



AGENDA

Town of Hooksett Town Council

Wednesday, March 23, 2022 at 6:00 PM

A meeting of the Town Council will be held Wednesday, March 23, 2022 in the Hooksett Municipal Building commencing at **6:00 PM**.

Page

1. **CALL TO ORDER**
2. **PROOF OF POSTING**
3. **ROLL CALL**
4. **PLEDGE OF ALLEGIANCE**
5. **AGENDA OVERVIEW**
6. **PUBLIC HEARINGS**
7. **SPECIAL RECOGNITION**
 - 7.1. BICENTENNIAL MOMENT
 - 7.2. Hooksett Youth Achiever of the Month - Patrick DeFelice
 - 7.3. Hooksett Municipal Employee - New Hire
8. **PUBLIC INPUT - 15 MINUTES**
9. **SCHEDULED APPOINTMENTS**
 - 9.1. Mike Berardinangelo, Project Management for Access A/V-Town Council Chambers Microphones 5 - 10
[Staff Report - SR-22-044 - Pdf](#)
 - 9.2. Chip Fredette, Vice President of the Merrimack Valley Trail Riders- Cystic Fibrosis Charity Ride- Use of Chester Turnpike in Hooksett 11 - 28
[Staff Report - SR-22-038 - Pdf](#)
 - 9.3. Presentation on Concord for Hometown Heroes Banners by Matthew Wierzchalek-Seiler, COO 29 - 41
[Staff Report - SR-22-036 - Pdf](#)
 - 9.4. Granite State YMCA/ YMCA of Downtown Manchester MOU with Town of Hooksett/SAU 15- Karen Provost, Hooksett Camp Director 43 - 47
[Staff Report - SR-22-043 - Pdf](#)
 - 9.5. TIF District Sewer Amendment – Redesign of Tri-Town Pump Station to Allow Service to Neighborhood to South. Town share of cost is \$37,400. David Mercier of Underwood Engineering and Ken Conaty from the Sewer Commission will be available to answer any questions. 49 - 60
[Staff Report - SR-22-042 - Pdf](#)
10. **CONSENT AGENDA**

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

10.1.	To accept donations in the amount of \$450.00 in memory of C. Schwieger, to the Town of Hooksett for the Hooksett Police Department, K9 Trust.	61
	Staff Report - SR-22-039 - Pdf	
10.2.	Accept \$270.00 donation from Northeast Resource Recovery Association (NRRA) in the form of 10 cases of blue trash bags @ \$27 per case to the Town of Hooksett for the DPW Recycling & Transfer Division per RSA 31:95-e, II.	63
	Staff Report - SR-22-041 - Pdf	
11.	TOWN ADMINISTRATOR'S REPORT	
12.	NOMINATIONS AND APPOINTMENTS	
13.	BRIEF RECESS	
14.	OLD BUSINESS	
15.	NEW BUSINESS	
15.1.	2022 MS-232 Report of Appropriations Actually Voted totaling \$31,030,167.	65 - 70
	Staff Report - SR-22-040 - Pdf	
15.2.	Public Works Plow Truck Replacement	71 - 86
	Staff Report - SR-22-026 - Pdf	
15.3.	Town Personnel Plan Updates	87 - 98
	Staff Report - SR-22-020 - Pdf	
15.4.	Town Council Attendance	
15.5.	Town Administrator Contract Effective May 2022	
16.	APPROVAL OF MINUTES	
16.1.	Public: February 23, 2022	99 - 107
	TC Minutes 02232022	
16.2.	Public: March 9, 2022	109 - 125
	TC Minutes 03092022	
16.3.	Non-Public: February 23, 2022	
16.4.	Non-Public: March 9, 2022	
17.	SUB-COMMITTEE REPORTS	
18.	PUBLIC INPUT	
19.	NON-PUBLIC SESSION NH RSA 91-A:3 II	
20.	ADJOURNMENT	
	PUBLIC INPUT	
1.	Two 15-minute Public Input sessions will be allowed during each Council Meeting. Time will be divided equally among those wishing to speak, however, no person will be allowed to speak for more than 5 minutes.	
2.	No person may address the council more than twice on any issue in any meeting. Comments must be addressed to the Chair and must not be personal or derogatory about any other person.	

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

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: Mike Berardinangelo, Project Management for Access A/V-Town Council Chambers Microphones
Meeting: Town Council - 23 Mar 2022
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

Access A/V installed the current Audio/Visual system in the Council Chambers. The Town Councilors requested that Staff research new options for microphones. Mike Berardinangelo has provided two quotes for new microphones in the chambers. The wireless gooseneck microphones are created specifically for the room size, the construction of the room and the frequencies required to overcome any room issues. Though they are wireless, the manufacturer's representative has confirmed that these microphones would not create the issues we have now. The other quote received was for wired gooseneck microphones. Although we currently hold the microphones that were previously removed from the Council Chambers, these microphones did not produce quality sound and have seen better days.

FINANCIAL IMPACT:

The wired gooseneck microphones produce a cost estimate of \$6,753.00
The wireless gooseneck microphones produce a cost estimate of \$19,643.00, which would trigger a RFP process.

RECOMMENDATION:

Listen and discuss the options with Mike Berardinangelo from Access A/V.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Listen to vendor and decide whether to move forward with modifying the old gooseneck wired microphones, purchase new wired gooseneck microphones or purchase the wireless gooseneck microphones.

ATTACHMENTS:

[TC Minutes 8.12.2020](#)
[Wired Gooseneck Mic Quote](#)
[Wireless Gooseneck Mic Quote](#)

241
242 A. Garron: For the most part, Mr. Karolian is correct. We want to hire the right firm. This
243 establishes the qualifications that go along with the bid. Using just the lowest bidder is not going
244 to get us there.

245
246 A. Walczyk: I agree that this should be an agenda item. The purpose is to address item C on
247 page 14; it doesn't have to go to the lowest bidder. Section 5.3.6 says what the professional
248 services are. We don't have to get rid of 5.3.6. I do have some suggested edits. A – L needs to
249 be more flexible. It shouldn't be a list because it is not comprehensive. Some items on the list
250 don't always apply and some items which should be on the list aren't there. We should not
251 eliminate Section (A).

252
253 Chair Sullivan: Mr. Thomas, you should but together a draft based on all suggestions.

254
255 D. Boutin: It would be fatal to remove Section (A). Just add the requirement of three bids. Then
256 we have a comprehensive process for reviewing professional services under \$15,000. I don't
257 have a problem with the list. It is pretty comprehensive.

258
259 B. Thomas: This is a suggested list. It says, 'such as...' It is pretty comprehensive.

260
261 C. Karolian left the meeting at 8:41 pm.

262
263 Chair Sullivan: The other agenda items can be on the agendas of future meetings. I suggest we
264 move on to technology improvements.

265
266 **OTHER ITEMS**

267
268 **Technology Improvements for Town Councilors (i.e. tablets) & Chambers Meeting Room**
269 **(i.e. audio)**

270
271 A. Garron: We should look at this in two sections: the layout of this room and the audio system. I
272 know that you tried tablets and that did not work out. I would suggest that paper copies of the
273 agenda packet could be replaced by using an iPad or a laptop, along with a program such as
274 Dropbox. You can decide whether you want to use a touch screen or a keyboard.

275
276 J. Durand: The devices would pay for themselves with what would be saved in paper, ink and
277 postage.

278
279 Chair Sullivan: I am concerned because I need to have the agenda at hand, not all of the
280 backup. I want it right there without having to boot up.

281
282 R. Lapierre: I use a PC-based laptop. I favor the One Note program because it allows me to put
283 documents in the program and add my own notes. If you write neatly, it will even convert your
284 notes to type.

285
286 D. Fitzpatrick: The packet averages 200 pages, and we make 14 sets.

287
288 R. Duhaime: I have a ZBA packet and a BOS one; I sometimes get them mixed up. Also, we
289 might get more volunteers if we make this easier.

