



AGENDA

Town of Hooksett Town Council

Wednesday, November 16, 2022 at 5:30 PM

A meeting of the Town Council will be held Wednesday, November 16, 2022 in the Hooksett Municipal Building commencing at **5:30 PM**.

Page

1. **CALL TO ORDER**
2. **PROOF OF POSTING**
3. **ROLL CALL**
4. **NON-PUBLIC SESSION #1 NH RSA 91-A:3 II**
5. **PUBLIC SESSION WILL BEGIN IMMEDIATELY FOLLOWING THE NON-PUBLIC SESSION NOTED ABOVE**
6. **PLEDGE OF ALLEGIANCE**
7. **AGENDA OVERVIEW**
8. **PUBLIC HEARINGS**
 - 8.1. Public Hearing for RSA 79-E application to provide tax relief incentive for 1253 Hooksett Road. See New Business for approval 5 - 14
[Staff Report - SR-22-194 - Pdf](#)
 - 8.2. Public Hearing per RSA 674:40-a for Brookview Development Request for Street Approval of Sophie Circle and Colleen Circle (See New Business Item for Approval) 15 - 31
[Staff Report - SR-22-201 - Pdf](#)
9. **SPECIAL RECOGNITION**
 - 9.1. BICENTENNIAL MOMENT
 - 9.2. Hooksett Municipal Employee - New Hire
10. **PUBLIC INPUT - 15 MINUTES**
11. **SCHEDULED APPOINTMENTS**
 - 11.1. Town of Hooksett and New England Police Benevolent Association, Inc. (NEPB) Local 46 of New Hampshire Contract Effective July 1, 2023
 - 11.2. Pamela Sullivan, Town Clerk - State General Election Update
12. **CONSENT AGENDA**
 - 12.1. Surety Release of \$171,237.00 – Platinum Development Project #1380 Hooksett Road 33 - 43
[Staff Report - SR-22-198 - Pdf](#)
 - 12.2. Letters of Credit Releases Totaling \$226,362.00 - Brookview Subdivision 45 - 48
[Staff Report - SR-22-202 - Pdf](#)

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

13.	NOMINATIONS AND APPOINTMENTS	
14.	BRIEF RECESS	
15.	OLD BUSINESS	
15.1.	TIF District Easement – Purchase easements across State Property near Cross Road (Map 17, Lot 9 and Map 17, Lot 38) for \$5,100.00. Staff Report - SR-22-200 - Pdf	49 - 51
15.2.	ARPA Committee Project List and Ranking Staff Report - SR-22-192 - Pdf	53 - 60
15.3.	Unassigned General Fund Balance History and Tax Rate Staff Report - SR-22-196 - Pdf	61 - 62
15.4.	FY 2023-24 Budget and Warrant Articles Staff Report - SR-22-197 - Pdf	63 - 64
15.5.	Town Council Goals Update Staff Report - SR-22-166 - Pdf	65 - 66
16.	NEW BUSINESS	
16.1.	RSA 79-E Community Revitalization Tax Relief Incentive Application - 1253 Hooksett Road Staff Report - SR-22-193 - Pdf	67 - 68
16.2.	Brookview Development Request for Roadway Acceptance of Sophie Circle and Colleen Circle Staff Report - SR-22-203 - Pdf	69 - 70
16.3.	Quarterly Financial Report as of September 30, 2022 Staff Report - SR-22-195 - Pdf	71 - 87
17.	APPROVAL OF MINUTES	
17.1.	Public: 10/26/22 TC Minutes 10262022	89 - 101
17.2.	Public: 11/2/22 TC Minutes 11022022	103 - 109
17.3.	Non-Public: 11/2/22	
18.	TOWN ADMINISTRATOR'S REPORT	
19.	TOWN COUNCIL FUTURE AGENDA ITEMS	
20.	INFORMATIONAL ITEMS AND CORRESPONDENCE	
21.	SUB-COMMITTEE REPORTS	
22.	PUBLIC INPUT	
23.	NON-PUBLIC SESSION NH RSA 91-A:3 II	
24.	ADJOURNMENT	
	PUBLIC INPUT	

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

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 for RSA 79-E application to provide tax relief incentive for 1253 Hooksett Road. See New Business for approval
Meeting: Town Council - 16 Nov 2022
Department: Assessing
Staff Contact: Jon Duhamel, Town Assessor

BACKGROUND INFORMATION:

This program offers property tax relief for substantial rehabilitation of qualifying structures – usually designated by a municipality as being a downtown area of other central area of historic importance – by providing a 5-year exemption on increased property values because of a rehabilitation or renovation project. The goal is to incentivize the adaptive reuse of the existing building stock, revitalize blighted downtown areas, and preserve historic structures. Currently, the Town has a designated zone – the Village – in which properties are eligible for this exemption, however the incentive has not been utilized to its full potential. The Council adopted the provisions of RSA 79-E in 2007. The Council reviewed and approved the provisions of the program for properties located within a defined area. In 2013, SB 80 amended RSA 79-E to include the following verbiage under the definition of a qualifying structure: “Historic Structure” means any building that is listed on or is determined eligible for listing on the National Register of Historic Places or the state register of historic places. Council adopted this amendment in December 2021.

This law allows the subject properties assessment to be frozen for a period of up to 5 years beginning with the completion of the substantial rehabilitation. The application before Town Council meets all requirements for the RSA 79-E tax relief incentive.

FINANCIAL IMPACT:

Short term forfeiture of net property tax revenues on the increased assessment resulting from qualifying work/renovations/additions to qualifying structures for a period to be determined at the time of application. Any properties approved for the tax relief incentive will continue to be taxed at their current assessed value at the time of application. The attached tax card for 1253 Hooksett Road provides the current assessed value.

POLICY IMPLICATIONS:

n/a

RECOMMENDATION:

Open the Public Hearing, hear from the public, review, and discuss proposed application and see Staff Report under New Business.

SUGGESTED MOTION:

n/a

TOWN ADMINISTRATOR'S RECOMMENDATION:

Conduct public hearing on the application of RSA 79:E for 1263 Hooksett Road.

ATTACHMENTS:

[Public Notice 79-E 11.16.2022](#)

[PRC](#)

[79-E Application](#)

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council will hold a Public Hearing on Wednesday, November 16, 2022, at 6:00 p.m. in Council Chambers of Hooksett Town Hall, 35 Main Street, Hooksett, NH. The purpose of this public hearing is to review the application filed for RSA 79-E Community Revitalization Tax Relief Incentive for Tax Map 31-91, 1253 Hooksett Rd, a.k.a "The Stone House" which has applied for property tax relief under RSA 79-E and would freeze the assessment while substantial improvements are made to property. Questions should be directed to the Assessing Department at (603)268-0078.

Property Location 1253 HOOKSETT ROAD
Vision ID 3142

Account # 4158

Map ID 31/91/11

Bldg # 1

Bldg Name
Sec # 1 of 1

Card # 1 of 1

State Use 1010
Print Date 11-02-2022 12:02:50

CURRENT OWNER		TOPO	UTILITIES	STRT / ROAD	LOCATION	CURRENT ASSESSMENT				2115 HOOKSETT, NH VISION						
KATSIKAS, CHRISTINA 1253 HOOKSETT ROAD HOOKSETT NH 03106		1 Level	2 Public Water	1 Paved	4 Bus. District	Description	Code	Appraised	Assessed							
		4 Rolling	3 Public Sewer			RESIDENTL	1010	225,000	225,000							
						RES LAND	1010	140,500	140,500							
		SUPPLEMENTAL DATA														
		Alt Prol ID 00031 00091 00000 SUB-DIV ACCOUNT 20264 WARD 4 PREC. CEN INVENTO GIS ID 3142 Assoc Pid#														
RECORD OF OWNERSHIP		BK-VOL/PAGE	SALE DATE	Q/U	V/I	SALE PRICE	VC	PREVIOUS ASSESSMENTS (HISTORY)								
KATSIKAS, CHRISTINA		3771 1616	12-01-2021	Q	I	500,000	00	Year	Code	Assessed	Year	Code	Assessed			
124-128 MAMMOTH ROAD REALTY LLC		3034 1245	12-05-2007	U	I	800,000	00	2021	1010	225,000	2020	0130	225,000			
COTE, WILLIAM GERARD		1955 0209	04-27-1994	U	I	0	1		1010	140,500		0130	367,900			
STAMAS REALTY TRUST		1723 0199	05-27-1988	U	I	0	1					0130	200			
COTE, WILLIAM & LUCILLE		1589 0170	08-29-1986	U	I	0	1					3900	204,800			
		Total						365,500		Total		797,700				
EXEMPTIONS		OTHER ASSESSMENTS						This signature acknowledges a visit by a Data Collector or Assessor								
Year	Code	Description	Amount	Code	Description	Number	Amount	Comm Int								
		Total		0.00						APPRaised VALUE SUMMARY						
										Appraised Bldg. Value (Card) 221,700						
										Appraised Xf (B) Value (Bldg) 3,100						
										Appraised Ob (B) Value (Bldg) 200						
										Appraised Land Value (Bldg) 140,500						
										Special Land Value 0						
										Total Appraised Parcel Value 365,500						
										Valuation Method C						
										Total Appraised Parcel Value 365,500						
NOTES																
LAND PRICED AS VACANT																
COMMERCIAL LAND																
LEAKY ROOF 2ND FLOOR																
DAMAGE																
ROW CONDEMNATION DEED 3316-957																
BUILDING PERMIT RECORD										VISIT / CHANGE HISTORY						
Permit Id	Issue Date	Type	Description	Amount	Insp Date	% Comp	Date Comp	Comments	Date	Id	Type	Is	Cd	Purpos/Result		
									03-17-2021	JD			51	Subdivision Plan		
									08-28-2018	GL			56	Field Review		
									09-16-2008	TH			56	Field Review		
									03-06-2006	JW	02	6	15	Permit Visit		
									05-09-2003	DG			00	Measur+Listed		
									06-22-1988	SB			00	Measur+Listed		
LAND LINE VALUATION SECTION																
B	Use Co	Description	Zone	LA	Land Type	Land Units	Unit Price	I. Factor	Site Index	Cond.	Nbhd.	Nbhd Adj	Notes	Location Adjustme	Adj Unit Pric	Land Value
1	1010	SINGLE FAM	PZ			43,560 SF	2.2	1.00000	1	1.00	HKT	1.000			2.2	95,800
1	1010	SINGLE FAM	PZ			5.955 AC	7,500	1.00000	0	1.00	HKT	1.000			7,500	44,700
Total Card Land Units		6.96 AC		Parcel Total Land Area:		6.96								Total Land Value		140,500

Property Location 1253 HOOKSETT ROAD
 Vision ID 3142 Account # 4158


Map ID 31/91/// Bldg # 1

Bldg Name
 Sec # 1 of 1 Card # 1 of 1

State Use 1010
 Print Date 11-02-2022 12:02:52

CONSTRUCTION DETAIL						CONSTRUCTION DETAIL (CONTINUED)					
Element	Cd	Description	Element	Cd	Description						
Style:	06	Conventional									
Model	01	Residential									
Grade:	06	Good									
Stories:	1.75										
Occupancy	1										
Exterior Wall 1	19	Masonry Veneer									
Exterior Wall 2											
Roof Structure:	03	Gable/Hip									
Roof Cover	03	Asph/F Gls/Cmp									
Interior Wall 1	01	Minim/Masonry									
Interior Wall 2	03	Plastered									
Interior Flr 1	03	Concr-Finished									
Interior Flr 2											
Heat Fuel	02	Oil									
Heat Type:	06	Steam									
AC Type:	01	None									
Total Bedrooms	04	4 Bedrooms									
Total Bthrms:	1										
Total Half Baths	0										
Total Xtra Fixtrs											
Total Rooms:	10	10 Rooms									
Bath Style:	01	Old Style									
Kitchen Style:	01	Old Style									
Location Adj											

APR 28 2022

	<p align="center">TOWN OF HOOKSETT</p> <p align="center">Community Revitalization Tax Relief Incentive Application (RSA 79-E)</p>	<p>Assessing Dept. Town of Hooksett Mail or deliver to Town Administrator's Office, 16 Main Street, Hooksett. Attach a \$50 Application Fee payable to "Town of Hooksett"</p>
<p>Building Name (if any) <i>HEBERT HOUSE RKA. HOOKSETT Stone House</i></p>		<p>Owner Name(s) <i>CHRISTINA T. V. Katsikas</i></p>
<p>Building Address <i>1253 Hooksett Rd Hooksett, NH 03106</i></p>		<p>Owner(s) Address Phone #: <i>(603) 365-5258</i> Email address: <i>hooksettfireworks@coitcast.net</i></p>
<p>Map # <i>31</i> Lot # <i>91</i> Current Zoning:</p>		<p>Book # <i>3771</i> Page # <i>1616</i></p>
<p>This application is for: (X) Substantial Rehabilitation Tax Relief Incentive () Tax Relief Incentive for New Residential Units () Tax Relief Incentive for Affordable Housing () Tax Relief Incentive for Rehabilitation of Historic Places in accordance with the U.S. Secretary of Interior's Standards for Rehabilitation (please check all that apply)</p>		
<p>Year Built: <i>1937</i> Square Footage of Building: <i>2666</i></p>		
<p>Is the building eligible or listed on the State or National Register of Historic Places or located in the locally designated Village District? (X) Yes () No</p>		
<p>Existing Uses (describe number of units by type and size) <i>SINGLE FAMILY RESIDENTIAL</i></p> <p>Proposed Uses (describe number of units by type and size) <i>SAME</i></p>	<p>Is there a change of use associated with this project? () Yes (X) No If yes, please describe:</p>	
<p>Will the project include new residential units? () Yes (X) No If yes, please describe:</p>	<p>Will the project include affordable residential units? () Yes (X) No If yes, please describe:</p>	
<p>Has an abatement application been filed or has an abatement been awarded on this property within the past year? () Yes (X) No</p>		
<p>Will any state or federal grants or funds be used in this project? See 79-E:14. If so, describe and detail any terms of repayment (if applicable). <i>NO</i></p>		

DESCRIBE THE WORK TO BE DONE AND ESTIMATED COST.	
1. Attach additional sheets if necessary and any written construction estimates. 2. Also attach any plot plans, building plans, sketches, renderings, or photographs that would help explain this application.	
Structural: <i>FRAMING, SHEETROCK</i>	\$ <i>40,000</i>
Electrical:	\$ <i>30,000</i>
Plumbing/Heating:	\$ <i>50K/75K</i>
Mechanical: <i>Windows</i>	\$ <i>25K</i>
Other: <i>Roof</i>	\$ <i>50,000</i>
TOTAL: Note: To qualify for this tax relief incentive, the costs of the project must be at least 15% of the pre-rehabilitation assessed value of the building or \$75,000, whichever is less. In completing this form, you certify that the estimates are reasonable and that you meet the above requirement. Failure to meet the threshold or the listing of unreasonable construction costs will result in denial of the application and forfeiture of the application fee.	\$ <i>270,000</i>

Expected project start date: <i>4/6/22</i>	Expected project completion date: <i>4-6-23</i>
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I/we have read and understand the Community Revitalization Tax Relief Incentive Program (RSA 79-E, copy attached) and am/are aware that this will be a public process including a public hearing to be held to discuss the merits of this application and the subsequent need to enter into a covenant with the Town and pay all reasonable expenses associated with the drafting/recording of the covenant.

