the warrant article for non-union wages to raise and appropriate***
434 ***the sum of \$120,638.00 for an increase in salaries and benefits for non-union full-time and part-***
435 ***time Town personnel. Seconded by D. Boutin.***

436

437 A. Garron- this is the 3rd phase of the 3-phase approach from the MRI study. The first phase was to get
438 a handful of positions up to the minimum standard. and the 2nd phase was to address the salaries of
439 these positions and internal equity was done. This 3rd phase was to continue on with that
440 implementation utilizing the average CPI that we established with 1.7 and this year 2.2. for a max of a
441 4% raise which is 2.2% cola and 1.8% in merit. We are recommending a .5% discretionary adjustment.
442 And that makes up the \$120,638.00.

443

444 **Roll Call Vote #13**

445 ***K. Judge NP***

446 ***D. Boutin Aye***

447 ***T. Tsantoulis Aye***

448 ***R. Lapierre Aye***

449 ***A. Walczyk Aye***

450 ***R. Duhaime Aye***

451 ***J. Durand Aye***

452 ***D. Ross NP***

453 ***J. Sullivan Aye***

454

455 ***Vote in favor 7-0***

456

457 D. Boutin- what do you mean by compression issues?

458

459 A. Garron- meaning that within the police department based on several of the personnel that were able
460 to move in the union and were able to receive that 5% increase, there is that wage compression issue
461 and this will help correct that.

462

463 R. Duhaime- we did longevity pay is that included in here?

464

465 A. Garron- no it is not included in here.

466

467 C. Tewksbury- 98% will get a maximum of up to 4%.

468

469 C. Tewksbury- so we have volunteers to 1st and 2nd at the meeting?

470

471 T. Tsantoulis- I will 1st

472

473 R. Lapierre- I will 2nd.

474

475 **Town Council Goals Update**

476

477 J. Sullivan- I asked for information on goal category # 3.

478

479 T. Tsantoulis- the sound system has been an issue not only for us but also for the public, and I think we
480 should still pursue it.

481

482 J. Sullivan- we had a figure on how much it would be to fix it. It was voted out of using ARPA funds.

483

484 R. Lapierre- I don't believe a motion to expend ARPA funds is out of order however we have already
485 voted on this and it was voted down so it would have to be a reconsideration.

486

487 D. Boutin- so can I move for reconsideration?

488

489 J. Sullivan- you can make a vote to rescind the vote on spending funds for arpa funds previously
490 motioned.

491

492 ***D. Boutin motioned to rescind the prior motion on not spending arpa funds on the sound***
493 ***system; seconded by J. Sullivan.***

494

495 ***Vote failed by voice vote.***

496

497 J. Sullivan- now all we can do is instruct the TA to find the money in the budget to pay for the sound
498 system.

499

500 A. Garron- if you give me to the next meeting to look at the budget and see where I can take these
501 funds from I can. It is a line-item budget so we will need to give up something in order to find the funds.

502

503 **NEW BUSINESS**

504

505 **Quarterly Financial Report as of September 30, 2022**

506

507 C. Tewksbury- gave an overview of the first quarter financial report. FY 22-23.

508

509 D. Boutin- it says budget \$30,000 and then actual is \$7,522.

510

511 C. Tewksbury- we budgeted \$30,000 and have only earned \$7,522 which is about 25% and about
512 where we should be.

513

514 R. Lapierre- It says in accordance with the Towns investment policy, is that available online>

515

516 C. Tewksbury- yes, it is online.

517

518 **TOWN ADMINISTRATOR'S REPORT**

519

520 A. Garron- I'd like to invite Mr. Lacasse up to speak. Mr. Lacasse has offered to light up the Lilac
521 Bridge.

522

523 T- Lacasse- Jeff here is the owner of New England Lighting CO. a Hooksett based Company for the
524 Light up the Village community event on December 9th. This is what Jeff does, they will install and take
525 it down. They are licensed and professionals. The sides will be lit, and the zig zags will also be lit up.
526 We will have a countdown to the tree lightening. All of the major buildings will be lit up. The sewer
527 commission has agreed to allow us to connect to their electrical outlet at veteran's park. All of
528 downtown will be lit up.