290
 291 A. Garron: Mr. Germain and I have talked a lot about these issues.
 292
 293 N. Germain: It is important that we go in the direction you want to go in. For example, do you
 294 want your devices to stay here or do you want to take them home? To provide devices for every
 295 board and committee could get expensive very fast. We might get them for the Council and
 296 have a library of other devices to be borrowed by other board and committee members.
 297
 298 C. Jones: Maybe we could phase them in. The Council should have them first, and if that works
 299 well, try to get them for the others.
 300
 301 D. Boutin: I prefer a laptop.
 302
 303 N. Germain: My plan is to send you a questionnaire so that you can express your preference.
 304
 305 A. Garron: Regarding the Chambers, we need portable desks so that you are not boxed in. This
 306 is important for social distancing.
 307
 308 C. Jones: There is a system which makes it possible to talk through a microphone on your
 309 laptop.
 310
 311 Chair Sullivan: I want to get rid of the wires. We need portable microphones.
 312
 313 N. Germain: Your packets present some options. One suggestion is bubble mics like those used
 314 on conference calls. Bonnie Smith has been doing some research for us. The lapel mics are
 315 popular, but some are not completely wireless. They can be fragile and finicky. Batteries need to
 316 be replaced often, and they can die in the middle of a meeting. Some people take them home
 317 by mistake.
 318
 319 Chair Sullivan: We need them to be portable in case we change the layout and so that we can
 320 bring a microphone to someone in the audience, if necessary.
 321
 322 D. Boutin: I favor the third solution, the ceiling tile inserted array. Everything is picked up.
 323
 324 N. Germain: We can check into that. The disadvantage is that if you say something off mic, it
 325 will be picked up. This room was set up before streaming. The mixer is old and we will need a
 326 new one. We need to re-wire the room.
 327
 328 D. Boutin: The first and second solutions are not very practical.
 329
 330 R. Lapierre: We have a ceiling array where I work, and you don't even hear papers rustling.
 331
 332 R. Duhaime: The screens are a big improvement. It is great for the ZBA when we need to view
 333 maps of sites and plans,
 334
 335 Chair Sullivan: We might want to move a meeting to the gym when we have a big crowd – for
 336 social distancing. The portable furniture will be good for that. This room has limited capacity.
 337

338 A. Garron: Mr. Germain and I have talked a lot about having the gym as a secondary meeting
339 place.
340

341 N. Germain: It is relatively inexpensive to wire the gym. I was surprised at how little it would
342 cost. We might use television screens or magic screens.
343

344 D. Boutin: Are we planning to move to the gym permanently? That is an expensive second
345 option. It would cost several thousand dollars.
346

347 Chair Sullivan: We expect to be able to use COVID-19 funds.
348

349 J. Durand: Are these improvements eligible for COVID-19 funds?
350

351 A. Garron: We have been allocated \$346,080. These modifications would be for social
352 distancing.
353

354 D. Boutin: Do we have these funds in our account?
355

356 A. Garron: No, they are available for COVID-19 expenses. We used them for the iWave
357 systems we installed to purify the air.
358

359 Chair Sullivan: I would ask Mr. Germain to take a survey regarding devices – video and audio –
360 including wireless mics, chairs and tables we can easily move. We are 99% sure these would
361 be eligible for COVID-19 funds.
362

363 D. Boutin: Can you send us examples of laptops and tablets?
364

365 N. Germain: Yes. I will send the questionnaire first.
366

367 **OTHER BUSINESS**
368

369 Chair Sullivan: We have a legislative conference survey from NHMI looking for a response to
370 the question of whether someone would want to represent us remotely or in person.
371

372 D. Boutin: I would participate in person.
373

374 Chair Sullivan: I have a proclamation for William H. Danford of Boy Scout Troop 603. He earned
375 his Eagle Scout award in April.
376

377 A. Garron: I would like to have a straw vote to see if we will have a quorum for a non-public
378 Zoom meeting tomorrow at 5:30 pm. We will schedule the meeting and hope for a quorum. The
379 meeting may be cancelled.
380

381 D. Boutin motioned to adjourn at 9:38 pm. A. Walczyk seconded the motion.
382

383
384 Respectfully submitted,
385

386 *Kathleen Donnelly*

ACCESS A/V

AUDIO • VIDEO • LIGHTING • MOBILE VANS

SALES & INSTALLATIONS

8 Integra Drive • Concord, NH 03301
p- 603 224 2300 • f- 603 224 2308
www.accessavnh.com

Quoted to: Leann McLaughlin
Phone: 603-485-8471
Customer: Town of Hooksett
Address: 35 Main Street
City, State: Hooksett, NH
Quoted by: Mike Berardinangelo
Date: 3/1/2022
Quote #: MB312022

Qty.	Make	Model	Description	Price	Ext. Price
14	Shure	MX418D/C	Wired Gooseneck Mic w/18" Neck	\$ 302.00	\$ 4,228.00
1	OnStage	SNK164100V2	16 Channel Snake	\$ 320.00	\$ 320.00
2	Middle Atlantic	UNI-1	1 RU Punch Out Plate	\$ 43.00	\$ 86.00
14	AAV	NC3FD-L-1-B	XLR Chassis Mount Connector	\$ 8.00	\$ 112.00
8	AAV	XLR-MF	XLR M-F Extender Cables	\$ 14.00	\$ 112.00
1	AAV	Installation	See Scope of Work Below	\$ 1,895.00	\$ 1,895.00
Optional - Not Included - Suggested				\$ -	not included
TOTAL COST:					\$ 6,753.00
Shipping costs will be added at time of final invoice					

This price quote is valid until 3/31/2022

Please note payment schedule - Deposit due on orders \$5,000.00 or more

35% due at project signing/PO	2,363.00	Due at PO/Acceptance
Balance due at installation completion	4,390.00	
TOTAL PAYMENTS	6,753.00	

Scope Of Work

Remove Existing Wireless Mics - customer to repurpose or dispose
Install new wired mics. Run snake to middle of meeting area. Connect mic cable to snake
Create XLR to block connector jumpers. Connect to existing audio mixer
Configure and tune audio for new mics. Train users

Notes:

ACCESS A/V

AUDIO • VIDEO • LIGHTING • MOBILE VANS

SALES & INSTALLATIONS

8 Integra Drive • Concord, NH 03301
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www.accessavnh.com

Quoted to: Leann McLaughlin
Phone: 603-485-8471
Customer: Town of Hooksett
Address: 35 Main Street
City, State: Hooksett, NH
Quoted by: Mike Berardinangelo
Date: 2/25/2022
Quote #: MB2252022

Qty.	Make	Model	Description	Price	Ext. Price
14	Shure	QLXD4	Rack Mount Digital Wireless Receiver	\$ 680.00	\$ 9,520.00
14	Shure	ULXD-8	Digital Wireless Gooseneck Transmitter	\$ 447.00	\$ 6,258.00
14	Shure	MX415LPDF/C	15" Gooseneck Mic	\$ 205.00	\$ 2,870.00
1	AAV	Installation	See Scope of Work Below	\$ 995.00	\$ 995.00
Optional - Not Included - Suggested				\$ -	not included
TOTAL COST:					\$ 19,643.00
Shipping costs will be added at time of final invoice					

This price quote is valid until 3/25/2022

Please note payment schedule - Deposit due on orders \$10,000.00 or more

35% due at project signing/PO	6,875.00	Due at PO/Acceptance
55% due at installation completion	10,925.00	
10% due upon punchlist completion & systems training	1,843.00	
TOTAL PAYMENTS	19,643.00	

Scope Of Work

Remove existing older wireless mic units. Customer to dispose
Install new microphones with existing mixers and cables.
configure each mic for best channel and frequency
Test mics for optimal levels and sound quality. Train users.

Notes:

Town Council STAFF REPORT



To: Town Council
Title: Chip Fredette, Vice President of the Merrimack Valley Trail Riders- Cystic Fibrosis Charity Ride- Use of Chester Turnpike in Hooksett
Meeting: Town Council - 23 Mar 2022
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

In 2020, the Town Council approved the request to use Chester Turnpike as part of the route for the Charity Classic Trail Ride for Cystic Fibrosis. Merrimack Valley Trail Riders are requesting the use of Chester Turnpike for the 2022 event scheduled for Saturday, June 11, 2022.

This event is a two-day, noncompetitive charity off road street registered dirt bike trail ride to benefit the Cystic Fibrosis Foundation. The use of the road would include the following:

1.) **2 pre-event rides:** One day in early May to clear the Road of blow downs; of 3 or 4 riders.

Another day, also

consisting of 3 or 4 riders, one week before the event to apply proper field signage.

2.) **Event weekend:** One day use for the Classic – Saturday June 11, 2022. All trail signage removed same day.

The Conservation Commission voted to support the use of Chester Turnpike for this purpose at their February 14, 2022 meeting.