Signature <i>[Signature]</i>	Type or Print Name <i>CHRISTIAN N.V. Katsika</i>	Date <i>4/28/22</i>
Signature	Type or Print Name	Date
Signature	Type or Print Name	Date

FOR TOWN USE ONLY

4/28/22 Date application filed
8/8/22 Date fee received (\$50)
11/10/22 Date public hearing scheduled (within 60 days of application receipt)
11/10/22 Date Council to render decision (within 45 days of hearing)

Is it a Qualifying Structure (located within the Village District as designated under RSA 79-E)?

() YES () NO

If the answer to the above is NO, the project is ineligible. An application may be filed with a request for consideration. It will be brought before the Council for final action.

N/A per 2013 Amendment

NBW

TO BE COMPLETED BY ASSESSING DEPARTMENT

Pre-rehabilitation Assessed Valuation of Building	\$ 365,500
Estimated Cost of Rehabilitation from Application Page 2	\$ 270,000
Percentage - Cost of Project to Valuation	74 % <i>rounded 73.87</i>

Does the cost of rehabilitation exceed 15% of the pre-rehabilitation assessed value of the structure or \$75,000, whichever is less?

(☒) YES () NO

If the answer is NO, the application is denied as the project failed to meet the statutory minimum financial investment.

David M. Jodoin, Town Administrator *DN D'HAMEL, ASSESSOR* Date 11/2/22

THIS APPLICATION HAS BEEN REVIEWED BY: (please initial & date)

Planning: NBW Zoning: NBW Building: DTJ 11/3/2022

Comment(s):

*All Required Permits are in place
Grandfathered Residential use on
Commercial lot; use permitted to continue*

TOWN COUNCIL REVIEW/DECISION

DOES THE PROJECT PROVIDE AT LEAST ONE OF THE FOLLOWING PUBLIC BENEFITS?

- | | | |
|---|---|-----------------------------|
| • Enhances economic vitality of the village | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| • Enhances and improves a culturally or historically important structure | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| • Promotes development of the village, providing for efficiency, safety, and a greater sense of community | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| • Increases residential housing in the village | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

THE APPLICATION IS:	() GRANTED	() DENIED
Substantial Rehabilitation Tax Relief Incentive granted for (up to 5 years beginning with completion of rehab)		years
Tax Relief Incentive for New Residential Units granted for (up to an additional 2 years, 4 years if affordable housing)		years
Tax Relief Incentive for Rehabilitation of Historic Places in accordance with the U.S. Secretary of Interior's Standards for Rehabilitation granted for (up to an additional 4 years)		years
Total		Years

IF DENIED, REASON(S) FOR DENIAL

- ☐ Project failed to meet at least one of the public benefits
- ☒ Structure is not located in the Village District as adopted by the Council

N/A per 20B Amendment
(N/A)

The above decision was rendered by a majority vote of the Hooksett Town Council after a public hearing held on _____.

 Chair, Hooksett Town Council

 Date

Copies to: Applicant
 Assessing Department
 Tax Collector
 Administration

Eligibility - 3 conditions

1. Located in Village District or allowed in expanded eligibility under SB 80
2. the rehabilitation must cost at least 15% of a building's pre-rehab assessed value or \$75,000, whichever is less, and
 - 2 A. In addition, in the case of historic structures, substantial rehabilitation means devoting a portion of the total cost, in the amount of at least 10 percent of the pre-rehabilitation assessed valuation or at least \$5,000, whichever is less, to energy efficiency in accordance with the U.S. Secretary of the Interior's Standards for Rehabilitation.
3. a project must provide a public benefit to the town by enhancing the economic vitality of the Village; enhancing and improving a culturally or historically important structure; promoting development of the Village, providing for efficiency, safety and a greater sense of community; or increasing residential housing.

Town Council
STAFF REPORT



To: Town Council
Title: Public Hearing per RSA 674:40-a for Brookview Development Request for Street Approval of Sophie Circle and Colleen Circle (See New Business Item for Approval)
Meeting: Town Council - 16 Nov 2022
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

Per RSA 674:40-a, a public hearing is required for the acceptance of Sophie Circle and Colleen Circle.

The developers of the Brookview Development are requesting that the Town of Hooksett accept Sophie Circle and Colleen Circle and release all Letters of Credit for the project. These streets represent the final phase of the Development. A sketch showing these roadways to be accepted is attached.

FINANCIAL IMPACT:

Public Works will be tasked with maintaining the roads 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:

Open the public hearing on accepting Sophie and Colleen Circles as public roadways

ATTACHMENTS:

[0 Memo - Site Final Walkthrough 11-3-22](#)
[0 Sophie-Colleen Acceptance Plan](#)

[Public Hearing Notice - Roadway Acceptance
Colleen Circle and Sophie Circle Photos](#)

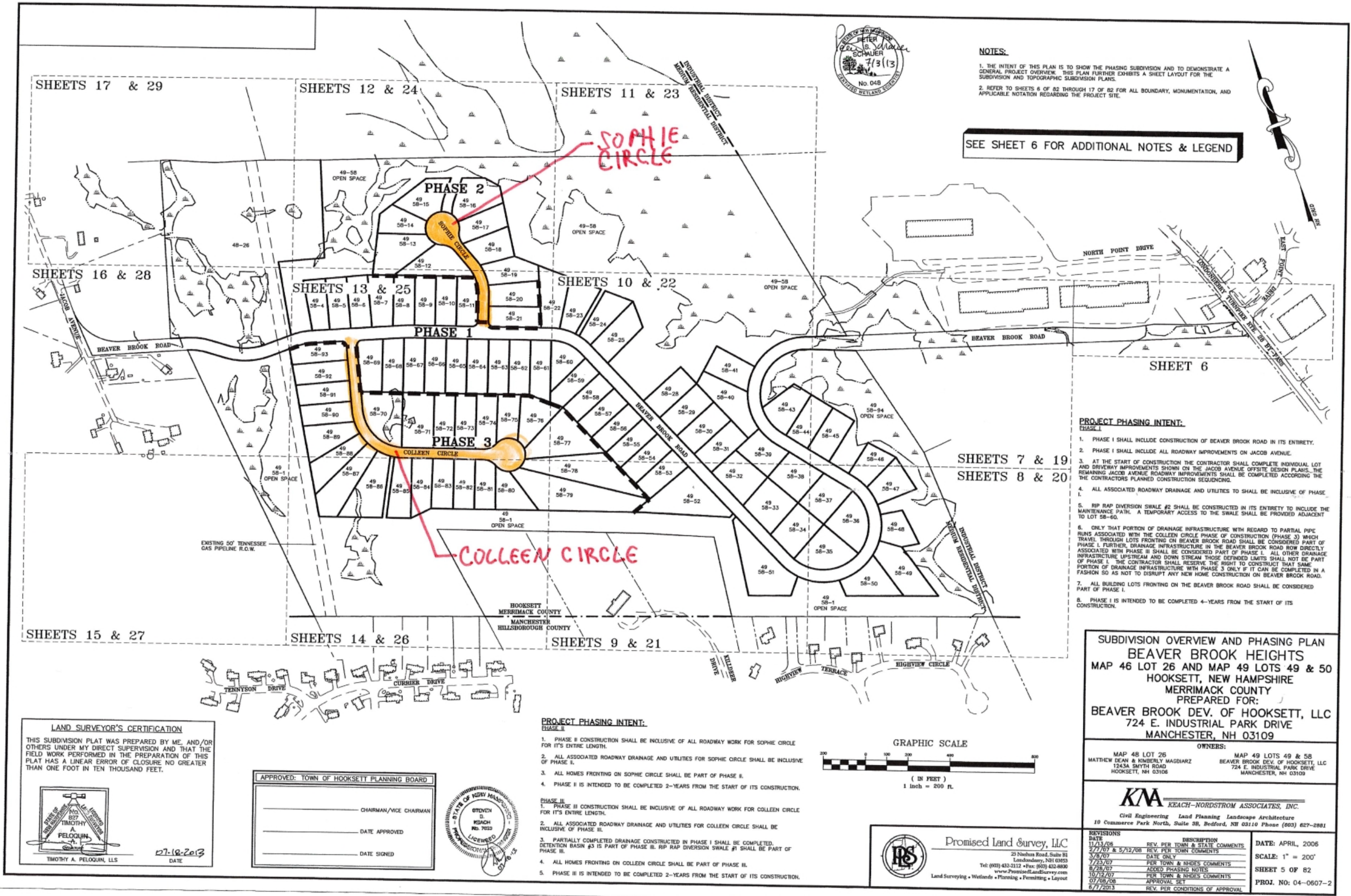
**Town of Hooksett
Community Development**

Memo

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

A walk-thru was conducted at the referenced site on September 20, 2022. The following were in attendance: Ben Berthume, Bob Grondin, and Bruce Thomas.

Sophie Circle and Colleen Circle were reviewed. All punchlist items noted at the meeting have been completed to my satisfaction. I will be recommending approval of the roadway at the November 16th meeting of the Town Council and release of all Letters of Credit.



TOWN OF HOOKSETT PUBLIC HEARING NOTICE

The Town of Hooksett Town Council hereby provides notice that it will hold a public hearing to accept Sophie Circle and Colleen Circle as public roads. The public hearing is scheduled for Wednesday, November 16, 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: Surety Release of \$171,237.00 – Platinum Development Project #1380 Hooksett Road
Meeting: Town Council - 16 Nov 2022
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The developer of the Platinum Development Project #1380 Hooksett Road has requested a release of the site bond being held on the project.

The work is complete to my satisfaction and I recommend releasing the bond of \$171,237.00 to the developer. The developer will be required to provide a landscape bond in the appropriate amount to be held for two years.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

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

SUGGESTED MOTION:

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

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the suggested motion

ATTACHMENTS:

[Memo to release bond](#)
[Platinum Bond Information](#)
[Platinum Photos](#)

**Town of Hooksett
Community Development**

Memo

To: Files

From: Bruce A. Thomas, P.E., Town Engineer *BAT*

Cc:

Date: November 3, 2022

Re: Platinum Development Project #1380 Hooksett Road - Site Bond Release

The developer of the Platinum project, has completed the work on the project and has requested the release of the site bond being held on the project.

All work on the project is complete. I recommend returning the bond of \$171,237.00 to the developer. The developer will be required to provide a landscape bond in the appropriate amount to be held for two years.

Town of Hooksett		11/3/2022	
Performance Sureties Located at the Finance Dept			
Project Name	Reason	Amount	Released Date
1380 Hooksett Road Performance Bond Liberty Mutual Surety #41K235160	Subdivision Site Improvements	171,237.00	9/15/2021

















Town Council
STAFF REPORT



To: Town Council
Title: Letters of Credit Releases Totaling \$226,362.00 - Brookview Subdivision
Meeting: Town Council - 16 Nov 2022
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The current Letter of Credits are as follows:

Brookview Subdivision Letters of Credit

Franklin Savings Bank Letter of Credit #532201	\$50,000.00	Detention Pond Completion
Franklin Savings Bank Letter of Credit #525102	\$71,192.00	Sophie Circle
Franklin Savings Bank Letter of Credit #532202	\$105,170.00	Colleen Circle
Total:	\$226,362.00	

**See photos in the Public Hearing for Brookview Development

RECOMMENDATION:

Return letters of credit totaling \$226,362.00.

SUGGESTED MOTION:

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

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the suggested motion to return the letters of credit totaling \$226,362.00.

ATTACHMENTS:

[0 Bond Information](#)
[0 Memo - Site Final Walkthrough 11-3-22](#)
[0 Letter of Credit Calculation](#)

Town of Hooksett Performance Sureties Located at the Finance Dept		11/3/2022			
Project Name	Reason	Amount	Origination Date	Expiration Date	Released Date
Brookview (formaly Beaver Brook) Cash - MBIA #184	Road bond Scott Bussiere	113,260.00	09/26/14		7/9/2015
Reclamation Bond Corepointe Insurance Company # 81025	Replaced with bond #2-5047-29	145,620.00	06/11/15		12/22/2017
Franklin Savings Bank Irrevocable Standby Letter of Credit # 2-5047-29 Stinson Hills, Inc.	Phase 1 & 2	396,410.00	06/21/17	12/20/2020	12/18/2019
Franklin Savings Bank Irrevocable Letter of Credit # 532201 Stinson Hills, Inc.	Phase 3 - Station 4900 to 7800 Council reduced 10/28/2020 from \$234,610 tp \$50,000	234,610.00 50,000.00	03/07/19 03/18/22	12/20/2020 12/20/2022	10/28/2020
Franklin Savings Bank Irrevocable Letter of Credit # 525102 Stinson Hills, Inc.	Phase 4 - Sophie Circle	71,192.00	08/15/19	12/15/2022	
Franklin Savings Bank Irrevocable Letter of Credit # 532202 Stinson Hills, Inc.	Phase 5 - Coleen Circle	105,170.00	04/24/20	12/19/2022	

**Town of Hooksett
Community Development**

Memo

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

A walk-thru was conducted at the referenced site on September 20, 2022. The following were in attendance: Ben Berthume, Bob Grondin, and Bruce Thomas.

Sophie Circle and Colleen Circle were reviewed. All punchlist items noted at the meeting have been completed to my satisfaction. I will be recommending approval of the roadway at the November 16th meeting of the Town Council and release of all Letters of Credit.