529

530 R. Lapierre- so you are getting your power from the sewer commission how will you get it all the way
531 down? And how is the cord being protected?

532

533 Jeff- We will use a higher gauge extension cord.

534

535 Jeff- There is enough room along the fence. Most lightening stays on thru January. And removal
536 depends on weather conditions.

537

538 ***T. Tsantoulis motioned to allow the Heritage Commission to entertain the idea of providing***
539 ***holiday lightening to the lilac bridge with the contractor as described from December 1st till***
540 ***Early February; seconded by D. Boutin.***

541

542 ***Vote in Favor 6-0***

543

544 A. Walczyk- when will the lights be on. I'm expecting, we will hear feedback on those who can see th
545 bridge and when they will be on and off.

546

547 Jeff- we can set timers. I recommend a 3:30 am turn on and a 10:00 turn off. I personally like to account
548 for the morning commuters, so they get to see the lights to.

549

550 R. Lapierre- this can be seen as a donation; do we need to know the dollar amount?

551

552 A. Garron- more of an FYI for winter delays, winter season is upon us. If there were a winter delay keep
553 an eye out on WMUR. The winter parking ban is in place from November 1st till May 1st, 2023. For
554 projects for the well water quality funding assistance. The DES PFAS rebate programing is the only
555 funding available right now. I have not been able to identify any other available state funds. Appletree
556 group is seeking funding for technical assistance, education, training and needs assessments. The fire
557 chief has a staff car that is a 2007 with 127,669 miles. It has significant damage. We have a town
558 interested in purchasing it, they do know the issues with it. We do have the ability to sell it if we want to.
559 It will also help address the needs of an abutting town.

560

561 ***D. Boutin motioned to approve the waiver requirements of section VI administrative surplus***
562 ***material policy to allow this town to purchase the vehicle; seconded by A. Walczyk.***

563

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

565

566 A. Garron- The solar project is moving forward with a RFP which will request proposal on both options
567 to purchase or lease with PPA. The master plan adoption continues to move forward. A meeting on a
568 chapter of the master plan was held last month.

569

570 D. Boutin- the main part of the master plan which has not been completed deals with housing. And has
571 been a rather delicate issue with the board but now with the Cigna decision I think we will be able to
572 move forward and address the apartment issues.

573

574 A. Garron- that discussion has yet to happen and may in the future.

575

576 R. Duhaime- I think that is between planning and zoning.

577

578 D. Boutin- not with this decision.

579

580 A. Garron – regarding the college park development. There was a EDAC meeting that took place. The
581 developer has not committed to assisting in the development of plan

582

583 T. Tsantoulis- when can we expect the ordinance review to be brought forward?

584

585 A. Garron- December 7th.

586

587 **APPROVAL OF MINUTES**

588

589 *T. Tsantoulis motioned to approve the public minutes of November 26, 2022; seconded by D.*
590 *Boutin.*

591

592 *Vote in favor 6-0*

593

594 *T. Tsantoulis motioned to approve the public minutes of November 2, 2022; seconded by D.*
595 *Boutin.*

596

597 *Vote in favor 6-0*

598

599 *T. Tsantoulis motioned to approve the non-public minutes of November 2, 2022; seconded by D.*
600 *Boutin.*

601

602 *Vote in favor 6-0*

603

604 **INFORMATIONAL ITEMS AND CORRESPONDENCE**

605

606 R. Lapierre- the states decision if that is available.

607

608 **SUB-COMMITTEE REPORTS**

609

610 A. Walczyk- the parks n rec advisory board has been working on the pavilion by Lambert Park the plan
611 is to get bricks out for the walkway. The bricks are being planned for the walkway. It will be on the
612 website so people can donate a brick and have them engraved and personalized.

613

614 J. Sullivan – the Town of Hooksett will be featured in an article in NH Magazine.

615

616 **ADJOURNMENT**

617

618 ***Chair Sullivan motioned to adjourn the meeting at 9:15pm. Seconded by D. Boutin***

619

620 ***All in favor 7-0***

621

622 Respectfully submitted,

623

624 *Alicia Jipson*

625

626 Alicia Jipson

627 Recording Clerk

628