RECOMMENDATION:

Approve the Merrimack Valley Trail Riders request to use Chester Turnpike for the Cystic Fibrosis Charity Ride. This approval is conditional upon all cleanup, and repairs, if necessary, to Chester Turnpike.

SUGGESTED MOTION:

Motion to approve the Merrimack Valley Trail Riders request to use Chester Turnpike for the Cystic Fibrosis Charity Ride with all stated cleanup, signage removal and repair (if necessary).

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur- I would recommend that notice be provided to the property owners along Chester Turnpike between North Candia Road and Whitehall Road alerting them a week prior to the event.

ATTACHMENTS:

[Letter to Staff-2022](#)

[Conservation Commission Minutes 2.14.22](#)

[Town Council Minutes 1.22.20](#)



January 17, 2022

Mr. Andre Garron, Town Administrator
Town of Hooksett
35 Main Street
Hooksett, NH 03106

Re: Chester Turnpike & the Charity Classic Trail Ride for Cystic Fibrosis
Via: Municipal Website email to Mr. Garron

Hello Mr. Garron,

My name is Chip Fredette and I am once again writing to you on behalf of the Merrimack Valley Trails Riders (www.MVTR.org). In preparation for our 2020 Charity Classic Trail Ride event, you may recall the Hooksett Town Council approved our request to use Chester Turnpike as part of the greater route. Shortly following that approval, COVID hit and the CF Foundation was forced to cancel all in person events for 2020. Due to the nature of how Cystic Fibrosis impacts children, the Foundation opted to cancel all in person events for 2021 as well.

I am pleased to report that after this 2-year COVID hiatus, MVTR is once again able to partner with the Cystic Fibrosis Foundation to hold our annual Charity Trail Ride in 2022!

MVTR

The Merrimack Valley Trail Riders (MVTR) has been in existence since 1972. At approximately 500, our club's membership consists of men, women, and children of all ages. MVTR's mission has been and still is... *"dedication to the safe and responsible enjoyment of the sport of dirt biking."* MVTR is a charter member of the New Hampshire Off Highway Vehicle Association and American Motorcycle Association.

In 1976, MVTR was instrumental in creating the State's first designated wheeled OHRV riding area. Located on the north side of Clough State Park, it's commonly known as "Hop-Ev". Since that time, MVTR has partnered with the Bureau of Trails to maintain that system.

Charity Classic Trail Ride for Cystic Fibrosis

In addition to its duties at "Hop Ev", MVTR and its members host several annual competitive and noncompetitive events. The flagship event of course is the Charity Classic Trail Ride for Cystic Fibrosis (the "Classic"). The Classic is typically a two-day, noncompetitive charity off road street registered dirt bike trail ride to benefit the Cystic Fibrosis Foundation. Typically scheduled for the second weekend of June, the Classic will be based at the Lakes Region Casino in Belmont. The event consists of two 100+ mile routes aptly named the Northern Loop and Southern Loop. One is ridden Saturday of the event weekend, the other on Sunday. Aboard their trail bikes, riders encounter all types of terrain; from single-track trail to the rigors of Class VI roads. The quality of riding is a testament to why the weekend long event raises more than \$100,000 each year for the Foundation.

Chester Turnpike

For decades, the Classic and its riders have historically used and enjoyed riding Chester Turnpike. It plays an integral role in the Classic's Southern Loop. As we've stated in the past, MVTR respects Allenstown's and Hooksett's decision to close Chester Turnpike to motorized vehicles. Hence, MVTR must request special permission to use Chester

<http://www.mvtr.org>



Turnpike for its annual charity trail ride. Please know that MVTR does not tolerate the “poaching” of trails. In fact, I am proud to report that riders of the Classic do not partake in this type of irresponsible riding.

Why wouldn't they leave the course...? Participants are tasked with riding more than 100 miles, start to finish. They are equipped with route sheets that provide turn by turn direction. This combined with field arrowing helps them stay on course. And though it is not a race, riders are strongly encouraged to stay on schedule with event milestones. The designated course and riders are policed by our own “Course Marshalls” to assist with mechanical issues or other potential problems.

How do we know they stay on course...? Following the last riders, we deploy two teams of “Sweep Riders” who clear the routes of signage and take stock in trail impact. Any areas that experience severe impact are noted for repair at a later date. It should be known that due to the hard packed and extremely rocky surface of Chester Turnpike, the impact of the Classic on it has never been more than negligible.

In closing, MVTR respectfully requests permission once again to use Chester Turnpike for its annual Charity Classic Trail Ride for Cystic Fibrosis. Specifically, use of the road would include the following:

- 1.) **2 pre-event rides:** One day in early May to clear the Road of blow downs; of 3 or 4 riders. Another day, also consisting of 3 or 4 riders, one week before the event to apply proper field signage.
- 2.) **Event weekend:** One day use for the Classic – **Saturday June 11, 2022**. All trail signage removed same day.

For your convenience, we've attached to this letter the Board's approval of MVTR's previous request.

Please know that again, for decades, the Classic has very much enjoyed and not taken for granted its annual use of Chester Turnpike. As mentioned before, it is key to the success of this charity event. We would be extremely grateful to you for your continued support!

Respectfully,
**Charles
 Fredette**

Chip Fredette, Vice President
 Charity Classic Trail Coordinator

Digitally signed by Charles Fredette
 DN: cn=Charles Fredette, o, ou,
 email=chipfredette@comcast.net, c=US
 Date: 2022.01.17 18:09:17 -05'00'

<http://www.mvtr.org>

HOOKSETT CONSERVATION COMMISSION

Monday, February 14th, 2022

Hooksett Municipal Building

35 Main Street

Town Council Chambers

I. Open Meeting 4:30 pm

II. Attendance/Introductions Cindy Robertson-Chair, JoCarol Woodburn-Member, David Ross-Vice Chair, Alex Walczyk-town Council Rep, Bob Better-Alternate, Joe Peroni-Alternate

III. Excused: Phil Fitanides & Deborah Miville

IV. Pledge of Allegiance 4:30

V. Public Input none

VI. Consent Agenda

01/13/2022 Transfer Finance Memorandum

Motion to Approve made by David Ross, 2nd by JoCarol Woodburn - All in favor

Meeting Minutes Approvals

01/10/2022

Motion to approve made by David Ross 2nd by JoCarol Woodburn - All in favor

Cindy Page 4 add "SCA Trail Group and page 5, correct DPW to "take over"

VII. Invoices

1. Stantec Invoice \$500.00

Motion to approve made by JoCarol Woodburn 2nd by Bob Better

Comment: David Ross - 4 hours billed with no explanation

Motion to Approve conditionally, request for supporting documentation.

All in favor

2. Moosewood Ecological LLC \$1,387.50

Motion to approve made by JoCarol Woodburn 2nd by David Ross - All in favor

3. (FYI only **No motion required**- \$80,000 RTP Grant Payment Complete)

VIII. Appointments

Adam Hlasny: SNHPC Senior Transportation Planner

We are going around the region to talk about local trail groups and the several initiatives for those groups we do.

43 The 2021 Regional Trail Plan updated last year. A lot of changes that have happen
 44 updating the trail existing conditions and maps, we have plans for those updates.
 45 We also did a trail survey and we have the plan and our results on our website to
 46 download.
 47 *Adam provided an example of the survey and the results.*
 48 We did a passport for the rail trail use and the locations where you could get the
 49 passport stamped when you walked or biked the trail. It was the 1st year we had
 50 done this and it was a success.
 51 **Cindy** do you think you will you do it again this year?
 52 **Adam** yes, that is the plan.
 53 **JoCarol** how did you get the word out about the program?
 54 **Adam** social media and our website. We also did a bike/pedestrian counter, we
 55 count with our inferred counter a few weeks at a time only because we compile
 56 counts for 42 trails.
 57 **Adam** shared the numbers for those counts. Daily and hourly and the counts were
 58 higher in 2019 when everyone was home and found trails as the safest outside
 59 recreation. We know that weather can make the numbers change so we like to take
 60 the count for a minimum of 2 weeks so if there is a stretch of bad weather that
 61 would keep people off the trails we have enough other days for a good count
 62 **Cindy** How do you know those counted this way are all people and not deer?
 63 **Adam** well technically we don't know.
 64 **Cindy** We know that when the people are not there the deer are using the trails
 65 **Adam** Some of these count data we monitor and show use, we can use to gets
 66 grants for funding the existing condition records, improvement for bike/ped use. We
 67 can assist if you want help with any grants. Also, If you have request for counts, we
 68 can help with that, the more notice the better. We have all this information on our
 69 website www.snhpc.org
 70 **David** what are the identified bike trails in Hooksett?
 71 **Adam** Heads Pond and River Walk are the 2 we have counts for. We try others to
 72 look and see what may be good for the counter
 73 **David R** why I am wondering is that we don't allow bike on all trails. Just so we are
 74 all on the same page and you don't think we have bikes on a trail you are counting
 75 for that.
 76 **Adam** the equipment we have right now only count warm bodies that pass by. We
 77 have access to equipment that is a tube across the trail and can count bike hits
 78 **Cindy** when you do the passport program can you email us that so we can get the
 79 info out.
 80 **David** this is our Bicentennial so this is something that would be good to get out for
 81 that celebration. Maybe they will open Robies for that
 82 **Joe** what do you do to integrate trails between communities?
 83 **Adam** we facilitate conversations between towns and bring in DOT when necessary.
 84 We hold field work sessions for all towns involved and promote options as what the
 85 trail would look like. We are the facilitators and want to see these trails across our
 86 region.