Brookview Subdivision Letters of Credit

Franklin Savings Bank Letter of Credit #532201	\$50,000.00 Detention Pond Completion
Franklin Savings Bank Letter of Credit #5325102	\$71,192.00 Sophie Circle
Franklin Savings Bank Letter of Credit #532202	\$105,170.00 Colleen Circle
Total:	\$226,362.00

Town Council

STAFF REPORT



To: Town Council
Title: TIF District Easement – Purchase easements across State Property near Cross Road (Map 17, Lot 9 and Map 17, Lot 38) for \$5,100.00.
Meeting: Town Council - 16 Nov 2022
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The Staff has been working with the State Right of Way Division of the NHDOT to secure easements across the two State properties known as Map 17, Lot 9 and Map 17, Lot 38. The purpose of the easements is to install sewer pipe across the property to access the Granite Woods development and Hackett Hill Road. The sewer is part of the Tax Increment Finance (TIF) project and will ultimately flow to the pump station under contract to be built at the Tri-Town Arena.

The ROW Division staff appraiser evaluated the subject property and concluded that the value of the easements is \$4,000.00. With a required administrative fee of \$1,100.00, the full cost of the easement is \$5,100.00.

The attached Letter of Value noted other conditions to be met including specific location of the easements, adding stubs and water shut-offs for use of the Bureau of Turnpikes Administration Property at 36 Hackett Hill Road, and providing and registering the easement documentation. We will meet these conditions as part of the agreement.

Additional materials may be provided at the Town Council Meeting.

FINANCIAL IMPACT:

Funding for the easements will come from the \$2,500,000 warrant article bond passed on February 2, 2019. The current balance of that bond is approximately 1,140,000. After this amendment, the balance will be approximately \$1,138,900.

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Accept the offer from the State and purchase the easement for \$5,100.00 and meet other required conditions.

SUGGESTED MOTION:

Motion to accept the offer from the State purchase the easements from the State of New Hampshire for crossing Map 17, Lot 9 and Map 17, Lot 38 with utilities for the cost of \$5,100.00 and other conditions as noted in the letter dated and fund it through the 2019 TIF Warrant Article.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the suggested motion

ATTACHMENTS:

[Hooksett Easement - Ltr of Value](#)



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

November 3, 2022

William Cass, P.E.
Assistant Commissioner

Bruce Thomas, Engineer
Town of Hooksett
35 Main Street
Hooksett, NH 03106

Re: Easement – Letter of Value

Dear Mr. Thomas:

This letter is regarding the appraised value for the water and sewer easement you requested on behalf of the town of Hooksett. The 30' easement is located on parcels identified on the town's tax records as Map 17, Lot 9, and Map 17, Lot 38 (Premises).

A Staff Appraiser from the Department evaluated the subject property and concluded the value for the easement as of August 19, 2022, is \$4,000.00. The granting of the easement includes the following conditions:

- The Premises has a Storm Water Treatment Detention Pond (Detention Pond) located along the FE Turnpike and multiple stockpiles of concrete jersey barriers (Stockpiles). The Permanent Easement shall be located and centered between the Detention Pond and adjacent Stockpiles to create the largest offset possible for each.
- The Licensee shall provide and install stubs and a water shutoff to the Department's Bureau of Turnpike's Administration property located at 36 Hackett Hill Road.
- The Grantee will be required to solicit a Land Surveyor licensed in NH, to survey and prepare an Easement plan meeting the NH Code of Administrative Rules 503.09, to be submitted to the Department for review and approval. Upon approval by the Department, the Buyer is required to record the plan under RSA 478:1-a and the Warrantee Easement Deeds in the Merrimack County Registry of Deeds, from which the Department will prepare the conveyance deed. The Buyer will supply a full-size copy of the recorded plan and draft description of the surveyed parcel.

If the value determined, and the sale conditions are acceptable to you, please send a written response within 30 days of receipt of this letter, addressed to me, stating your continued interest in this easement. Upon receiving your response, I will prepare a submission to the Long Range Capital Planning and Utilization Committee, requesting authorization for the sale to the Town of Hooksett, in the amount of \$5,100.00, which includes an administrative fee of \$1,100.00. I must also notify you that this Committee has the authority to change the determined value, as they deem appropriate.

Should you have any questions or concerns, please feel free to contact me either via email at lisa.m.weir@dot.nh.gov or by phone at (603) 271-7128.

Sincerely,

Lisa Weir
Chief of Property Management

LMW/jl
Enclosure

cc: Adam Smith, Assistant Administrator

Bureau of Right-of-Way
JO Morton Building - Room 100
7 Hazen Drive, PO Box 0483
Concord, NH 03302-0483
Tel: (603) 271-3222 Fax: (603) 271-6915

JOHN O. MORTON BUILDING • 7 HAZEN DRIVE • P.O. BOX 483 • CONCORD, NEW HAMPSHIRE 03302-0483
TELEPHONE: 603-271-3734 • FAX: 603-271-3914 • TDD: RELAY NH 1-800-735-2964 • INTERNET: WWW.NHDOT.COM

Town Council **STAFF REPORT**



To: Town Council
Title: ARPA Committee Project List and Ranking
Meeting: Town Council - 16 Nov 2022
Department: Administration
Staff Contact: Wendy Baker, Executive Assistant

BACKGROUND INFORMATION:

July 7, 2021

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

November 17, 2021

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

April 27, 2022

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

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

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

DEPARTMENT OF THE TREASURY 31 CFR Part 35

RIN 1505-AC77

Coronavirus State and Local Fiscal Recovery Funds

ARPA Subcommittee Process:

Sources of projects for consideration

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

July 6, 2022

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

August 24, 2022

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

September 14, 2022

Town Council discussed ranked project 5. Projects 6-8 were tabled until October 12, 2022 Council meeting. More information was provided via email prior to this meeting.

October 12, 2022

Town Council discussed ranked projects 6-8. Project 6 was tabled until more information about Sherwood drainage issues could be reported. Projects ranked 9-12 will be discussed at the October 26, 2022 Council meeting. Tabled Project 6 will also be discussed again.

October 26, 2022

Town Council discussed ranked projects 9-11. Project 6 was taken off the table, discussed and voted to approve \$35,000. Project 9 Solar Project Study was withdrawn. Project 11, TIF Project was reduced and approved for \$300,000. Project 12 was not approved.

Updated Ranking of Projects as of 10/26/22

Project	Projected Cost	Rank	Decision
Edgewater Drive Broadband	\$12,500	Prior to ranking	Approved 7/28/21
Feasibility Study for the Central Water	\$12,000	Prior to ranking	Approved 9/22/21
2 Police Cruisers	\$83,000	Prior to ranking	Approved 4/27/22
Petersbrook Scoreboard Install	\$18,500	1	Approved 8/24/22
River Walk Phase IV	\$270,000	2	Not Approved
DPW Van Replacement	\$47,335 (less trade-in)	3	Approved 8/24/22
Town Offices Projects - Automatic Generator Switch	\$25,000	4	Approved 8/24/22
Lincoln Heights Drainage Study	\$230,000	5	Not Approved
<i>Sherwood Drainage</i>	\$20,000 \$35,000	6	Approved 10/26/22
<i>Petersbrook Lighting Phase II</i>	\$400,000	7	Not Approved
<i>Petersbrook Clubhouse</i>	\$500,000	8	Approved 10/12/22
Solar Project Phase I Study	\$75,000	9	Withdrawn
Donati Bridge Replacement	\$100,000	10	State funding will cover cost per Bruce Thomas
Future TIF Project	\$600,000 \$300,000	11	Approved 10/26/22
Town Council Sound Project	\$8,430	12	Not Approved
Town Offices Optimization	\$10,000	13	
Old Town Hall Project Planning	\$20,000	14	
Safety Dept Gym Upgrades	\$46,000	15	

FINANCIAL IMPACT:

The town has allocated \$1,033,335 of the \$1,522,396.86, the remainder is \$489,061.86 of which needs to be obligated by December 31, 2024 and expended by December 31, 2026.

RECOMMENDATION:

Discuss the last 3 projects (13-15) presented and ask questions to the appropriate representatives for each project. Discuss tabled project 6.

SUGGESTED MOTION:

To be determined from outcome of the discussion of the last 3 ranked ARPA projects (13-15).

TOWN ADMINISTRATOR'S RECOMMENDATION:

Review and decide on the final three projects on the ARPA project review list

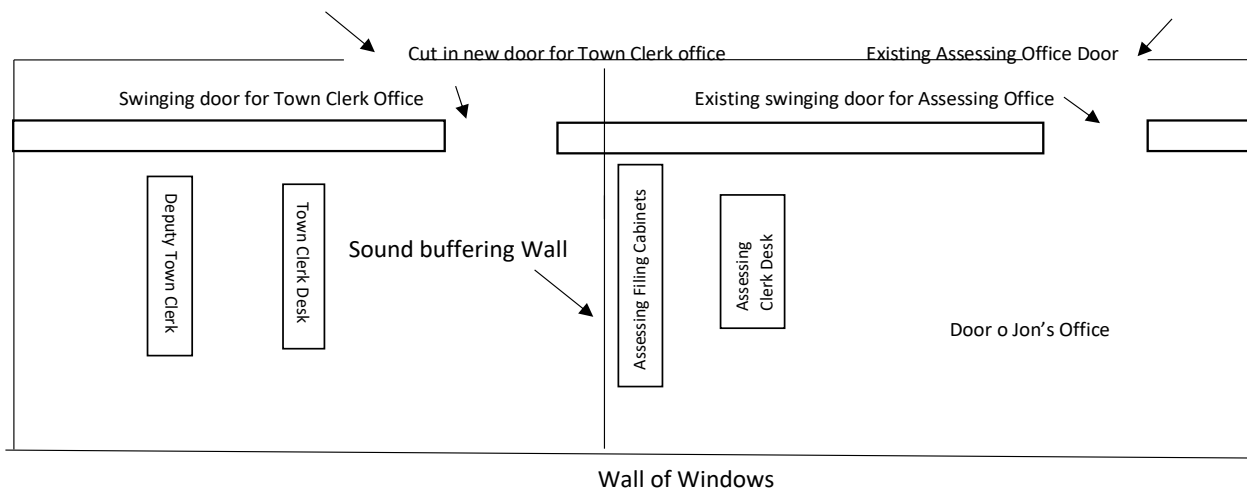
ATTACHMENTS:

[Town Clerk Office Optimization \(002\)](#)
[Old Town Hall Proposal.1 913.2022 ARPA](#)
[ARPA Safety Center- Gym upgrade](#)

ARPA Request: Town Offices Optimization

Currently, the Town Clerk's office shares space with the Assessing Office. The Town Clerk and Deputy Town Clerk provide 10 scheduled hours a week. Throughout the week, residents are in and out of the office on off hours and this causes a disruption for the Assessing Office. To run both departments efficiently, a separation is required. Administration has investigated a way to better utilize the space and allow Assessing the space they need while keeping the Town Clerk in the same location. Administration recommends a sound buffering wall divider, a new entry door cut into the wall across from the restrooms, and separation of the counter where residents are served.

The estimated cost for the sound buffering wall divider is still pending. The cost for the new door, like the Tax Collector's exit door, is around \$5,000. Administration is requesting \$10,000 to complete the task of dividing the Assessing Office into two separate offices.



Old Town Hall Proposal

The request for ARPA funding is to get updated plans completed for the complete renovation of Old Town Hall. The results of the project will allow the THPC to pursue grant opportunities and formalize a request to Hooksett voters on the final disposition of the building.

The Town Council reaffirmed the desired use of the Old Town Hall to become a meetinghouse. Costs include, at a minimum: General conditions costs (permitting, inspections, rental equipment, project management, architectural design, hazardous waste materials testing and potential abatement, and dumpster rental), demolition, concrete, masonry & drywall materials, lumber and miscellaneous carpentry, custom millwork, thermal and moisture protection, roofing, sealants and caulking, interior and exterior doors, interior glazing, framing and drywall installation, flooring, painting and sandblasting, stair construction, plumbing, HVAC, electrical, IT infrastructure, parking lot enhancement and outer brick face pointing. At present, the Town Hall Preservation Committee (THPC) and Administration have only incomplete and non-current cost projections to rely on. The THPC and Administration wants to pursue an RFP to obtain complete and current cost projections in 2022-2023. The ARPA funding for the architectural review update request will help move this project forward.

On March 3/18/2022, departments heads were asked to bring recommendations to the ARPA committee for the use of ARPA funds. After reading the final rule for the fiscal recovery funds and reviewing the guidance, a proposal was submitted to upgrade the gym equipment at the Safety Center and Station 1. The proposal was submitted to the committee at their request to provide recommendations.

The final rule states: "Recipients can use funds for programs, services, or capital expenditures that respond to the public health and negative impacts of the pandemic". The pandemic brought multiple challenges which negatively impacted our first responders mental and physical wellbeing. (Long hours of work, High risk exposure to COVID and increased call volume).

According to Dr Paul Reed, US Department of Health and Human Services " Physical activity has many well-established mental health benefits that include improved brain health and cognitive function. A reduced risk of anxiety and depression, improved sleep, and overall quality of life. Increasing physical activity directly contributes to improved mental health and better overall health and well-being". (<https://health.gov/news/202112/physical-activity-good-mind-and-body>).

The current equipment located at the Safety Center is a mix of donated items and employee purchased items. Between Police and Fire, the equipment and gym are used 5-10 hours a day 24/7. The carpet is showing excessive wear and tear and some equipment is unsafe to use. Attached are pictures of the gym with current equipment.

We received a rough quote back in March from Alpha Omega Fitness Equipment. The quote lists 3 different equipment / pricing options (attached). Option 2 was recommended by Alpha Omega to outfit each station. Total cost for equipment is \$33,957 (price does not include shipping or installation). DPW-building maintenance received a quote to replace the carpet with gym style mat flooring. The quote they received was approx. \$9,000. Bringing the total cost of the project to \$ 42,957. The remaining funds would be used for shipping, installation, and wall paint.

Alpha Omega Fitness Equipment

955 Goffs Falls Rd., Suite 4412 Manchester, NH 03108
603-809-3351 or 714-323-8886

Quote #651

TO: Hooksett Fire Department
15 Legends Lane
Hooksett, NH 03106
Attn: Asst. Fire Chief Nadeau

Ship To: Same

Salesperson: JB	Date of Order:
Payment Terms:	Date of Order to Ship:
Method of Shipment	F.O.B. Point
Invoice	Invoice Date:
Purchase Order #	

Qty.	Condition	Description	MSRP	AOF price	Total
Option 1					
2 ea.	N	SF treadmills		\$2699	\$5398
1 ea.	N	SF elliptical		\$2399	\$2399
1 ea.	N	BC Functional Trainer		\$2499	\$2499
1 ea.	N	BC F 705 FID Bench		\$500	\$500
1 ea.	N	Dumbbell Rack		\$695	\$695
1 set	N	Dumbbells 5 lb.-50 lb. Rubber Hex		\$1595	\$1595
				Sub Total	\$13086

Option2					
2 ea.	N	CF M6 AC Treadmills		\$3895	\$7790
1 ea.	N	CF E 6 Elliptical		\$3195	\$3195
1 ea.	N	BC Functional Trainer added wt. stacks		\$2799	\$2799
1 set	N	5-50 Dumbbells Tri grip		\$1795	\$1795
				Sub Total	\$15579 x 2

Option 3					
2 ea.	N	CF M7 treadmills Full Commercial		\$5995	\$11990
1 ea.	N	BC Functional Trainer PFT		\$3495	\$3495

Suggestions					
1 ea.	N	CF Upright Bike		\$2295	\$2295
1 ea.	N	BC Leg Press/Hack		\$2799	\$2799

Please note this price does not include shipping or installation!