87 **Alex** we spoke in July at the 10 year plan for NH we went back and forth trying to get
 88 NH on the map for the bike trails. Do you have any information as to what
 89 Manchester and how they are working on connecting up through Hooksett. Have
 90 they been moving forward and talking more with to connect up to Concord and all
 91 the way to Canada. We are in the way but to keep that momentum going we will
 92 help in anyway we can
 93 **Adam** we do have a liaison that attends those meetings but there it is not fully
 94 accepted by the city yet.
 95 **Joe** the plan it shows what exist today not a projected plan correct?
 96 **Adam** it has lines what we think may happen or connect but there are private lands
 97 involved that we can't add if we don't own
 98 **Joe** is there a goal for some trails, concepts that are still active.
 99 **Adam** we present options. A snapshot.
 100 **JoCarol** do you know when the TAP is going to do their next Grant?
 101 **Adam** DOT keeps that under rap. You find out before we do.
 102 **JoCarol** do you know of any other grants we should be looking at
 103 **Adam** no, but I can do some research on that.
 104 **Alex** are you planning to put counters out again this year?
 105 **Adam** yes, we typically do Heads Pond in April
 106
 107

108 **IX. Other Business**

109 1. "Friends of the Trails" Program Discussion
 110 **Cindy** I contacted Paul Eaton and he will help on the April 23rd to help identify the
 111 invasive. April 23rd is a big date. We are partnering with Kiwanis and now we heard
 112 of a group to "Beautify the town of Hooksett Day" also on the 23rd. They asked if we
 113 would like to join them. I let them know that we had our own beautify project
 114 planned for the trails.
 115 **David R** I did ask DPW and they have a trailer and an ATV to pull it for us and Parks &
 116 Rec will be happy to help with that. I have not gotten a commitment from them yet
 117 for that day and now that I hear of all these other events, I think I better get that
 118 commitment.
 119 **Cindy** I would like to know if they will take everything from the trail and do you
 120 know if they have brown bags, if it must be bagged and how much they will take?
 121 Also recycling closes at 1. So how do we get it there on time?
 122 **JoCarol** if everyone is starting at 10 – 1 should we change our time?
 123 **Cindy** I would be inclined to leave it at 9 – 12. But what do you think?
 124 **JoCarol** I think we should change it so we are the same time as Kiwanis and no one
 125 will miss the talk with Paul Eaton
 126 **David** will ask DPW about the amount and if there are any limits, time we can have it
 127 removed and if the gate will stay open and if they can provide the bags
 128 **Cindy** will they provide tools?
 129 *The Committee did agree to change the time to 10 – 1pm*
 130 **David** I will ask if they can put the tools on the trailer and bring them to us

131 **Cindy** we will provide water and I will bring that. I think 25 – 30 will be enough
 132 **Joe** is it just bittersweet that we are cleaning out?
 133 **JoCarol** we asked for trash to be pick up too
 134 **Bob** what about behind University Heights
 135 **Cindy** I did pass it along to Kiwanis about the trash. Maybe the Boy Scouts will get
 136 out there
 137 **JoCarol** I don't think we will have a huge amount of Bittersweet.
 138 **JoCarol** Sheena and I are going to put together an FAQ for what we have and what is
 139 expected of the Friends of the Trails
 140 ***Continued discussion for the agenda for March***
 141 2. Heads Pond Conservation Area Documentation continued
 142 discussion E-mail follow-up
 143 **Cindy** I talked with Sheena and she and Bruce have been talking with University
 144 Heights and they have been marking out the monuments that are there and that will
 145 affect the cost to us, if they are marking the lots they are developing. Do we have
 146 any interest to invite Dan to the next meeting so we can ask questions about this
 147 and the cost?
 148 **Joe** do you mean the cost of the survey?
 149 **Cindy** they will survey the whole 400 acres to include the school piece. We have to
 150 take step one in the stewardship plan and that is the next step.
 151 **David** our big answers are where the bounds are.
 152 **Joe** when they complete the survey they are going to put out post that are visible to
 153 us? I think it would be best to have Dan come to our next meeting.
 154 **Cindy** maybe in March we can take a vote to make the decision on this
 155 **David** it would be good to know how big is this project, and what needs to be done
 156 **JoCarol** do we know when he can would get this completed and what do we plan to
 157 do next with the information
 158 **Cindy** The stewardship plan has the addition of more bike trails. The surveys will
 159 clearly show the boundaries so when we go back to the school they will see our plan.
 160 ***The Commission agreed to invite Dan Tatem to the meeting in March***
 161 3. Bear Paw Stewardship Contract Updated
 162 **Cindy** this is what we talked about last meeting with Steve and Katrina and the goals
 163 we talked about.
 164 **JoCarol** The signs will be in. Kathy will accept and check the physical shape and email
 165 JoCarol for her to come see them too
 166 4. Student Conservation Association
 167 **Cindy** went over the hand out with a brief discussion for their help again this
 168 summer
 169 5. Hooksett Natural Resource Video - Creator Tony Lacasse
 170 **David** I know him briefly and he just got nominated and appointed to the Heritage
 171 Commission.
 172 **Cindy** I'm not sure what he may want from us and where we can view the video he
 173 makes.
 174 **JoCarol** I think he was inviting us to join that day if we would like.

175 Kathy will check with Tony Lacasse inquire what or if he needs anything more from
 176 HCC.

177 6. Cystic Fibrosis - 40th Anniversary Charity Ride Chester Tpk.

178 **Cindy** this is exactly what they did last year and we should let them again this year. It
 179 is only for 1 day and they are very controlled with where they ride.

180 ***Motion to approve as we did before for the Cystic Fibrosis Annual Charity Ride and***
 181 ***the use of Chester Turnpike made by Alex Walczyk 2nd David Ross. All in favor***

182 **David** there is no date set for the ride yet but they may have a lot to clear and get
 183 approvals for before they set the date to go through the land.

184 **Joe** if we don't allow ATV's on our trails, why do we for this?

185 **Cindy** this is the same as we discussed last year and we agreed because it is just
 186 once a year and they are very controlled about where they ride and the don't act
 187 destructive.

188 **Joe** okay so why do we not allow for our other trails?

189 **Cindy** ATV go everywhere and they are destructive to the trails and the plants. This
 190 charity ride is very limited and restrictive.

191 **David** they testified that they would be very controlled and we agreed.

192 **Joe** if this group can do this on Chester Tpk do we oppose ATV use on Chester Tpk?

193 **Cindy** Yes because they don't stay on the road.

194 **David** and historically they cut trees and do not stay on the trail

195 7. Beaver Removal on Riverwalk Trail DPW asked if they could
 196 remove the brush and remove the beaver Dam Let Tommy know
 197 that they can. (Kathy)

198 Quimby Mountain – **Phil Arnone will help with the breach in the stone wall. Could**
 199 **someone go to the site with him for him to determine what will be best to fix it.**

200 ***Kathy - Reach out to Rue to connect with Phil to fix the breach.***

201

202

203 **X. Additional business brought up by the Conservation Commission:**

204 **Discussion of the Volunteer Appreciation open house invitation and the DOT**
 205 **Hooksett road project Open House .**

206 **JoCarol Shared the passing of Kathie Northrop and the Commission shared some**
 207 **memories and accomplishments.**

208

209 **Motion to Adjourn by Cindy at 5:50 2nd by David Ross, All in Favor**

210

211

212

213 **Non-Public Session** NH RSA 91-A:3, II (d) Consideration of the acquisition, sale or lease of a
 214 real or personal property which, if discussed in public, would likely benefit a party or parties
 215 who interests are adverse to those of the general community.

See pages 8 and 9 of Town Council minutes.

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, January 22, 2020**

1
2 The Hooksett Town Council met on Wednesday, January 22, 2020 at 5:30 pm in the Hooksett
3 Municipal Building.
4
5 **CALL TO ORDER**
6 Chair Sullivan called the meeting of 22 Jan 2020 to order at 5:36 pm.
7
8 **PROOF OF POSTING**
9 Administrative Services Coordinator Donna Fitzpatrick provided proof of posting.
10
11 **ROLL CALL**
12 **In Attendance:** Councilor James Sullivan, Councilor Robert Duhaime, Councilor Avery Comai,
13 Councilor Clifford Jones, Councilor Timothy Tsantoulis, Councilor Clark Karolian, and Councilor Alex
14 Walczyk
15 Councilor Durand arrived at 5:41 pm.
16 **Missing:** Councilor James Levesque
17
18 **NON-PUBLIC SESSION #1 NH RSA 91-A:3 II**
19
20 *Chair Sullivan motioned to enter non-public session at 5:38 pm. T. Tsantoulis seconded the*
21 *motion.*
22
23 **Roll Call Vote #2**
24 **R. Duhaime** Yea
25 **J Durand** Not present (arrived at 5:41 pm)
26 **C. Jones** Yea
27 **J. Levesque** Not present
28 **A. Walczyk** Yea
29 **A. Comai** Yea
30 **C. Karolian** Yea
31 **T. Tsantoulis** Yea
32 **J. Sullivan** Yea
33 **Voted unanimously in favor (7-0).**
34
35 RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining
36 of such employee, or the investigation of any charges against him or her, **unless** the employee affected
37 (1) has a right to a public meeting, and (2) requests that he meeting be open, in which case the request
38 shall be granted.
39
40 RSA 91-A:3, II (l) Consideration of legal advice provided by legal counsel, either in writing or orally, to
41 one or more members of the public even where legal counsel is not present.
42
43 *Chair Sullivan motioned to leave public session at 6:13 pm. C. Karolian seconded the motion.*
44 *Voted unanimously in favor (8-0).*
45
46 *Chair Sullivan motioned to seal the minutes of the non-public session. T. Tsantoulis seconded*
47 *the motion.*
48
49 **Roll Call Vote #4**
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50 **A. Walczyk** *Yea*
 51 **J. Levesque** *Not present*
 52 **C. Jones** *Yea*
 53 **R. Duhaime** *Yea*
 54 **J. Durand** *Yea*
 55 **C. Karolian** *Yea*
 56 **T. Tsantoulis** *Yea*
 57 **A. Comai** *Yea*
 58 **J. Sullivan** *Yea*
 59 ***Voted unanimously in favor (8-0).***

60
 61 **PLEDGE OF ALLEGIANCE**

62 Chair Sullivan called for the Pledge of Allegiance.
 63

64 **SCHEDULED APPOINTMENTS**

65
 66 **Todd Rainier, Town Clerk and Marc Miville, Town Moderator - January 21, 2020 Special Election**
 67 **Results, February 1, 2020 Deliberative Session Preparations & February 11, 2020 Federal**
 68 **Primary Election Preparations**
 69

70 T. Rainer: I want to thank those of you who were there yesterday to help with the election. That is a
 71 necessary part of the process. A total of 635 ballots cast, which is not a lot, but is more than the 443
 72 ballots cast at a special election in June of 2017. Of the ballots cast yesterday, 33 were absentees. We
 73 registered 25 new voters. This was a hand count election; no machines were used. At the end of the
 74 night, about 20 volunteers came in to help with the tallies. The polls closed at 7:00 pm and the
 75 moderator announced the results at 8:20 pm. There was one challenged voter affidavit, a voter who
 76 forgot his ID.
 77

78 M. Miville: I credit everyone who counted ballots yesterday. Everything went smoothly, and I thank
 79 everyone who helped. On the Republican side, Elliot Axelman won, receiving 341 votes. John Leavitt
 80 had 115 votes and David Ross had 101. Kathleen Martins was unchallenged on the Democratic side,
 81 receiving 66 of the 71 Democratic ballots cast. I especially want to thank Don Wiinterton, who agreed to
 82 be my Assistant Moderator yesterday and was a tremendous help. The Deliberative Session will be on
 83 February 1, 2020.
 84

85 T. Rainier: We will need 'all hands on deck' for the Presidential Primary on February 11th.
 86

87 M. Miville: Yes. We expect nearly 100% participation and the word of the day is 'patience.' Also, I had
 88 two wooden stools at the election which I brought from home. I would like to donate them to the
 89 Election Committee, along with a third one I have at home.
 90

91 Chair Sullivan: Thank you. Please see the Town Administrator to have that put on the agenda for our
 92 approval.
 93

94 **David Boutin, Chair - Town of Hooksett Tax Increment Finance (TIF) Advisory Committee and**
 95 **David Mercier, Underwood Engineering - TIF District Status Report (see item 15.1 for details)**
 96

97 D. Boutin: I am here with David Mercier of Underwood Engineering and Bruce Thomas, Town Engineer.
 98 In the audience are three other TIF Advisory Committee members: Mike Somers, David Scarpetti and
 99 Alden Beauchemin.
 100

101 Chair Sullivan: Mr. Michael Jache from the Hooksett Village Water Precinct is in the audience as well.
 102 Several months ago, the Town Council appointed the members of the TIF Advisory Committee and I

103 was chosen to chair the group. I have done this for 40 years, and this is one of the hardest working
104 groups of people I have ever worked with. This has provided many challenges and opportunities. Our
105 draft report was unanimously approved by the Committee, the Hooksett Village Water Precinct, and the
106 Hooksett Sewer Department. The Committee also approved unanimously a list of ten recommendations
107 to the Town Council.

108
109 D. Mercier: This group started in August of 2019 and met monthly for six months. I want to thank
110 everyone for the collaborative effort and the productive discussions we had. Both Bruce Thomas and
111 Andre Garron were extremely helpful in the process. We have devised a comprehensive plan which
112 includes new sewer and expanded water service for the TIF district. I will outline this plan, including the
113 phasing, cost, and funding. Because this is a large area, we have divided it into three zones. The first
114 goes from the Manchester/Hooksett border up to Exit 10. The second zone runs north from there to just
115 beyond the self-storage facility behind Kohl's. The plan is to collect sewer from both sides of Exit 10,
116 bring it to a new pump station on Kimball Drive, and then pump it to connect with the Martins Ferry
117 pump station.

118
119 T. Tsantoulis: I assume you mean the Martins Ferry Sewer Plant.

120
121 D. Mercier: No, I did mean the Martins Ferry Pump Station. It is located near SNHU, just south of the
122 treatment plant. There are lots of businesses and big box stores in the area – and over 50 in the TIF
123 district as a whole. According to the plan, the Town will build the sewer up to Route 3 and these stores
124 will pay if they wish to connect. The Hooksett Sewer Department recently increased its connection fee
125 to \$27 per gallon. That money could be used to fund other sewer activities. The Committee members
126 unanimously agreed that the Exit 10 area should be connected to sewer first. Zone 3, because it is so
127 large, has been divided into north and south sections. The north section runs from the Tri-Town Arena
128 to Hackett Hill Road and the Exit 11 exchange. The south section is more residential and further from
129 the Route 93 exits. We have been looking at siting a pump station on the Tri-Town Arena property for a
130 while. The plan is for the Town to build a section of sewer and bring it to Route 3A. We expect the TIF
131 properties to extend the sewer to their front doors as they develop. For example, Supreme Industries
132 owns a large parcel and has expressed a high degree of interest in having access to sewer. However,
133 they are on a three to five- year track, so we will start in the Exit 10 area. I would note that it is less
134 expensive to install sewer lines on town roads than on DOT roads, which is why we are looking at
135 Route 3A. The focus of our work was very much on sewer, but it is very important that both water and
136 sewer are sufficient. Some water improvements are being recommended. Hooksett Village Water has a
137 fairly new water tank on Pinnacle Hill, but a new water main is needed to bolster flow and pressure. If
138 we are digging up for sewer, it makes sense to do water at the same time to take care of economies of
139 scale. The first two zones have Manchester Water Works.