Town Council STAFF REPORT



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

Meeting: Town Council - 16 Nov 2022
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

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

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

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

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

FINANCIAL IMPACT:

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

TOWN ADMINISTRATOR'S RECOMMENDATION:

Discuss with Finance Director. A goal of Town Council is to work towards a fund balance of 8%

ATTACHMENTS:

[Fund Balance history](#)

Town of Hooksett

Unassigned General Fund Balance History

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

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

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

b - Warrant article #13 Emergency Radio Communication System.

c - Warrant article #32 Police Computer Development Fund.

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

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

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

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

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

Town Council
STAFF REPORT



To: Town Council
Title: FY 2023-24 Budget and Warrant Articles
Meeting: Town Council - 16 Nov 2022
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

- 1) Update budget if needed
- 2) Review warrant articles - non-union employees 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 suggested motion

ATTACHMENTS:

[Non-Union Article](#)



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Date of Request: 11/03/2022

Date of Town Meeting: March 7, 2023

Name of Department Submitting Request: Non-Union Wages

1. Please provide the wording of the proposed article.

To see if the town will vote to raise and appropriate the sum of **\$120,638.00** for an increase in salaries and benefits for non-union full-time and part-time Town personnel.

<u>Fiscal Year</u>	<u>Salaries</u>	<u>Benefits</u>	<u>Total</u>
2023-24	\$100,838.00	\$19,800.00	\$120,638.00

Estimated tax rate impact is \$0.05.

2. Voters' Guide Explanation: This article provides a cost-of-living-adjustment (COLA) increase of 2.2% and an additional merit increase of up to 1.8% to 25 full-time and 35 part-time non-union employees on the first Monday in July 2023. There is also a small pool of funds available for a few remaining internal equity issues that will be distributed at the discretion of the Town Administrator. Non-union employees cover all departments including Library. Seasonal and contract employees are not included.

COLA is based on the five-year average of the Northeast Urban CPI. Merit increases will be determined based on the employee's performance evaluations.

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? If this article does not pass, the non-union employees in each of the departments will not realize a salary increase for FY 2023/24 which will have a negative impact on employee morale. Last year the Town made large strides in adjusting to the labor market and the support of this article continues to put the Town in the best position to retain current employees and hire new employees.

4. Is any further information necessary for the deliberation? This article does not include any funds for the longevity bonus that is funded in the current operating budget.

Town Council STAFF REPORT



To: Town Council
Title: Town Council Goals Update
Meeting: Town Council - 16 Nov 2022
Department: Administration
Staff Contact: Wendy Baker, Executive Assistant

BACKGROUND INFORMATION:

Town Council had a workshop on August 10, 2022 with Primex to establish short and long-term goals that will move Town's vision forward. The following were the goals set forth with a plan to report updates at the second Council meeting of each month:

GOAL CATEGORY #1: Appearance Regulations and Code Enforcement

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

GOAL CATEGORY #2: Tax Rate Planning

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

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

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

GOAL CATEGORY #4: Economic Development/Infrastructure Expansion

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

FINANCIAL IMPACT:

N/A

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Give any updates on the four goals.

SUGGESTED MOTION:

N/A

TOWN ADMINISTRATOR'S RECOMMENDATION:

Goal #1 - TA received clarification from Council on the intention of "Clean up" Rt. 3 on Oct. 12.

Goal #2- Town Council and TA goal.

Goal #3- In progress

Goal #4- The TIF project represents Hooksett's biggest investment in utility infrastructure. The project is making progress.

Town Council STAFF REPORT



To: Town Council
Title: RSA 79-E Community Revitalization Tax Relief Incentive Application - 1253 Hooksett Road
Meeting: Town Council - 16 Nov 2022
Department: Assessing
Staff Contact: Jon Duhamel, Town Assessor

BACKGROUND INFORMATION:

This program offers property tax relief for substantial rehabilitation of qualifying structures – usually designated by a municipality as being a downtown area of other central area of historic importance – by providing a 5-year exemption on increased property values because of a rehabilitation or renovation project. The goal is to incentivize the adaptive reuse of the existing building stock, revitalize blighted downtown areas, and preserve historic structures. Currently, the Town has a designated zone – the Village – in which properties are eligible for this exemption, however the incentive has not been utilized to its full potential. The Council adopted the provisions of RSA 79-E in 2007. The Council reviewed and approved the provisions of the program for properties located within a defined area. In 2013, SB 80 amended RSA 79-E to include the following verbiage under the definition of a qualifying structure: “Historic Structure” means any building that is listed on or is determined eligible for listing on the National Register of Historic Places or the state register of historic places. Council adopted this amendment in December 2021.

This law allows the subject properties assessment to be frozen for a period of up to 5 years beginning with the completion of the substantial rehabilitation. The application before Town Council meets all requirements for the RSA 79-E tax relief incentive.

FINANCIAL IMPACT:

Short term forfeiture of net property tax revenues on the increased assessment resulting from qualifying work/renovations/additions to qualifying structures for a period to be determined at the time of application. Any properties approved for the tax relief incentive will continue to be taxed at their current assessed value at the time of application. The tax card for 1253 Hooksett Road, attached to the Public Hearing staff report, provides the current assessed value.

RECOMMENDATION:

Motion to approve the application for RSA 79-E Tax Relief Incentive application for 1253 Hooksett Road for a period of 5 years following the completion of the substantial rehabilitation.

SUGGESTED MOTION:

Motion to waive the Town Council Rules of Procedure to approve the application in the same night as the public hearing.

Motion to approve the application for RSA 79-E Tax Relief Incentive for 1253 Hooksett Road for a period of 5 years following the completion of substantial rehabilitation.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the suggested motion

Town Council
STAFF REPORT



To: Town Council
Title: Brookview Development Request for Roadway Acceptance of Sophie Circle and Colleen Circle
Meeting: Town Council - 16 Nov 2022
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The developers of the Brookview Development are requesting that the Town of Hooksett accept Sophie Circle and Colleen Circle. These streets represent the final phase of the Development. A sketch showing these roadways to be accepted is attached.

FINANCIAL IMPACT:

Public Works will be tasked with maintaining the roads once accepted.

RECOMMENDATION:

Accept Sophie Circle and Colleen Circle as public roadways.

SUGGESTED MOTION:

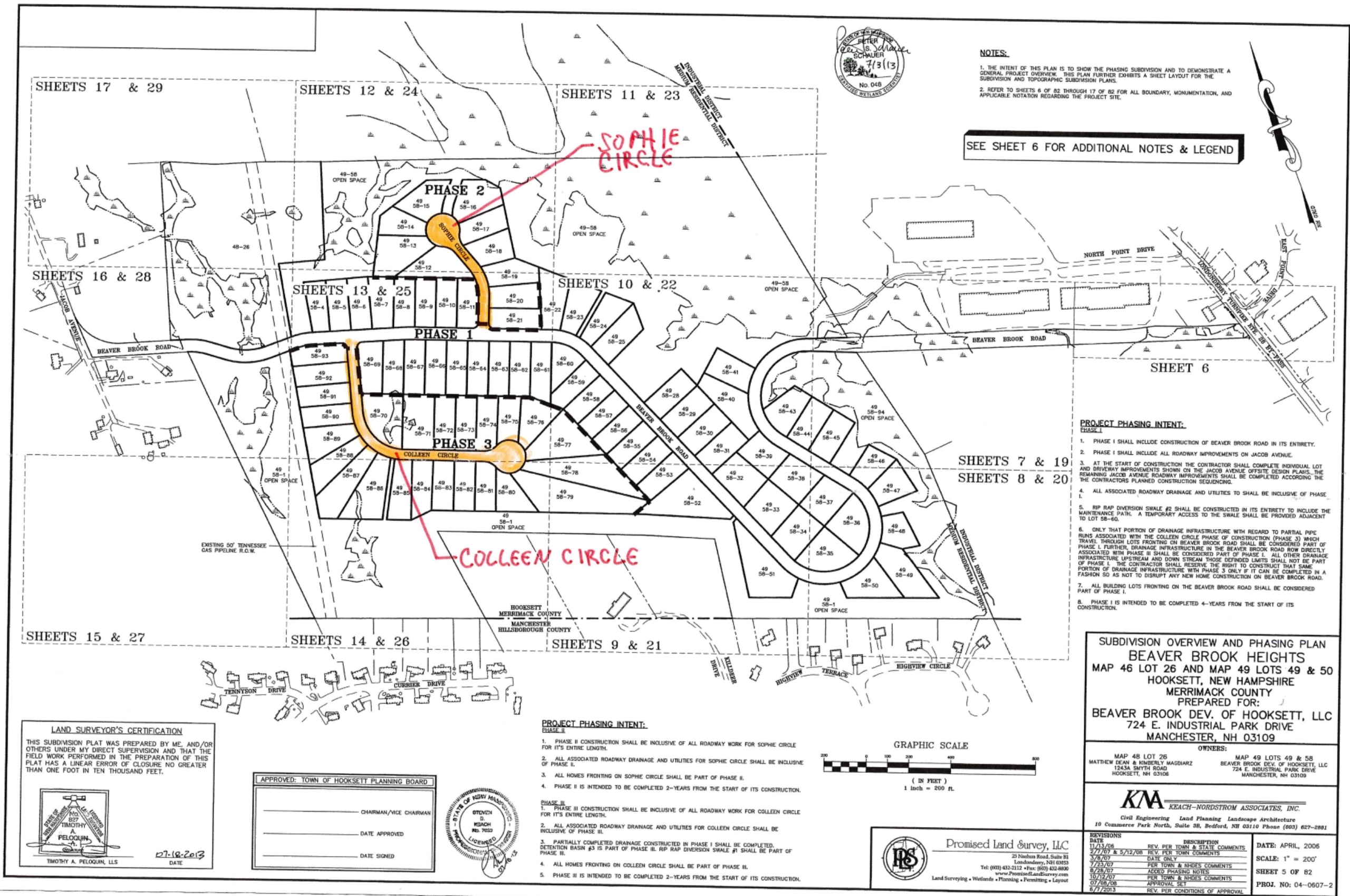
Motion for the Town to accept Sophie Circle and Colleen circle as Town of Hooksett public roadways.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the suggested motion to accept Sophie Circle and Colleen Circle after the public hearing.

ATTACHMENTS:

[0 Sophie-Colleen Acceptance Plan](#)



Town Council
STAFF REPORT



To: Town Council
Title: Quarterly Financial Report as of September 30, 2022
Meeting: Town Council - 16 Nov 2022
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

TOWN ADMINISTRATOR'S RECOMMENDATION:

Listen to the Finance Director's review of the current quarter of the budget expenses

ATTACHMENTS:

[PP Quarterly Financial Report for September 30, 2022](#)

Quarterly Financial Report for September 30, 2022

FIRST QUARTER OF FY 2022-23

UNAUDITED

ARPA - State and Local Fiscal Recovery Funds

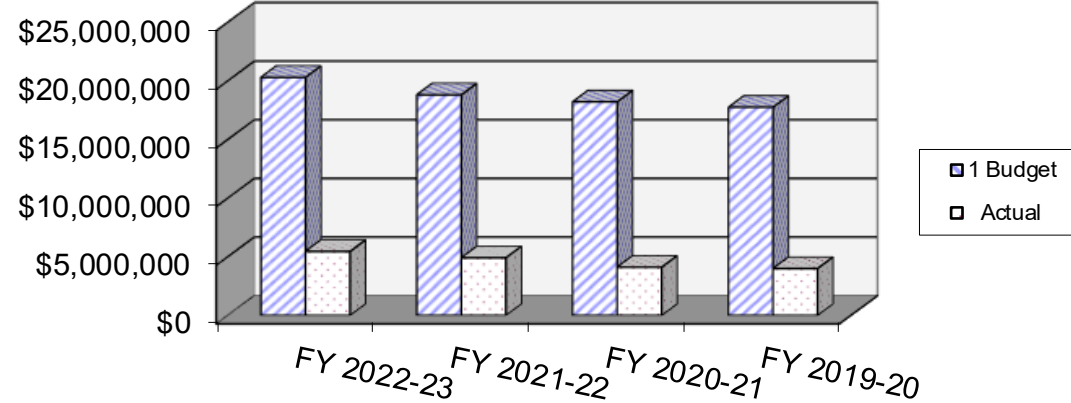
The town received \$1,522,396.86 in ARPA – State and Local Fiscal Recovery Funds.

Council approved \$1,033,335 in projects as of 9/30/22 and has until 12/30/2024 to obligate the remaining \$489,061.86.

Projects	Obligated	Spent as of 9/30/22	Balance
Edgewater Drive Broadband	12,500.00	-	12,500.00
Feasibility Study for Central Water	12,000.00	-	12,000.00
2 Police Cruisers	83,000.00	61,351.20	21,648.80
HYAA Score Board Installation	18,500.00	-	18,500.00
DPW Maintenance Van	47,335.00	-	47,335.00
Generator Switch (Town Hall)	25,000.00	6,932.95	18,067.05
Petersbrook Clubhouse	500,000.00		500,000.00
Sherwood Drive Drainage	35,000.00		35,000.00
Rte. 3A TIF District	300,000.00		300,000.00
Totals	\$ 1,033,335.00	\$ 68,284.15	\$ 965,050.85

General Fund Operating Budget

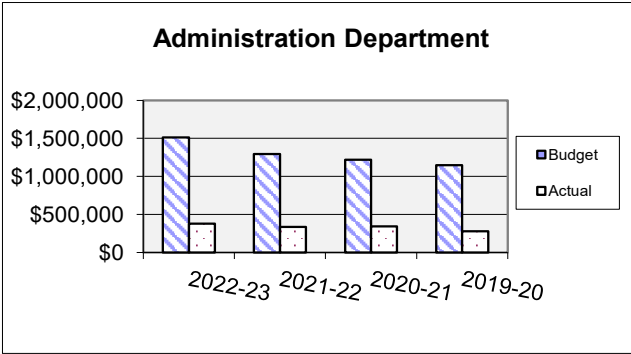
Year	¹ Budget	Actual	Remaining Budget	%
FY 2022-23	\$20,301,816	\$5,453,745	\$14,848,071	27%
FY 2021-22	18,809,649	4,911,857	13,897,792	26%
FY 2020-21	18,210,284	4,110,342	14,099,942	23%
FY 2019-20	17,750,209	3,995,661	13,754,548	23%



1) Budget amounts include transfers, grants, donations and prior year encumbrances approved by Council.