140
141 C. Karolian: Thank you for the presentation. Is Manchester Water Works on board with supplying this
142 water that is going to be needed?

143
144 D. Mercier: The plan is to extend a Hooksett Village main. There is a gap in water service from the
145 Records Retention Center to Dunkin' Donuts – about 3,600 feet. We plan to work with Manchester
146 Water Works to share an interconnection with them in Zone 3 South.

147
148 C. Karolian: What is the source of water for Hooksett Village?

149
150 M. Jache: Pinnacle Pond is the source.

151
152 C. Karolian: Is this feasible? Will it draw on one versus another?

153

154 B. Thomas: Every month we have a utility coordination meeting, and we are definitely working with
155 Manchester Water Works and Hooksett Village Water. They have reviewed the plans. I just learned this
156 afternoon that they may want us to push the sewer to Quality Drive because of the water plant.

157
158 C. Karolian: That would be extending their footprint as well, I would think.
159

160 B. Thomas: We will make sure they are on board. We are working with them very closely.
161

162 D. Mercier: Zone 3 South is less critical because there is less current development and less likelihood
163 that there will be future development. It could be pushed off. Turning to funding and financing, we have
164 estimated the total cost of the project to be just over \$21 million. The first project, which involves Zones
165 1 and 2 at Exit 10, has an estimated cost of \$8.48 million. Funding already available from TIF revenue
166 and Sewer Commission contributions totals \$10.8 million. Therefore, this project could be done without
167 asking the voters for any contribution. Our hope and goal is that, once this first project is done, with
168 sewer connection fees and TIF revenue, we would likely be able to afford the next project. Mr. Thomas
169 asked us to calculate the cost to the taxpayers if the Town Council wanted all of the work done at once.
170 The \$10.27 million gap would cost \$0.31/thousand.

171
172 B. Thomas: We would have \$10 million if everyone hooks up to sewer. The breakdown of funding
173 sources is in the packets of information we gave you. We will design the entire sewer system and
174 complete the public portion; we might complete the private portion as well and be reimbursed by the
175 users. The road map is on the shelf and ready to go.

176
177 R. Duhaime: Thank you for the presentation. I met with the Sewer Commission yesterday and they are
178 all behind this. The biggest thing is the impact on the voters. There are some dry lines, which have
179 been noted. Are easements factored into the cost?

180
181 D. Mercier: Yes, they are.
182

183 B. Thomas: We are looking for approval of this scenario, which was unanimously approved by the TIF
184 Advisory Committee and the Economic Development Committee. The next step will be a presentation
185 of the design, which will probably be made at your February 26th meeting.

186
187 R. Duhaime: Regarding splitting the cost with the businesses, since they are already taxpayers, could
188 we make a deal for a 70/30 split?
189

190 B. Thomas: This clarifies their participation. They know how the responsibilities are divided.
191

192 D. Boutin: Bass Pro Shop has a big, empty area in the back, and they have hopes of getting a
193 restaurant put in there, with buses bringing people for the day. This project presents Hooksett with a
194 bright future, with infrastructure for quality development and enhanced fire safety.

195
196 T. Tsantoulis: This differs a little bit from when it was first proposed, but that is okay. It is a good idea to
197 start with Zones 1 and 2. What if one of the businesses isn't on board?
198

199 B. Thomas: That could be a dealbreaker. We are hoping that Walmart would step up and help the
200 others.

201
202 D. Boutin: The cost of draining a leach field, sometimes twice a month, is more than hooking up to
203 sewer.
204

205 D. Mercier: It is good to have a solid plan to present. We are working out easements with each one.

206
 207 T. Tsantoulis: Is there still room to have one and not all connecting?
 208
 209 B. Thomas: We won't know until we talk specifics.
 210
 211 T. Tsantoulis: I understand that it is fluid.
 212
 213 D. Boutin: This is a good business model. I think all of them will sign up.
 214
 215 C. Karolian: With the big box stores, not all of them own the property; some are leasing. Do we know
 216 which are leased and which are owned? The store may want to have sewer but the owner might not.
 217
 218 B. Thomas: We know via assessing who the owners are of every property. That's who we will be
 219 dealing with.
 220
 221 C. Karolian: Could you be in a tug of war, negotiating with multiple entities? If Store A is leasing, could
 222 that hold things up?
 223
 224 B. Thomas: We have started talking with them and we have from now until December. The design will
 225 take until August, so we have lots of time to iron things out. We hope we don't get held up.
 226
 227 A. Garron: We have hired a really good firm – Underwood Engineering. We will get some good costs
 228 before approaching the businesses. We are going to do the design and that has value. This is a good
 229 target area because there are a lot of good businesses there. And, we have the money for the first
 230 project.
 231
 232 C. Jones: What will the new flow do to the capacity of the sewer treatment plant?
 233
 234 D. Mercier: We have tables indicating the flow. For the near term, it is adequate. When we reach the
 235 point when the flow is projected to exceed capacity, an upgrade will be needed.
 236
 237 C. Karolian: It is great that we are having this discussion. Is there anyone who, when applying for
 238 permits, agreed or promised to put these systems in on their own to get approval? Is the sewer
 239 treatment plant going to have to be expanded in the future to accommodate additional flow?
 240
 241 Chair Sullivan: The TIF was established in 2003, and the first businesses went in between 2003 and
 242 2005. Those records could be checked. It would be important to get that information.
 243
 244 B. Thomas: Some developers put in dry sewers.
 245
 246 R. Duhaime: There were traffic lights and widening of roads; none of the developers promised anything
 247 about sewer.
 248
 249 Chair Sullivan: That is something we should be able to look up and confirm.
 250
 251 D. Mercier: As to the capacity of the wastewater treatment plant, a year or two ago, there was a warrant
 252 article passed in the amount of \$4.36 million which upgraded the capacity to 1.2 million gallons per day.
 253 There is a lot of available capacity because the current use is 700,000 gallons per day. If every
 254 business connected there is a potential for 600,000 gallons per day of additional usage. I expect you
 255 have a 20-year window, and the plant would need an upgrade at that point anyway.
 256
 257 Chair Sullivan: There is still about 525,000 gallons available.
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C. Karolian: We should know that. We should ask that and get answers so that the public knows and we know. Again, I am not going up or down on this. We need to get some answers so it is transparent – so the people get an idea of where this is going and what the capacity is.

T. Tsantoulis: As the capacity is used up, there is a lot of money coming in to build out which will compensate for that growth. With proper planning, this can happen without issue.

A. Comai: How flexible is the price per gallon in the future?

D. Mercier: Can it be raised? Absolutely. The price rises with inflation. The cost had not been raised for a long time when it was increased a couple of months ago to double the price. The cost to connect for a two-bedroom home is \$6,200, and with other associated costs for private contractor work, the total is about \$10,000. This is comparable to or less than the cost of a private septic system.

R. Duhaime: These sites could expand if sewer is added. This is a great way to start and a great phasing plan because it will draw those who need sewer like hotels, restaurants and gyms.

C. Karolian: I have a question from the staff report. The warrant article used the term ‘infrastructure.’ Was a legal opinion obtained from the Town Attorney? Does this fall under the term ‘infrastructure’?

B. Thomas: The warrant article, including this term, was reviewed by the Town Attorney. I don’t think he was asked about the specific word, infrastructure. We purposely put that word in to include water and sewer to establish the scope of the work.

C. Karolian: I would like to get a legal opinion from the Town Attorney to be sure this is in line with the existing warrant article. I am not trying to put a stick in the spokes, but it didn’t specify, and we would be wise and prudent to do our due diligence.

D. Fitzpatrick: This is the only meeting prior to the Deliberative Session on February 1, 2020. Do you want to add words to the motion saying you are leaving it up to the Town Attorney to confirm this?

D. Mercier: This is not a new warrant article; it was approved last year.

J. Durand motioned to table this item, pending an answer to this question from the Town Attorney. C. Karolian seconded the motion. The motion failed (2-6).

C. Karolian: What if we find out it wasn’t specific enough? Where does that leave us?

Chair Sullivan: I don’t know. We will figure it out then.

B. Thomas: The TIF Advisory Committee will be making a design presentation at the February 26th Town Council meeting. That would be an opportunity to make sure it is correct.

T. Tsantoulis motioned to approve the Town moving forward with the project per the recommendations discussed that were approved by the TIF Committee at their January 8th meeting. R. Duhaime seconded the motion.