Administration Department Expenditures

Administration Department			
Year	Budget	Actual	%
2022-23	\$1,511,407	\$379,230	25%
2021-22	1,293,017	335,719	26%
2020-21	1,219,340	344,044	28%
2019-20	1,146,823	279,753	24%



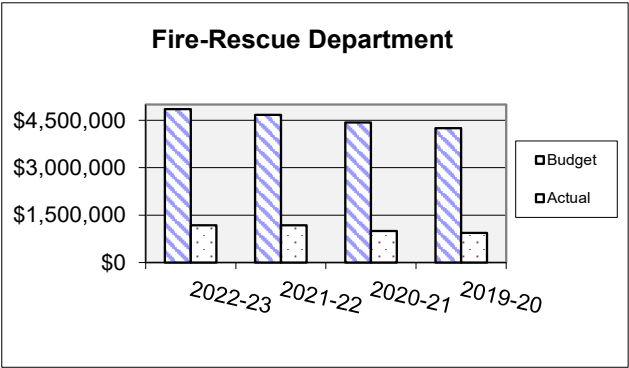
This department is responsible for large, town-wide expenditures, such as property liability insurance, workers compensation, legal services, and computers.

The budget has increased just over \$364,000 in the last four years. The current budget, FY 2022-23, includes one addition full-time staff member. In FY 2021-22 there was an increase for the Bicentennial Celebration and software. In FY 2020-21 the increase was for staffing changeover.

As of September 30th, the legal line was 6% spent. This compares to last year when the legal line was 12% spent and September 30, 2020, when it was 6%.

Fire-Rescue Department Expenditures

Fire-Rescue Department			
Year	Budget	Actual	%
2022-23	\$4,856,593	\$1,179,487	24%
2021-22	4,677,604	1,175,476	25%
2020-21	4,432,945	999,961	23%
2019-20	4,255,331	941,310	22%

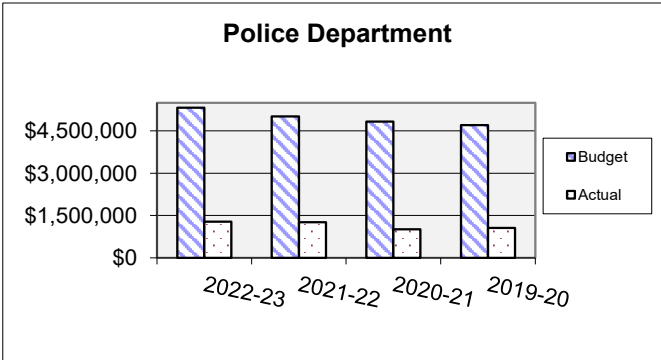


Over the last four fiscal years, this budget has increased \$601,262 or 14%. The 14% breaks down as follows: wages and overtime increased 7%; employer share of NH Retirement and health insurance costs increased 5.5% and general operations increased 1.5% for items such as hydrant rentals, vehicle maintenance and new equipment.

Spending has stayed within September's benchmark of 25% each year. Since COVID-19 the department found it's most efficient to have 7 employees on staff when possible and did receive grant funding to help cover some of the costs. Currently, the department is experiencing staff shortages. As of this report there are three vacancies, one employee out long-term and one employee who retired in November.

Police Department Expenditures

Police Department			
Year	Budget	Actual	%
2022-23	\$5,329,556	\$1,284,470	24%
2021-22	5,015,491	1,265,426	25%
2020-21	4,836,607	1,011,585	21%
2019-20	4,709,950	1,064,388	23%



The overall increase in the Police budget for the last four fiscal years was just over \$619,000 or 13%. Wages and overtime increased 5.5%; health insurance increased 3%; employer’s share of retirement has increased 4.5% and general operations remained level.

The department historically underspends its budget due to vacant positions. From April 2021 to July 2022, the department had been fully staffed. In July 2022 one officer’s position became vacant.

When you compare the FY 2019-20 budget to the current year’s budget, FY 2022-23, the amount budgeted for general operations is around \$500,000 for both years. However, the FY 2019-20 budget had funds to replace two cruisers and the current budget has funds to replace only one.

PW – Highway Division Expenditures

PW- Highway Division			
Year	Budget	Actual	%
2022-23	\$3,562,276	\$1,016,716	29%
2021-22	3,057,520	721,906	24%
2020-21	3,130,375	433,584	14%
2019-20	3,317,107	417,492	13%

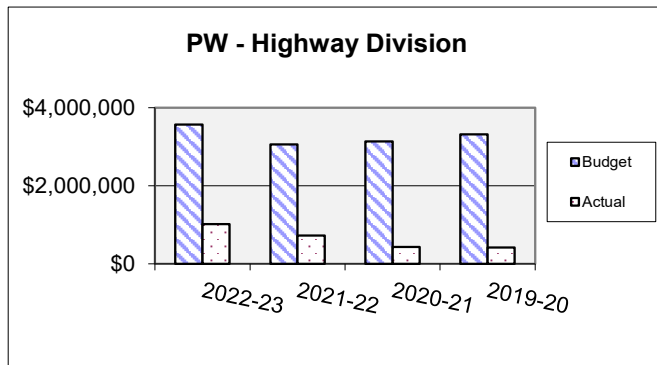
This division of Public Works includes Administration, Roads, Fleet and Building Maintenance.

Each year part of the budget is encumbered into the following year's budget for projects like road paving and building maintenance.

Encumbrances:

FY 2022-23 budget includes \$192,761 from FY 2021-22.
FY 2021-22 budget includes \$122,522 from FY 2020-21.
FY 2020-21 budget includes \$174,091 from FY 2019-20.
FY 2019-20 budget includes \$374,540 from FY 2018-19.

If you remove all the encumbrances from each of the budget years, the actual budget has increased \$426,948 or 14.5% over the four years.



PW – Highway Division Expenditures, continued

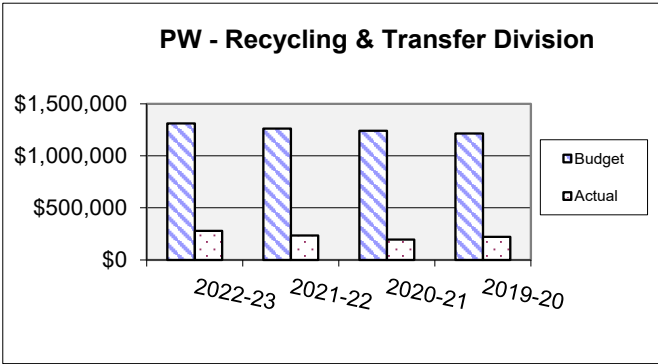
The \$426,948 or 14.5% breaks down as follows: 2.5% on wages and overtime; a 0.5% increase in health insurance; a 2.5% increase in employer share of NH Retirement and \$272,691 or 9% in general operations.

General operations increased \$272,691 over the four budget years. The current budget has \$50,000 more for road salt, some funds for new equipment and \$300,000 in additional paving. While the division has more paving money in the current budget, it has less money available for day-to-day operations than it did in FY 2019-20. However, there have been some cost saving over the four years, such as street lighting and NHDES Stormwater.

Year-to-date actuals are 29% of the budget. This is due to timing of the fall paving, the amount of paving completed and paid for as of September of each year. Staffing levels for the Highway Division have remained level for the past four years. Currently there are three truck driver positions vacant.

PW – Recycling & Transfer Division Expenditures

PW - Recycling & Transfer Division			
Year	Budget	Actual	%
2022-23	\$1,310,940	\$278,254	21%
2021-22	1,262,096	235,649	19%
2020-21	1,240,149	196,848	16%
2019-20	1,213,158	222,719	18%



This budget has increased \$97,782 or 8% over the past four years. Wages and overtime have increased 3.5%. The town added one full-time Administrative Assistant in the FY 2020-21 budget as approved by the voters. Health insurance has increased 1.5%. The town's share of NH Retirement has increased 1%. General operations have increased by \$25,000 or 2%, largely due to tipping fees.

Position vacancies explain why actuals are historically less than the September benchmark of 25%. Currently all full-time positions are filled. 😊

PW – Recycling & Transfer Division Expenditures, continued

The cost to dispose of trash has increased for three reasons:

First, the contractual rate for tipping fees (AKA trash removal) has increased each year. The town is in a long-term contract to dispose of trash. The rate was \$73.21 per ton in 2019 and is now \$77.68 which is a 6% increase in four years.

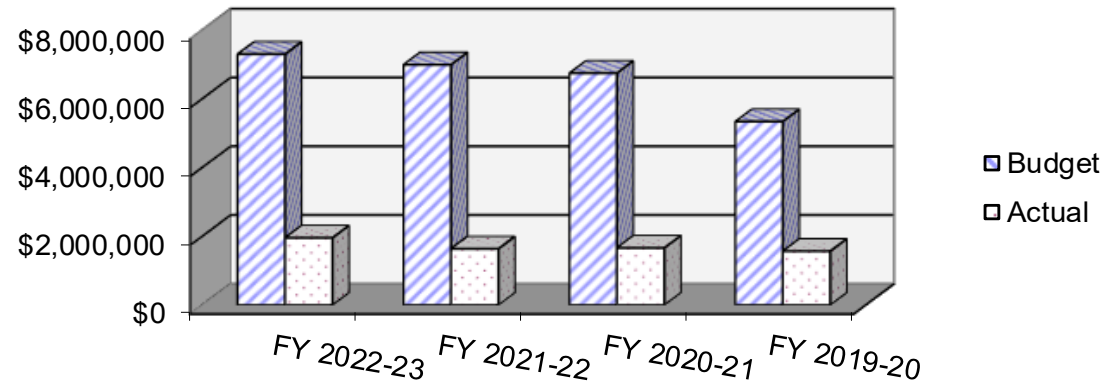
Second, the town is picking up 229 more single family homes since July 2019.

Finally, more trash is being disposed of due to the change in the recycling market. In FY 2021-22 the town collected 104 tons more in residential trash than four years ago. While the town still encourages residents to bring recyclables to the Transfer Station, the town ended curbside collection of recyclables in April 2019.

Cardboard recycling is mandatory as of November 3, 2019, and the town still recycles items such as metals and aluminum cans whenever possible.

General Fund Revenues

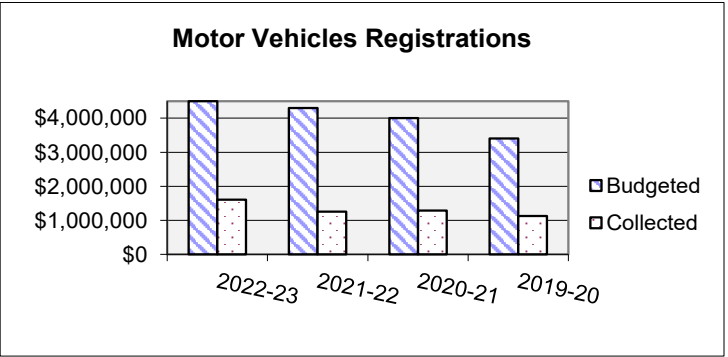
Year	¹ Budget	Actual	Under Budget	%
FY 2022-23	\$7,296,242	\$1,952,546	(5,343,696)	27%
FY 2021-22	6,988,114	1,634,835	(5,353,279)	23%
FY 2020-21	6,743,539	1,658,923	(5,084,616)	25%
FY 2019-20	5,335,489	1,563,866	(3,771,623)	29%



1) Budget amounts include transfers, grants, donations and prior year encumbrances approved by Council.

Motor Vehicle Registration Revenues

Motor Vehicle Registration			
Year	Budget	Actual	%
2022-23	\$4,500,000	\$1,610,526	36%
2021-22	4,300,000	1,252,413	29%
2020-21	4,000,000	1,291,290	32%
2019-20	3,400,000	1,124,836	33%



The top revenue source for the town is fees collected for registering motor vehicles. Each budget is based on the prior year-end collections.

As of June 2022 the town collected \$4,191,355

June 2021 collections were \$4,460,804

June 2020 collections were \$4,082,084

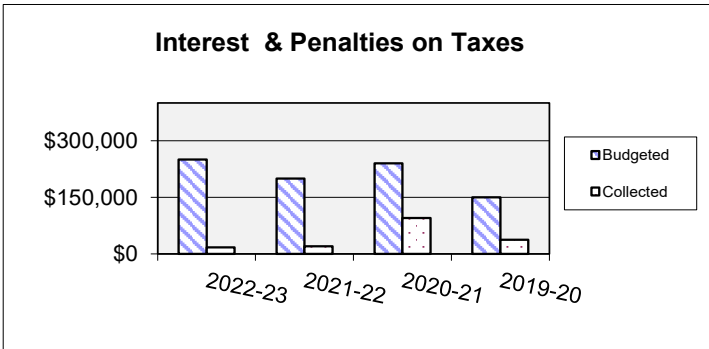
June 2019 collections were \$3,873,297

The FY 2022-23 budget will be decreased to \$4,200,000 in November when the tax rate is set.

Actuals collected are at 36%, which is higher than the benchmark and more than the prior four years. This is due to the timing of fleet registrations. Several fleets registered early in the month of August.

Interest & Penalties on Tax Revenues

Interest & Penalties on Taxes			
Year	Budget	Actual	%
2022-23	\$250,000	\$17,501	7%
2021-22	200,000	20,235	10%
2020-21	240,000	95,298	40%
2019-20	150,000	37,680	25%



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

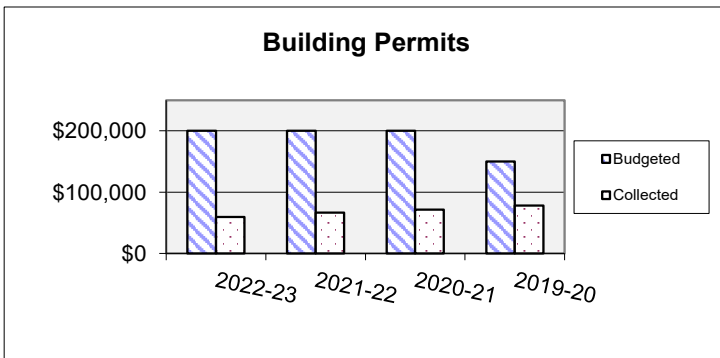
Collections for the last four years are as follows:

June 2022	\$225,111
June 2021	\$287,072
June 2020	\$188,143
June 2019	\$304,891

When the tax rate is set, this budget will be reduced to \$230,000, based on actual collection of \$225,111 last year.

Building Permit Revenues

Building Permits			
Year	Budget	Actual	%
2022-23	\$200,000	\$59,529	30%
2021-22	200,000	66,754	33%
2020-21	200,000	71,691	36%
2019-20	150,000	78,397	52%



These fees are paid for residential and commercial construction. Looking at the actuals collected for September 30th each year, you can see a slow decline. However, collection for the total year shows the following:

FY 2021-22 \$196,585

FY 2020-21 \$258,593

FY 2019-20 \$222,545

FY 2018-19 \$214,159

Number of permits issued in the first quarter of the year are as follows:

7/1/22 to 9/30/22 369

7/1/21 to 9/30/21 430

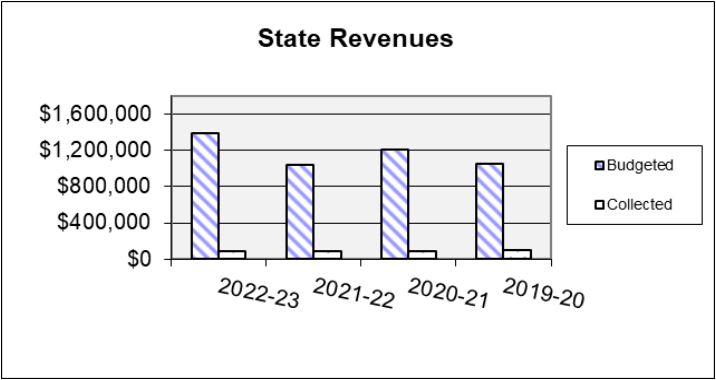
7/1/20 to 9/30/20 461

7/1/19 to 9/30/19 325

State of NH Revenues

State Revenues			
Year	Budget	Actual	%
2022-23	\$1,384,666	\$94,675	7%
2021-22	1,042,346	91,987	9%
2020-21	1,214,749	91,446	8%
2019-20	1,057,180	96,277	9%

In 2021 the State reduced the town’s share of Meals & Rooms Tax from 40% down to 30%, but the State has funded the full 30%. This resulted in an increase of \$342,127 to the town. Today the town’s share of Meals and Rooms Tax is just over \$1 million.



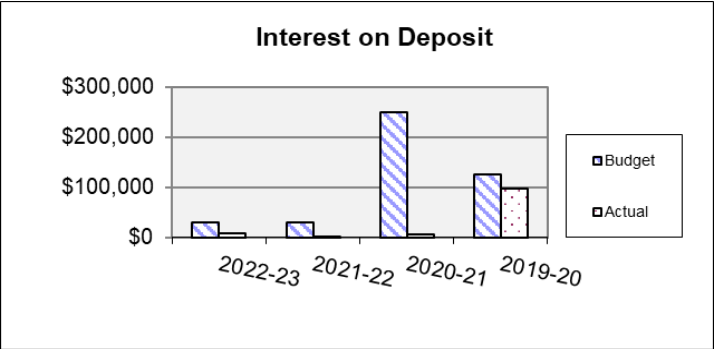
Highway Block Grant is \$300,187 in FY 2022-23. The State allocated a one-time payment of \$261,202 that can be used for road project(s), not be used to lower taxes or supplant the budget.

FY 2020-21 reflects approximately \$150,000 in Municipal Aid from the State. This payment was a one-time allocation.

Interest on Deposit Revenues

Interest on Deposit			
Year	Budget	Actual	%
2022-23	\$30,000	\$7,522	25%
2021-22	30,000	2,186	7%
2020-21	250,000	5,057	2%
2019-20	125,000	97,121	78%

This revenue is the interest the town earns on the cash in our bank accounts. The Treasurer invests excess cash in accordance with the town’s investment policy. With interest rate increasing the town is already seeing higher returns for FY 2022-23.



Collections have drastically declined over the last four years to finish each year as follows:

June 2022 \$9,506
June 2021 \$20,406
June 2020 \$196,697
June 2019 \$256,393

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, October 26, 2022**

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The Hooksett Town Council met on Wednesday, October 26, 2022, at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 26 Oct 2022 to order at 6:00 pm.

PROOF OF POSTING

Proof of posting was provided by administration.

ROLL CALL

In attendance: Councilor James Sullivan, Councilor Keith Judge, Councilor John Durand, Councilor Randall Lapierre, Councilor David Boutin, Councilor Timothy Tsantoulis, Councilor Alex Walczyk, Councilor Roger Duhaime (6:07), and Councilor David Ross (6:12).

PLEDGE OF ALLEGIANCE

AGENDA OVERVIEW

PUBLIC HEARINGS

Public Hearing for amendments to Recycle and Transfer Ordinance #00-31. To amend fee schedule, and clarification on definitions.

Chair Sullivan opened the Public Hearing at 6:07.

D. Cummings- the biggest changes would be the fee schedules, bringing the fees up to market rate. We added some definitions and made clarifications. We cleaned up how we would impose fines. I don't want to impose fines; I'd rather issue warnings and if need be, stop collecting their trash. I added from the last meeting 2 weeks ago section changes made to #3 and in section 9 the suggestions made.

D. Boutin- the figures, are these the new fees. Is there an average increase on these?

D. Cummings- it is about a 30% increase.

D. Boutin-How can you justify a 30% increase?

D. Cummings- Tipping fees have doubled since the fees were first established. They are now market rate and below public vendors.

T. Tsantoulis- is there a means of making people aware that there is a refresher in the Ordinance.

43 D. Cummings- we will put information out on our website, posting at the transfer station, posting at the
44 library.

45
46 R. Lapierre- I agree that the fees need to be cut from the ordinance and approved separately. I do see
47 that the cost to replace the barrels is still in there should it be removed? Or added to the fee sheet so
48 that it can change as well.

49
50 D. Cummings- I am not looking at replacing a bunch of barrels so I think leaving it will be fine.

51
52 J. Sullivan with no comments from the Public, the Public Hearing is closed at 6:11.

53
54 J. Sullivan- it is in our rules and regulations not to make a motion until 7 days after a PH. So, we will
55 vote on it after our next meeting next Wednesday.

56
57 **SPECIAL RECOGNITION**

58
59 **BICENTENNIAL MOMENT**

60
61 J. Sullivan gave a PowerPoint presentation on Bricks, Granite and Blocks, Hooksett Family Trades. The
62 full PowerPoint presentation can be found on the town's website.

63
64 **Hooksett Municipal Employees**

65
66 A. Garron- we have 1 new employee Bridget Gauthier; she is our new Community Development
67 Administrative Assistant. As far as end of employment, Susan Zanackaus has resigned from the PD,
68 and also the FD is going to be losing Kristy Tobine who is retiring.

69
70 **Boston Post Cane Recognition**

71
72 J. Sullivan- tonight we honor the Boston Cane recipient resident James Connor.
73 J. Sullivan read a short bio of Mr. Connor.

74
75 **PUBLIC INPUT - 15 MINUTES**

76 None

77
78 **OLD BUSINESS**

79
80 **FY 2023-24 Budget and Warrant Articles**

81
82 C. Tewksbury- the Budget Committee has met already and gone through some of the budgets. The
83 only thing they have changed so far was adding \$10,000 to the Family Services budget.

84
85 **D. Ross motioned to see if the town will Vote to raise and appropriate the sum of \$385,000.00 for**
86 **the purpose of constructing Phase IV of the Merrimack Riverfront Trail with \$35,000.00 to come**
87 **from Conservation Fund; \$20,000.00 to come from Conservation Land Improvements Capital**

88 Reserve Fund, \$80,000.00 from NH Parks and Recreational Trail Program Grant and \$250,000.00
 89 from general taxation. This special warrant article will be a non-lapsing appropriation per RSA
 90 32:7, VI and will not lapse until the Phase IV of the Merrimack Riverfront Trail is completed or by
 91 June 30, 2028, whichever is sooner; seconded by A. Walczyk.

92

93 **Roll Call Vote #2**

94 ***R. Duhaime Aye***

95 ***J Durand Aye***

96 ***D. Ross Aye***

97 ***R. Lapierre Aye***

98 ***A. Walczyk Aye***

99 ***D. Boutin Aye***

100 ***K. Judge Aye***

101 ***T. Tsantoulis Aye***

102 ***J. Sullivan Aye***

103

104 ***Vote in favor 9-0***

105 ***A. Walczyk and D. Boutin will speak to the motion at Town Meeting.***

106

107 ***D. Boutin To see if the Town will vote to raise and appropriate the sum of \$30,000.00 to be***
 108 ***added to the Conservation Land Improvements Capital Reserve Fund previously established;***
 109 ***seconded by A. Walczyk.***

110

111 **Roll Call Vote #3**

112 ***D. Boutin Aye***

113 ***D. Ross Aye***

114 ***A. Walczyk Aye***

115 ***J. Durand Aye***

116 ***R. Duhaime Abstained not up to date***

117 ***T. Tsantoulis Aye***

118 ***R. Lapierre Aye***

119 ***K. Judge Aye***

120 ***J. Sullivan Aye***

121

122 ***Vote in favor 8-0-1***

123 ***A. Walczyk and D. Boutin will speak to the motion at Town Meeting.***

124

125 ***J. Sullivan motioned to see if the town will vote to raise and appropriate the sum of \$250,000.00***
 126 ***to be added to the Fire Apparatus Capital Reserve Fund previously established; seconded by T.***
 127 ***Tsantoulis.***

128

129 **Roll Call Vote #4**

130 ***A. Walczyk Aye***

131 ***R. Lapierre Aye***

132 ***D. Ross Aye***

133 ***R. Duhaime Aye***

134 ***J. Durand Aye***

135 ***K. Judge Aye***

136 **T. Tsantoulis Aye**
 137 **D. Boutin Aye**
 138 **J. Sullivan Aye**
 139

140 **Vote in favor 9-0**
 141 **R. Lapierre and T. Tsantoulis will speak to the motion at Town Meeting.**
 142

143 **D. Boutin motioned to see if the town will vote to raise and appropriate the sum of \$77,500.00 to**
 144 **be added to the previously established Capital Reserve Funds and to apportion the sum among**
 145 **several funds as listed below: Air Packs & Bottles \$ 27,500.00 Fire Rescue Tools & Equipment**
 146 **50,000.00 Total \$ 77,500.00; seconded by K. Judge.**
 147

148 **Roll Call Vote #5**
 149 **T. Tsantoulis Aye**
 150 **D. Ross Aye**
 151 **R. Duhaime Nay**
 152 **A. Walczyk Aye**
 153 **R. Lapierre Aye**
 154 **K. Judge Aye**
 155 **J. Durand Aye**
 156 **D. Boutin Aye**
 157 **J. Sullivan Aye**
 158

159 **Vote in favor 8-1**
 160 **D. Boutin and T. Tsantoulis will speak to the motion at Town Meeting.**
 161

162 **D. Boutin motioned to see if the town will vote to raise and appropriate the sum of \$100,000.00**
 163 **to be added to the Town Wide Digital Mapping Systems Capital Reserve Fund previously**
 164 **established; seconded by J. Sullivan.**
 165

166 **Roll Call Vote #6**
 167 **J. Durand Nay**
 168 **R. Lapierre Aye**
 169 **K. Judge Nay**
 170 **D. Boutin Aye**
 171 **D. Ross Nay**
 172 **T. Tsantoulis Aye**
 173 **A. Walczyk Aye**
 174 **R. Duhaime Nay**
 175 **J. Sullivan Aye**
 176

177 **Vote in favor 5-4**
 178 **D. Boutin and T. Tsantoulis will speak to the motion at Town Meeting.**
 179

180 **D. Boutin motioned to see if the town will vote to raise and appropriate the sum of \$30,000.00 to**
 181 **be added to the Revaluation Capital Reserve Fund previously established; seconded by A.**
 182 **Walczyk.**
 183

184 **Roll Call Vote #7**

185 **D. Ross** *Nay*

186 **K. Judge** *Aye*

187 **R. Lapierre** *Aye*

188 **R. Duhaime** *Aye*

189 **A. Walczyk** *Aye*

190 **J. Durand** *Nay*

191 **T. Tsantoulis** *Aye*

192 **D. Boutin** *Aye*

193 **J. Sullivan** *Aye*

194

195 **Vote in favor 7-2**

196 **A. Walczyk and T. Tsantoulis will speak to the motion at Town Meeting.**

197

198 **Town Owned Property Inventory - Phase I Review**

199

200 **D. Boutin motioned to move Phase I town owned properties to a public hearing, seconded by T.**
201 **Tsantoulis.**

202

203 **Roll Call Vote #8**

204 **R. Lapierre** *Aye*

205 **R. Duhaime** *Nay*

206 **T. Tsantoulis** *Aye*

207 **A. Walczyk** *Aye*

208 **J. Durand** *Aye*

209 **D. Ross** *Nay*

210 **D. Boutin** *Aye*

211 **K. Judge** *Aye*

212 **J. Sullivan** *Aye*

213

214 **Vote in favor 7-2**

215

216 D. Ross- I think we need more discussion on these properties. I would like more information on these
217 properties and their locations.

218

219 A. Garron- you should find a spreadsheet in the packet, to show the lot size and taxes owed. We have
220 over 171 parcels that we are ultimately going to be reviewing. We narrowed it down to a select few at a
221 time. The lists have been reviewed internally to determine use and feasibility. How involved do we
222 really want to get involved in these. They have been taken for failure to pay taxes.

223

224 R. Duhaime- was planning, zoning and conservation sent this list? I don't remember seeing this in
225 zoning.

226

227 A. Garron- I am not sure if Zoning did as they would not have much involvement.

228

229 R. Duhaime- I don't see why we need to rush. I'd want to wait and see and gain more information on
230 these properties.

231

232 A. Garron- this has been a goal from 2 administrators ago I would not say it is a rush. It was a goal set
233 to me by this council.

234

235 R. Lapierre- do we notify abutters?

236

237 A. Garron- it is not a requirement. I just wanted you to be aware that there is an expense with that.

238

239

240 ***R. Lapierre motioned that we notify the abutters and advise them of the PH on the for-sale***
241 ***lands; seconded by R. Duhaime.***

242

243 **Vote 8-1**

244

245 D. Ross- there is a property here worth half a million dollars on Hooksett Road. Let's look at the most
246 valuable properties and look at them first.