Roll Call Vote #5

T. Tsantoulis Yea

C. Jones Yea

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310 **R. Duhaime** Yea
 311 **A. Walczyk** Yea
 312 **J. Levesque** Not present
 313 **C. Karolian** Abstained
 314 **J. Durand** Abstained
 315 **A. Comai** Yea
 316 **J. Sullivan** Yea
 317 **Voted in favor (6-0). C. Karolian abstained, saying you can't vote for something you don't have**
 318 **answers to. J. Durand abstained for the same reason.**

319
 320 **CONSENT AGENDA**

321
 322 **Donation from Deerhead Sportsmen's Club of \$500.00 to the Town of Hooksett for Hooksett**
 323 **Fire-Rescue Department per RSA 31:95-b, III (b)**

324
 325 **Motion to accept a donation in the amount of \$500.00 from the Deerhead Sportsman's Club, to**
 326 **the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b, III (b) and return said**
 327 **amount to the Police Departments, 2019/2020 fiscal year budget under the new equipment line.**

328
 329 **\$2,000.00 check from HealthTrust to the Town of Hooksett for 2020 town-wide wellness**
 330 **program(s) per RSA 31:95-b, III (b) and return said amount to the Administration line item 001-**
 331 **000.220.029.000**

332
 333
 334
 335 **R. Duhaime motioned to approve the three Consent Agenda items. J. Durand seconded the**
 336 **motion.**

337
 338 C. Karolian: Where are the checks now?

339
 340 Police Chief Bouchard: Ours is locked in our safe, pending this approval.

341
 342 D. Fitzpatrick: The Fire Chief is in the audience and just said that their check is locked in their safe as
 343 well. I placed the one for the Town of Hooksett in the vault upstairs, pending this approval.

344
 345 Chair Sullivan called for a vote on the motion to approve the Consent Agenda items.

346
 347 **The motion carried unanimously (8-0).**

348
 349
 350 **TOWN ADMINISTRATOR'S REPORT**

351
 352 A. Garron: I received a letter from the Salvation Army addressed to Town Clerk Rainier, thanking us for
 353 its help with the bell ringing campaign. Despite the short season and bad weather, \$78,419.49 was
 354 raised.

355
 356 A. Garron: I attended the Budget Committee meeting last week and all items were approved.

357
 358 A. Garron: The Town received an abutter notice regarding an application which will be before the
 359 Planning Board. We do look at these abutter notices. This is conservation land where no development
 360 is allowed. There is no danger with this 37-lot conservation subdivision. I have emphasized that due
 361 diligence should be done with respect to well radii.

362
 363 A. Garron: The Eagle Scout whose project was the construction of a lacrosse wall donated to
 364 Petersbrook finished just under the deadline of his 18th birthday. He thanks everyone who helped.

366 A. Garron: I attended a Hooksett Chamber of Commerce meeting and shared information about the TIF
367 project - working on my established goal of business retention/expansion. The Chamber has a goal of
368 improved communication with the Town.

369
370 A. Garron: The 200th anniversary of Hooksett is not far away and it has been suggested that a
371 committee be formed to work on that.

372
373 A. Garron: Census 2020 met with the town for a confirmation of boundaries. Planner Nick Williams
374 verified that there are no boundary changes, something that does not happen in New Hampshire as it
375 does in some other states.

376
377 A. Garron: For the Deliberative Session, warrant articles need to be assigned to Councilors. Should I
378 make a statement at the Session?

379
380 Chair Sullivan: That would be a good idea, especially regarding the operating budget.

381
382 T. Tsantoulis: I have noticed Police Details at ProCon and GE where the lighting is poor. The Town
383 could pay for a light at that intersection so that people can see the officer's hand motions. At this time of
384 the year, it is quite dark at 5:00 pm.

385
386 Chair Sullivan: I will ask the Town Administrator to look into this and call Eversource regarding the cost.

387
388 A. Garron: We have been approached by others with requests for streetlights.

389
390 Chair Sullivan: I will also ask the Town Administrator to meet with the Scout Master regarding the Eagle
391 Scout project process.

392
393 **PUBLIC INPUT**

394
395 Clifford Jones, 1 Bert Street: I would like to know the process for accepting or denying a new street.

396
397 A. Garron: I suggested that Councilor Jones step down to ask this question. I was incorrect in
398 suggesting this could be agenda item. The Planning Board is dealing with this now.

399
400 Chair Sullivan: I would advise Councilor Jones to consult with the Town Administrator about how to
401 obtain the information he is seeking.

402
403 **BRIEF RECESS**

404 Chair Sullivan called for a recess at 8:00 pm, and reconvened the meeting at 8:10 pm.

405
406 **OLD BUSINESS**

407
408 **Merrimack Valley Trail Riders - Cystic Fibrosis Charity Ride - Use of Town of Hooksett Chester**
409 **Turnpike**

410
411 A. Garron: I was not here for the Merrimack Valley Trail Riders' original presentation. I have spoken
412 with Mr. Fredette on the phone and he filled me in on the discussion. It's my understanding that the
413 Town Council asked the Merrimack Valley Trail Riders to meet with the Conservation Commission,
414 which they did on January 13th, at which time the Conservation Commission gave its approval for the
415 event.

416

417 Charles Fredette, Bedford: I am here representing the Merrimack Valley Trail Riders, along with
 418 President Tom Levesque, requesting the use of Hooksett's portion of Chester Turnpike for our June
 419 13th and 14th Cystic Fibrosis Charity Ride.

420

421 **R. Duhaime motioned to recommend approval of the Merrimack Valley Trail Riders – Cystic**
 422 **Fibrosis Charity Ride request for use of Chester Turnpike, with all stated cleanup, signage**
 423 **removal and repair (if necessary) being part of the approval. A. Comai seconded the motion.**

424

425 A. Comai: They were hammered with questions at the Conservation Committee meeting and made a
 426 great presentation.

427

428 T. Tsantoulis: I strongly support this event and assume they will conduct themselves in a proper
 429 fashion. My question is this: How do we look if we make the area not open to motorized vehicles and
 430 then sanction an event using them? I want to be sure we are not sending the wrong message.

431

432 A. Garron: My response is that we can. Parades are not allowed on streets every day but are allowed
 433 for a just cause. Allenstown has the same restriction regarding motorized vehicles, but allows special
 434 events to proceed.

435

436 R. Duhaime: Remember, this is not a new event.

437

438 T. Levesque: We have been doing this for 40 years.

439

440 T. Tsantoulis: I appreciate Mr. Garron's parade analogy.

441

442 C. Karolian: The reason you need permission is because of the action taken last year to not allow
 443 motorized vehicles, correct?

444

445 C. Fredette: Yes.

446

447 C. Karolian: To confirm your route, I understand you are coming from Allenstown, down Chester
 448 Turnpike and turning left on North Road toward Bear Brook. You are going no further on a Class 5
 449 Road?

450

451 Mr. Fredette: That is correct.

452

453 C. Jones: That is Trail 15?

454

455 Mr. Fredette: That is correct.

456

457 A. Garron: I watched the Conservation Commission meeting, and Mr. Comai is correct; many good
 458 questions were asked. As long as the cleanup crew follows along, and Police and Fire personnel are
 459 properly alerted, this should be fine.

460

461 R. Duhaime: I hope you have good weather and enjoy the ride.

462

463 Chair Sullivan called for a vote on the motion to approve this event.

464

465 **Voted unanimously in favor (8-0).**

466

467

468

469

FY 2020-21 Budget and Warrant Articles

TC MINUTES 01-22-20

Town Council

STAFF REPORT



To: Town Council
Title: Presentation on Concord for Hometown Heroes Banners by Matthew Wierzchalek-Seiler, COO
Meeting: Town Council - 23 Mar 2022
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

To coincide with Hooksett's Bicentennial Events, Mr. Wierzchalek-Seiler presented his business of "Hometown Heroes Banners" to Administration. These banners are purchased by local families to honor family and/or friends who have or are serving in the military. Once purchased, Mr. Wierzchalek-Seiler is responsible for installing and removing the banners on utility poles in Town. The Town of Hooksett would be responsible to acquire the permit from the utility company to hang said banners. As Mr. Wierzchalek-Seiler will explain to the Council, there is no financial responsibility from the Town. These banners are displayed in towns across the State.

Public Works does install flags on the utility poles along the bridge and down Main Street. Coordination with the Public Works department would be required to make sure the banners are not too low, if the council decided to allow the banners in this area.