247

248 R. Lapierre- I know if there was a vacant lot next to my house that the Town was going to sell it, I'd like
249 to be made aware of it.

250

251 R. Duhaime- I am sure if we let these abutters come in and learn something about this property it may
252 be helpful to the Town.

253

254 T. Tsantoulis- I want to touch on the timeline, this has been brought up by 2 Town Administrators ago. If
255 we just, try to find a whole thing wrong with why we shouldn't be doing something. There are so may
256 what ifs. we can't deal with things this way.

257

258 **ARPA Committee Project List and Ranking**

259

260 A. Garron- before I get to the list, last meeting there were questions from residents on Sherwood Drive
261 in regard to fixing the issues. B. Thomas is here to answer questions on Sherwood Drive.

262

263 B. Thomas- the pipe we are talking about is here. The pipe is collapsing. We tv the line and you can
264 see the pipe settling. We cleaned out the pipe of all the roots in it and is flowing better. These catch
265 basins are required to be cleaned out periodically according to our MS4. The homeowners built a
266 structure in the middle of the pipe. At about 200 feet on Camelot there was a thick consistency flowing
267 like molasses. I don't know what it is and I don't even want to know. We decided we can't line a pipe
268 when it is like that. I met with some contractors, and they gave me a quote on the repair for \$15,300.

269

270 T. Tsantoulis- I'm thinking we should repair the pipe and wait for better quotes to come in.

271

272 B. Thomas- I say let's have Pichette Brothers repair it unless I get a better quote in the morning.

273

274 T. Tsantoulis- you said that the basins are clean and if we didn't do anything until spring do you think
275 we will have an issue?

276

277 B. Thomas- I can't really say that. You never know what could happen.

278

279 J. Sullivan- could we do the repair first.

280

281 R. Duhaime- how old are these catch basins?

282

283 B. Berthiaume- the blue lines have been installed within the 10 years. The purple lines look original and
284 have been there since the neighborhood was started. We need to clean out the catch basins, it is the
285 time of year where the leaves fall and catch everything. After the end of the fall, we can pull out all that
286 leaf litter.

287

288 ***J. Durand motioned to remove from the table Sherwood Drive seconded by J. Sullivan.***

289 ***Vote in favor 9-0***

290

291 J. Durand- it was estimated that they would need \$20,000 for the study. There is nothing to study.

292

293 ***J. Durand motioned that we use \$70,000 from the ARPA funds to address the Sherwood Drive***
294 ***drainage and reline and repair the pipe; seconded by D. Ross.***

295

296 ***Roll Call Vote #9***

297 ***J. Durand Aye***

298 ***D. Boutin Aye***

299 ***D. Ross Aye***

300 ***R. Duhaime Aye***

301 ***K. Judge Aye***

302 ***A. Walczyk Abstained I'd like to know more about the ordinance***

303 ***T. Tsantoulis Aye***

304 ***R. Lapierre Aye***

305 ***J. Sullivan Aye***

306

307 ***Vote in favor 8-0-1***

308

309 R. Lapierre- I have a question of what is in the Capital Reserve Fund for drainage.

310

311 ***R. Lapierre motioned to amend the motion to change the source of the funds with half coming***
312 ***from ARPA and half coming from the Capital Reserve Drainage Fund not to exceed \$70,000;***
313 ***seconded by A. Walczyk.***

314

315 ***Vote in favor 7-0***

316

317 A. Garron- I just want to make sure none of these drainage funds are earmarked for any other projects.

318

319 ***D. Ross motioned to waive the requirements for bids and proceed with the repair on the pipe***
320 ***with a total cost not to exceed \$15,300; Seconded by J. Durand.***

321

322 **Roll Call Vote #10**

323 **K. Judge Aye**

324 **T. Tsantoulis Aye**

325 **R. Lapierre Aye**

326 **D. Ross Aye**

327 **D. Boutin Aye**

328 **J. Durand Aye**

329 **A. Walczyk Aye**

330 **R. Duhaime Aye**

331 **J. Sullivan Aye**

332

333 **Vote in favor 9-0**

334 **NEW BUSINESS**

335

336 **Town Council discussion on parking commercial vehicles on Town roads.**

337

338 T. Tsantoulis- some of this is generalized. This is in Heritage Estates. A lot of concerns about this. You
339 see a trucklike this that sits there most nights, weekends, and days. It makes it hard for traveling cars to
340 pass by. There are concerns for seeing the students off the bus. To have to go around them forces you
341 to be in the wrong lane. They have blocked neighbors' driveways an impeded-on trash pickup.

342

343 D. Pendergast-this issue has been going on for a long time and I have been in contact with the PD. We
344 are trying to not single out one resident, we want to create an ordinance that covers everyone as a
345 whole.

346

347 J. Sullivan- is there any ordinance regarding on street parking or overnight parking?

348

349 J. Bouchard- there are for winter parking. there really is no ordinance for no parking for commercial
350 vehicles that is enforceable laws that we can enforce. We have asked him to not park in the street and
351 he has not complied. This happens all over town not just in this area. We thought the best way to do it
352 would be to change the ordinance. We have revised our ordinance slightly. We already issue violation
353 tickets and we did not want to change the tickets. We would issue a warning then a citation.

354

355 J. Durand- you added abcd?

356

357 J. Bouchard- everything that is underlined.

358

359 A. Garron- the thought is to address the issues, and all come together with ideas.

360

361 J. Durand- I have an issue with B.

362

363 J. Bouchard- this is very much in rough draft form, and we are here seeking out any recommendations.

364

365 T. Tsantoulis- this is not directed at 1 individual; this just happens to be a good example. I also want to
366 point out that our police officer has the ability to use discretion. I think if someone could justify the
367 reason then it can be case by case.

368

369

J. Sullivan motioned to instruct the administration to draft a more formalized ordinance for review for a Public Hearing; seconded by T. Tsantoulis.

371

372

Vote in favor 9-0

373

374

D. Boutin Motion to transfer \$312,589.88 from the School Impact Fee Special Revenue Fund to the Hooksett School District; seconded by K. Judge.

375

376

377

Roll Call #11

378

T. Tsantoulis Aye

379

R. Lapierre Aye

380

J. Durand Aye

381

D. Ross Aye

382

K. Judge Aye

383

A. Walczyk Aye

384

R. Duhaime Aye

385

D. Boutin Aye

386

J. Sullivan Aye

387

388

Vote in Favor 9-0

389

390

ARPA Committee Project List and Ranking

391

392

Solar Project Phase 1 Study

393

394

A. Garron- with regard to the solar project I want to withdraw that project. We have been working on an RFP for that project that would keep the options for the TC considerations. One option would be purchasing a solar array and the other option would be a lease purchase and seeing what way the TC would like to go forward with before we vote.

395

396

397

398

399

J. Sullivan- where we are on allocated ARPA funds so far, we spent \$735,000 of the 1.5 million leading us to \$787,000 remaining in the ARPA funds to be obligated by December 2024.

400

401

402

Future TIF Project

403

404

A. Garron- it was initially set at \$600,000 this was the project that was ready to go when we first heard about ARPA funds. With regard to the TIFF project is to reduce the ask from \$600,000 to \$300,000. We have 2 MOU's out right now in regard to TIFF projects. 1 for sewer commission that we signed an MOU for the pump station and our obligation to commit \$300,000 to the project and a water project that the Hooksett Water precinct has committed \$300,000 to. The biggest difference from when we asked for this proposal was there was a significant amount of abatements given. The difference now is we have activity happening now in the TIFF since we expanded it with significant business happening in it. I think with all the we will have ample funds to take care of it. The \$300,000 will secure the commitment to the water precinct MOU a couple of years ago. I do want to mention that with the recent goals setting that the council had done, which was goal number 4 economic development. The TIFF district is the

405

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411

412

413

414 biggest infrastructure project that we have going on in town. It is a significant undertaking. This is a
415 continual project. I cannot find any more project that is as important as this one.

416

417 R. Lapierre- this project was previously approved? Meaning the actual allocation of money to this, it
418 was on the warrant. It is a big project, so it is not a part of our normal budget.

419

420 A. Garron- 1.5 million was allocated to this project by the voters. That language of where the funds
421 were to come from was not included in the warrant. We have other funding sources going to aid in this
422 project.

423

424 T. Tsantoulis- I think most can agree that the long-term effects of the TIF project will be a benefit to the
425 town. The ARPA money that came to us came with some strings attached. To take some of that money
426 and speed up projects is a step in the right direction. I am in favor of the recommendation of the Town
427 Administrator.

428

429 D. Ross- TIF are tax funds. The taxpayers are already on the hook for those 1.2 million dollars. They
430 approved us to do that. Now to sidestep the taxpayers and say we are going to do x. this is not a
431 recovery item. We should be setting aside money coming into winter to assist residents with rising
432 costs.

433

434 R. Duhaime- in the TIF we are trying to grow our commercial industry in this area. We have had
435 residents come in and say they are paying very high expenses for well purifiers. The commercial
436 industry is on the rise, we can't keep up. The state came in and told us about these wells. We should
437 be taking care of the residents, not developers. I don't want to slight the TIF district. I want to see some
438 of the water lines get done with these ARPA funds.

439

440 ***T. Tsantoulis motioned to allocate \$300,000 of ARPA funds to the TIF district seconded by D.***
441 ***Boutin.***

442

443 **Roll Call Vote #12**

444 ***D. Boutin Aye***

445 ***A. Walczyk Aye***

446 ***J. Durand Nay***

447 ***K. Judge Aye***

448 ***R. Lapierre Nay***

449 ***T. Tsantoulis Aye***

450 ***R. Duhaime Nay***

451 ***D. Ross Nay***

452 ***J. Sullivan Aye***

453 ***Vote in favor 5-4***

454

455 D. Ross- if we need more money for the TIF district it should be going back to the taxpayers.

456

457 A. Garron- this project is very defined. We have committed funds to the TIF district. It is a piece of
458 infrastructure that is very important.

459

460 J. Durand- so is peoples drinking water. If you lived in their homes, you would feel this is more
461 important. I thought this money was there to help out more people.

462

463 A. Garron – if you remember we started out with a potential project that would have cost \$400,000 and
464 then had since expanded out due to incidental testing. The town did commit \$12,000 to the feasibility
465 study and that determined to what extent could a water line be extended to that area, and what that
466 showed was a project of 40 million dollars. The central water precinct did add that into their capital plan.
467 The water issue has not gone unnoticed, and has been addressed,

468

469 J. Durand- 750k could go a long way to buy water treatment to address these issues.

470

471 J. Durand and D. Ross left meeting at 8:50 pm

472

473 **Town Council Sound Project**

474

475 *T. Tsantoulis motioned to approve the expenditure of \$8,430 of ARPA funds for the purchase of*

476

477 **Roll Call Vote #13**

478 *K. Judge Nay*

479 *D. Boutin Aye*

480 *T. Tsantoulis Aye*

481 *R. Lapierre Nay*

482 *A. Walczyk Nay*

483 *R. Duhaime Nay*

484 *J. Durand NP*

485 *D. Ross NP*

486 *J. Sullivan Aye*

487

488 ***Vote in favor 3-4***

489

490 R. Duhaime- I agree we need to address the sound system but with other funds.

491

492 A. Garron – the sound system will be on a future agenda; this was a recommendation from the TC.

493

494 **TOWN ADMINISTRATOR'S REPORT**

495

496 A. Garron – the request was to look at other communities and what tasks their Town Clerks do. None of
497 the Towns have stipend employees, they are all Full-time employees.

498

499 R. Duhaime- if we had a FT Town Clerk would we need a Tax Collector?

500

501 A. Garron- it depends on how you structure the position. We can encourage them to adhere to the
502 Towns hours of operation, but because they are elected officials they set their own hours, and we
503 cannot make them change.

504

505 R. Duhaime- do you have a suggestion on how we can move forward.

506

507 A. Garron – I think you already are working in the right direction by increasing the stipend for these
508 positions.

509

510 T. Tsantoulis- what was made abundantly clear was that we were getting a good deal. If you look at
511 what other municipalities are paying, we are getting away very cheap. If it was working in the past, it
512 still saves the town money.

513

514 A. Walczyk- there is a column here that says office help. Safe to assume that the cost does not include
515 the office help.

516

517 PFAS program

518 A. Garron- for clarification purposes I put this item back on. A resident had put out the DES information
519 on the PFAS program, what I did want to clarify is that this does not run out after September.

520

521 A. Garron – the Belisle Monument has been erected.

522

523 A. Garron- the PD Pumpkin Hunt is this weekend. That will take place on Sunday October 30th from 10-
524 2.

525

526 A. Garron- Town Council charter changes committee, is it still the goal to have Supervisor of the Check
527 List as a rep, or the Moderator, Town Clerk? as official members.

528

529 R. Duhaime- what is the state of Martins Ferry Road?

530

531 A. Garron- I know that the RFP have gone out and will be back in November. And then the council will
532 vote on those figures.

533

534 R. Duhaime- exit 11, are we moving forward with the sewer and water?

535

536 A. Garron- what I do know is that they have been soliciting for their primary engineer. I can have that
537 status update next meeting.

538

539 APPROVAL OF MINUTES

540

541 ***D. Boutin motioned to approve the public minutes of the October 12, 2022, meeting; Seconded***
542 ***by T. Tsantoulis.***

543

544 R. Lapierre- I received a few corrections. D. Cumings is one m not 2.

545 Line 445- typo “are” should be area.

546 Line 472- there was a tail of in the end of that sentence.

547

548 ***Vote in favor 7-0***

549

550 ***R. Lapierre motioned to approve the non-public minutes of the October 12, 2022, meeting;***
551 ***Seconded by T. Tsantoulis.***

TC MEETING MINUTES

10-26-2022

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585

Vote in favor 7-0

SUB-COMMITTEE REPORTS

A. Walczyk- Recycling & Transfer met yesterday and we went through all that was talked about today. Ray B and J. G are looking to be in that subcommittee for the trash pickup that we established at the last meeting. Leaf pickup between the 31st and the 4th bagged in paper bags. and the Pumpkin Hunt is back in its 3rd year.

T. Tsantoulis- if anyone has a youth who is doing something special, then the Hooksett Youth Achievers would like to hear about it. Please fill out the application,

J Sullivan- we are down to 2 moths to the end of the bicentennial celebrations. We have the trick or treat program coming up. On 11/3 we have a Robie Store video and 11/12 Robie store will be open for a 25th anniversary of the closing. 12/1 is the wrap up of the events at the Library. There is another hi-tech company coming into Hooksett and another one by Legends.

PUBLIC INPUT- None

ADJOURNMENT

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

All in favor 7-0

Respectfully submitted,

Alicia Jipson

Alicia Jipson
Recording Clerk

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, November 2, 2022**

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

5 **CALL TO ORDER**

6 Chair Sullivan called the meeting of 02 Nov 2022 to order at (6:08) pm.
7

8 **PROOF OF POSTING**

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

11 **ROLL CALL**

12
13 **In Attendance:** Councilor James Sullivan, Councilor Timothy Tsantoulis, Councilor Alex Walczyk,
14 Councilor Randall Lapierre, Councilor Roger Duhaime, Councilor David Boutin, and Councilor John
15 Durand, Councilor David Ross (arrived at 7:20).
16

17 **Absent:** Councilor Keith Judge
18

19 **PLEDGE OF ALLEGIANCE**
20

21 **AGENDA OVERVIEW**
22

23 **SPECIAL RECOGNITION**
24

25 J. Bouchard welcomed Ariel Captine to the Hooksett Police Department. J. Bouchard sworn in the
26 newest Police Officer Christopher Underwood to the Hooksett Police Department.
27

28 **PUBLIC HEARINGS**
29

30
31 **J. Sullivan opened the Public Hearing at 6:09 pm to accept GOFERR grant funds awarded to the**
32 **Town of Hooksett, NH in the amount of \$47,947.88 for the Hooksett Fire Rescue Department to**
33 **purchase Stryker stretcher equipment per NH RSA 31:95-b III (a).**
34

35 J. Stalker- this was a grant that we applied for through the Governor's office of Relief and Recovery.
36 The total of this grant maxed out at \$50,000.
37

38 T. Tsantoulis- what about the stretcher that you had before this one?
39

40 J. Stalker- the one we had before was 13 years old. The recommend use is 10 years. We have gone
41 beyond its life span.
42

43 J. Sullivan- is there additional items included?
44

45 J. Stalker- yes there is the loading system. That loading system is what lifts it up and puts it up into the
46 ambulance.
47

48 D. Boutin- what will happen to the items we are replacing?
49

50 J. Stalker- We are trading it in, and it will go towards the purchase.
 51
 52 R. Lapierre- I am looking at the grant and it says we are responsible for a 10% soft match what is that?
 53
 54 J. Stalker- It just means that we are responsible for a 10% match.
 55
 56 R. Duhaime- we are getting \$250 for the chair and the \$2,500 for the stretcher. Is the chair for \$250
 57 worth keeping it as a spare?
 58
 59 J. Stalker- There is liability with it having it outgrown its useful life and I would not want to do that.
 60
 61 With no public comment J. Sullivan closed the Public Hearing at 6:22 pm.
 62

63 **14.1 Ambulance Stretcher Equipment Purchase (Grant funded)**

64
 65 *T. Tsantoulis motioned to waive the Town Council rules of procedure and vote on Motion #2*
 66 *listed in this staff report, the same night as the public hearing; seconded by R. Lapierre.*
 67

68 **Vote in favor 7-0**
 69

70 *D. Boutin motioned to accept the GOFERR grant funds awarded to the Town of Hooksett, NH in*
 71 *the amount of \$47,947.88 for the Hooksett Fire Rescue Department to purchase Stryker*
 72 *stretcher equipment per NH RSA 31:95-b III (a). Seconded by T. Tsantoulis.*
 73

74 **Roll Call Vote #2**

75 **R. Duhaime Aye**
 76 **J Durand Aye**
 77 **D. Ross NP**
 78 **R. Lapierre Aye**
 79 **A. Walczyk Aye**
 80 **D. Boutin Aye**
 81 **K. Judge NP**
 82 **T. Tsantoulis Aye**
 83 **J. Sullivan Aye**
 84

85 **Vote in Favor 7-0**
 86
 87
 88

89
 90 **BICENTENNIAL MOMENT**

91
 92 J. Sullivan presented a PowerPoint presentation on the China Dragon. The full PowerPoint presentation
 93 can be found on the Hooksett website.
 94
 95

96 **PUBLIC INPUT - 15 MINUTES**

97 None
 98
 99

100 **Hooksett Municipal Employee - New Hires**
 101

102 A. Garron- no new hires other than the 2 new ones from the police department who were recognized
103 earlier.

104
105 **NOMINATIONS AND APPOINTMENTS**
106

107 W. Russell- I have been a resident for 9 years. I run a business in Manchester specializing in automatic
108 transmission. I've got a long record in business for many years, and I feel it is helpful to give back to the
109 community as well as benefit from it.

110
111 T. Tsantoulis- Are you still involved in Manchester Community College?
112

113 W. Russell- yes I am an advisor for the Community College as well as Manchester School of
114 Technology.

115
116 D. Boutin- looking at your form you filed, and I am trying to grasp in the application that you submitted
117 where you can be an effective member of the Planning Board.

118
119 W. Russell- I've been a part of a family business for 50+ years, and my experience being a Hooksett
120 resident and living at Mount St. Mary's.

121
122 D. Boutin- pursuant to filling out this application, have you taken the time to review the Town zoning
123 ordinance and the Community Development Plan? And what have you done to prepare yourself for
124 that?

125
126 W. Russell- the experience both in business and where I am with living in Hooksett and how we fit into
127 the community. We see how properties are built and used. The development project at Beacon Hill and
128 how that evolved. I've had my hand in business for many years.

129
130 R. Duhaime- you're on a Condo Association, aren't you? So, you are involved in your community.

131
132 W. Russell- yes Matt Reed and I are on the Board of Directors at Mount St. Mary's.
133

134 ***T. Tsantoulis motioned to waive the rules of procedure and nominate and appoint in the same***
135 ***night; seconded by R. Duhaime.***
136

137 ***Vote in favor 7-0.***
138

139 ***T. Tsantoulis motioned to nominate and appoint Wayne Russell as a Planning Board Alternate***
140 ***and resident member of the Economic Development Advisory Committee with both terms***
141 ***expiring 06/30/2025. Seconded by D. Boutin.***
142

143 ***Vote in favor 7-0***
144

145 **OLD BUSINESS**
146

147
148 **131 FY 2023-24 Budget and Warrant Articles**
149

150 C. Tewksbury- we have received our FY 2023/2024 WC contribution and it is a \$36,600 more than last
151 year. I need you to consider increasing that line in the budget so that we have enough to cover in case
152 we do go with Primex as we will out this out to bid.
153

154 **D. Boutin motioned to add \$36,600 to the Workers Compensation line of the proposed town**
 155 **budget seconded by A. Walczyk.**
 156

157 **Roll Call Vote #3**

158 **D. Boutin Aye**

159 **D. Ross NP**

160 **A. Walczyk Aye**

161 **J. Durand Aye**

162 **R. Duhaime Aye**

163 **T. Tsantoulis Aye**

164 **R. Lapierre Aye**

165 **K. Judge NP**

166 **J. Sullivan Aye**
 167

168 **Vote in favor 7-0**

169

170 R. Duhaime- what was the % last year?

171

172 R. Lapierre- last year it was a 18.4% increase.

173

174 R. Duhaime- do we have a lot of losses that contribute to this?

175

176 C. Tewksbury- on the back of that sheet they said 7.6% was due to the loss ration and 2.5% in Payroll
 177 because we have paid people more.

178

179 D. Fitzpatrick- we do have 1 claim that has been ongoing since 2021. It is a big claim. Covid was and is
 180 still happening at that claims experience. We have a very innovative JLC and our code enforcement
 181 officer is doing a great job trying to find ways to prevent the WC incidents.

182

183 **14.2 Unassigned General Fund Balance History and Tax Rate**

184

185 C. Tewksbury- as of this am DRA has not set our tax rate. I figure we will have a tax rate in mid-
 186 November. We currently have \$3,530,955.00 in unassigned general fund balance and that puts us at a
 187 6% fund balance. Our policy is to maintain a min of 5% and a target balance of 8%. I think in this
 188 economy with the inflation that it would be extremely helpful if the TC put anything above the 5% on the
 189 tax rate to help lower the tax rate.

190

191 J. Sullivan- remember our goal was to keep a steady 8% in the unassigned fund balance.

192

193 T. Tsantoulis- going with your suggestion of keeping 5% and if we didn't do that and we left the money
 194 is there now, do you have a feel for where we are headed in regard to the rate. I'd like to make a
 195 decision based on the rate.

196

197 C. Tewksbury- I did run some of the numbers and it looks like the tax rate will increase about \$2.00 if
 198 we do nothing.

199

200 J. Sullivan- what if we add more from the fund balance. How much will that decrease it?

201

202 C. Tewksbury- it wont decrease it much. it may bring it down .40. I think to bring it down to 5% would
 203 bring that fund balance to \$750,000. You don't have to make a decision right now. DRA wont set the
 204 tax rate soon.

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257

T. Tsantoulis- so \$2.00 that is about 10% increase, that will not sit well with many.

R. Lapierre- is that 10% of the town portion of the property tax?

C. Tewksbury- the total tax rate is going up \$2.00 not just the towns portion.

TOWN ADMINISTRATOR'S REPORT

A. Garron- reminder that next Tuesday is voting day. Please all that can vote please do go and vote. There is a letter in your packets from NHMA that they are going to be purging their legal records that are older than 1/1/2015, if the TC would like any such files that we would want NHMA will honor the request. It was mentioned at the last meeting about the town owned property, and there was an error, and the CC did not get a copy of the list, we have now sent them the list and there is a property that they are interested in and we have taken it from the list.

D. Boutin- can you share what property it is?

L. McLaughlin- it is actually 2 parcels that they are interested in. One on Chester Tpk and map 14 lot 34 abuts university heights.

D. Boutin- so what is the procedure for the TC to grant these parcels to the CC?

A. Garron – that will happen during a different process. The TC does have final say in what stays and goes. I just wanted to clarify that the CC had not seen the list and now those 2 parcels have been removed. I suspect they will come back at a later time and show interest in the properties.

A. Garron- as a quick update as far as the TIF that extends from exit 10 to 11, the activity that is happening at the exit 10 area is securing easements, that will get us from 1 side of the river to the other. At exit 11 we are executing agreements with Granite Woods. The RFQ have gone out so that Granite Woods can secure the Engineering groups. They have been pre-qualified by the water commission and the sewer commission. I believe an engineering firm has been chosen. Then the next step is to move forward.

R. Duhaime- and they are saying a start in spring?

A. Garron- that is what they are saying.

R. Duhaime- was Bruce able to get someone over to Sherwood Drive

A. Garron- yes, he was and they will be starting soon.

TOWN COUNCIL FUTURE AGENDA ITEMS

R. Lapierre- does a future agenda item include Farmer Road discussion?

A. Garron- I have reported on Farmer Road already. We had \$400,000 set aside. We did a feasibility study for \$12,000 and then Central water precinct has included that water line in their capital improvement plan. When we did a survey and only 6 people indicated that they wanted to hook up to the system.

T. Tsantoulis- any change in the proposed ordinance on the parking ordinance since our last meeting?

258 A. Garron- based on that discussion I was under the impression that if there were no changes then
259 administration would go forward with a final draft for review.

260
261 J. Sullivan- I think there was concern for item b.

262
263 D. Ross- on the water issue I thought we had discussed this earlier on what it would cost to have a
264 system put in to help elevate the needs of these people to put these point of service needs in for these
265 people. People don't always ask for help when they need it, we know there is a health hazard in this
266 town, and we need to address it. Some are afraid to come forward. We can't ignore what is ongoing
267 hazard.

268
269 A. Garron- Farmer Road is a separate issue. What D. Ross is talking about is holding a pot of money
270 for those residents to be able to use if need be. I've reached out to other communities who have done
271 the same project. This has not been dropped I am still looking into the other options if there are any.

272
273 J. Sullivan- as I referenced there were some smaller amounts left on the list. and hold off on the rest of
274 the \$400,000.

275
276 R. Duhaime- I remember that they would also help people connect with the water line. I think if those
277 that were surveyed were told that there were funds available then maybe they would change their mind.

278
279 R. Lapierre- there is no science or evidence that shows there is no reason why you can't bath in water
280 that spike levels of uranium or PFOS. He said you cant bathe in bottled water and there is also no
281 evidence that you cant bathe in the water that they have.

282
283 A. Walczyk- I am not sure if we need to put this on another agenda item. In regard to the trash
284 ordinance id like to move it forward. There have been no changes to the ordinance.

285
286 J. Sullivan- there is nothing stopping a TC from making a motion tonight.

287
288 ***A. Walczyk motioned to approve the amendments as presented with the proposed new user fee***
289 ***schedule effective 1/1/2023; seconded by D. Boutin.***

290
291 ***Vote in favor 8-1***

292
293 **INFORMATIONAL ITEMS AND CORRESPONDENCE**

294
295 J. Sullivan- the PB sent correspondence and we got information about flood insurance.

296
297 ***J. Sullivan motioned to enter non-public session per NH RSA 91-A:3 II a.; seconded by D.***
298 ***Boutin.***

299 **NON-PUBLIC SESSION NH RSA 91-A:3 II A.** (a) The dismissal, promotion, or compensation of any public
300 employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the
301 employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the
302 request shall be granted.

303
304 **Roll Call Vote #4**

305 ***A. Walczyk Aye***

306 ***R. Lapierre Aye***

307 ***D. Ross Aye***

308 ***R. Duhaime NP***

309 ***J. Durand Aye***

310 ***K. Judge NP***

311 ***T. Tsantoulis Aye***

312 ***D. Boutin Aye***

313 ***J. Sullivan Aye***

314

315 ***Vote in favor 7-0***

316

317 ***R. Lapierre motioned to seal the non-public minutes of November 2, 2022; seconded by T.***
318 ***Tsantoulis.***

319

320 ***Roll Call Vote #5***

321 ***T. Tsantoulis Aye***

322 ***D. Ross Aye***

323 ***R. Duhaime Aye***

324 ***A. Walczyk Aye***

325 ***R. Lapierre Aye***

326 ***K. Judge NP***

327 ***J. Durand NP***

328 ***D. Boutin Aye***

329 ***J. Sullivan Aye***

330

331 ***Motion passed 7-0***

332

333 ***J. Sullivan motioned to leave the non-public session of November 2, 2022, at 8:20 pm; seconded***
334 ***by R. Lapierre.***

335

336 ***ADJOURNMENT***

337

338 ***Chair Sullivan motioned to adjourn the meeting at 8:20 pm. Seconded by R. Lapierre***

339

340 ***All in favor 7-0***

341

342 ***Respectfully submitted,***

343

344 ***Alicia Jipson***

345

346 ***Alicia Jipson***

347 ***Recording Clerk***

348