The Bicentennial Committee voted to support the banners. Should the Town Councilors choose to approve the banners to be displayed in Hooksett, a vote must include a location of where the banners can be displayed, the specific amount of time they are to be displayed and if the Council would like this approval to be only for 2022 or longer.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Listen to Mr. Wierzchalek-Seiler's presentation and discuss.

SUGGESTED MOTION:

Motion to allow the Concord for Hometown Heroes Banners to be displayed in the Town of Hooksett along _____ (route) for _____ (specific amount of time to be hung) during the calendar year of _____.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Listen to the presentation by Mr. Seiler. Eversource approval required and consideration on time frame for these banner to be hung around town.

ATTACHMENTS:

[Concord for Hometown Heroes Banners Brochure](#)

[Concord for Hometown Heroes Banners Information](#)

"A Tribute With Honor"

We do this work to honor those that wore the uniform of the U.S. Military & those that have paid the ultimate sacrifice for a grateful nation. We arrange for custom tribute banners to be made using high quality photo restoration and high quality printing. We try to display all medals earned during service, and follow Military ranking for medals.

Our Mission

Our mission is to bring this program to Towns in NH as a wonderful way to show patriotism and support for their "Hometown Heroes". We hope all Towns would participate in this Program which does not cost the Town money. We will approach a Town at the request of any resident. Resident support is a large influence on local governments. This is a huge factor in our success.

As of June 6, 2020, we have banners in nine NH Towns. We are always looking for new Towns to expand to & the support of local residents is essential. If you are interested in having this Program in your Town, please contact Matthew.

Where and when Hometown Heroes Banners began is a mystery. Numerous Cities and Towns across our Nation have adopted this program as a way to honor our brave active duty Service Members and Veterans of the Military who sacrifice so much for our freedom.

On October 12, 2016 with the death of my brother, SSG Thomas P. Seiler, I learned what it meant to become a Gold Star Brother. I have used this experience to build this Program, "A Tribute With Honor" in our beautiful State of NH. We are here to honor all Military service and sacrifice. It is our purpose and why we do this work.

Concord For Hometown Heroes Banners
on Facebook

Matthew Wierzchalek-Seiler
69 Manchester Street 1st 3
Concord, NH 03301-5147
(603) 219-6792 cell voice/text

E-mail: mattseiler5757@gmail.com

Or visit our Website:
www.concordforhometownheroesbanners.com



**HOMETOWN HEROES
HONORS**
Sgt. DANIEL R. GIONET



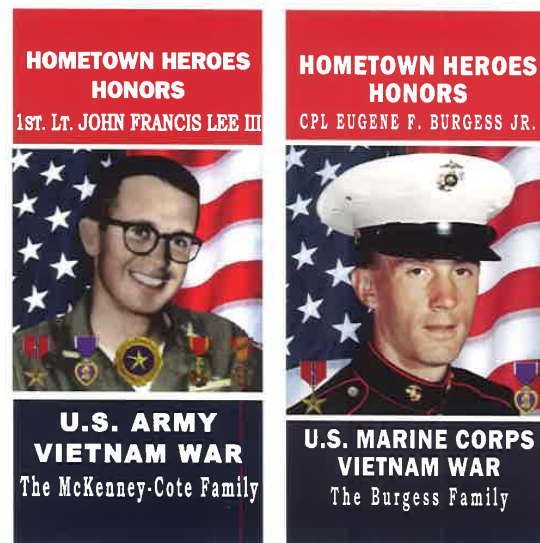
U.S. ARMY
GLOBAL WAR ON TERROR
The Gionet Family



Double Sided Banner - Same Individual



Double Sided Banner - Grandfather & Grandson



Concord For Hometown Heroes Banners



Matthew Wieczhalek-Seiler

69 Manchester St. lot 3

Concord, N.H. 03301-5147

(603) 219-6792 cell /text/voice

mattseiler5757@gmail.com

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Our Introduction

*Our goal as an organization is to convince towns, cities, or villages to work with us so that their residents can honor their family and/or friends who have worn the uniform of the United States Military, past or present. Living or deceased we do this by having custom banners made that honor the individual veteran or service member, that we hang on utility poles. Without the town's assistance we can not obtain these permits. This is the minimum required of the town. If the town wants to support us in other ways, we are open to discussing that. Our mission is to give people a method to honor the service of family or friends, **A Tribute With Honor** as we call it.*

We have a banner design, a printer that makes our banners, a photo restorationist that does all of our photo work and computer work needed to complete our banners. We have approval for eleven (11) towns and banners will be hanging in nine (9) towns in the spring of 2020. We have been doing this for one and a half years and are currently picking up support on a daily basis. We are viewed favorably by many of the veteran groups supporting veteran issues, we are extremely careful to represent every detail of our banners by doing it to accepted military practices, down to the proper display of medals in proper ranking for multiple awards, verifying medals and the proper use of ranks for the period of service. Period of service we use D.O.D. guidelines, in the case of the ultimate sacrifice made for a grateful nation we use Gold Star Lapel Pin or Next Of Kin Lapel Pin to distinguish between combat death and non combat death, according to all guidelines pertaining to this issue.

We approach towns as inquiries come in and we fully understand that this process can take time. We are always interested in giving formal presentations and answering any or all questions. We do this as a public service and this will cost the town nothing, unless the town is willing to assist us, that is a decision for the town. We appreciate any assistance the town is willing to provide, and seek a mutual understanding and collaborative relationship if possible.

We charge \$200.00 per banner for single photo banners and \$270.00 for banners with two photos. with a three year warranty against failure or loss. Our two-photo banners can be one person who served in two branches of the military, or two separate people on one banner. We are constantly trying to expand options for our clients. We hope to have a banner season just prior to Memorial Day to just past Veterans Day. We store the banners when they are not hanging and maintain them for their lifespan. We expect the banners to last a minimum of three years and will hang them past that time for a hanging and removal fee of \$25.00 a year,

Our introduction 6-23-20

Concord For Hometown Heroes Banners



Matthew Wieczhalek-Seiler
69 Manchester St. Lot 3
Concord, N.H. 03301-5147
(603) 219-6792 cell/text/voice
mattseiler5757@gmail.com

www.concordforhometownheroesbanners.com

Our Proposal

Our proposal is pretty simple, we are asking your town to assist us to obtain a permit from the electric company, so we can hang banners from their utility poles.

We propose a banner size of 24" x 48" with grommets on one side, this enables them to be tied to the brackets, using stainless steel wire ties.

We ask for a hanging season prior to Memorial Day to just past Veterans Day, we have the ability to hang and remove the banners.

When we remove banners we will leave our brackets on the pole, for hanging banners the following year.

We do not expect any marketing assistance from your town, but we are willing to discuss any assistance your town may provide. This assistance can be listing us on your Town website or allowing us to put paperwork in the Town Offices, this is voluntary.

We will store the banners when they are not hanging, and maintain them.

We are willing to adjust any qualifications or application specifics that the Town would like to see implemented. We prefer to keep access to the program as open to as many residents as possible, making the maximum number of veterans to be honored as possible.

We appreciate your consideration in this matter and in no way do we want to burden your Town, or cost the Town any money. The banners are paid for by family and/or friends, so the cost of the program is funded by the people who sponsor our banners. Our banners are a public display that you allow to honor residents of your town who served in the U.S. Military.



Winter 2019

Volume 11 Issue 1

Survivor Outreach Services

Inside this issue:

Updating DEERS and DFAS	2
Give An Hour	2
Suicide Prevention	2
Benefit Rate Increase for 2019	3
Tax Prep Information	3
Grief Support Group & Survivor Milestone Dates	4

Hometown Hero Banners Update



Elizabeth Santos
Survivor Outreach Services
Support Coordinator
MSTI Contractor
NH National Guard
1 Minuteman Way
Concord NH 03301
Office 603-227-5130
Cell 603-219-8159
EMAIL:
Elizabeth.g.santos.ctr@mail.mil



Survivor Matthew Wierzchalek-Seiler continues his mission to bring this banners to Concord for display Memorial Day to Veterans Day. He continues to take orders and will have a few "hang" dates for Main St. Concord.

Matt is now looking for volunteers who would like to expand this throughout the state! Some are already well into the process, so if you'd like to get involved and bring banners to your town, please contact Matt through his Facebook page:

Concord for Hometown Heroes Banners, or mattseiler5757@gmail.com , or call/text Matt at (603)219-6792.

Never Forgotten, Never Alone.

Concord, NH

Local News

Real Estate

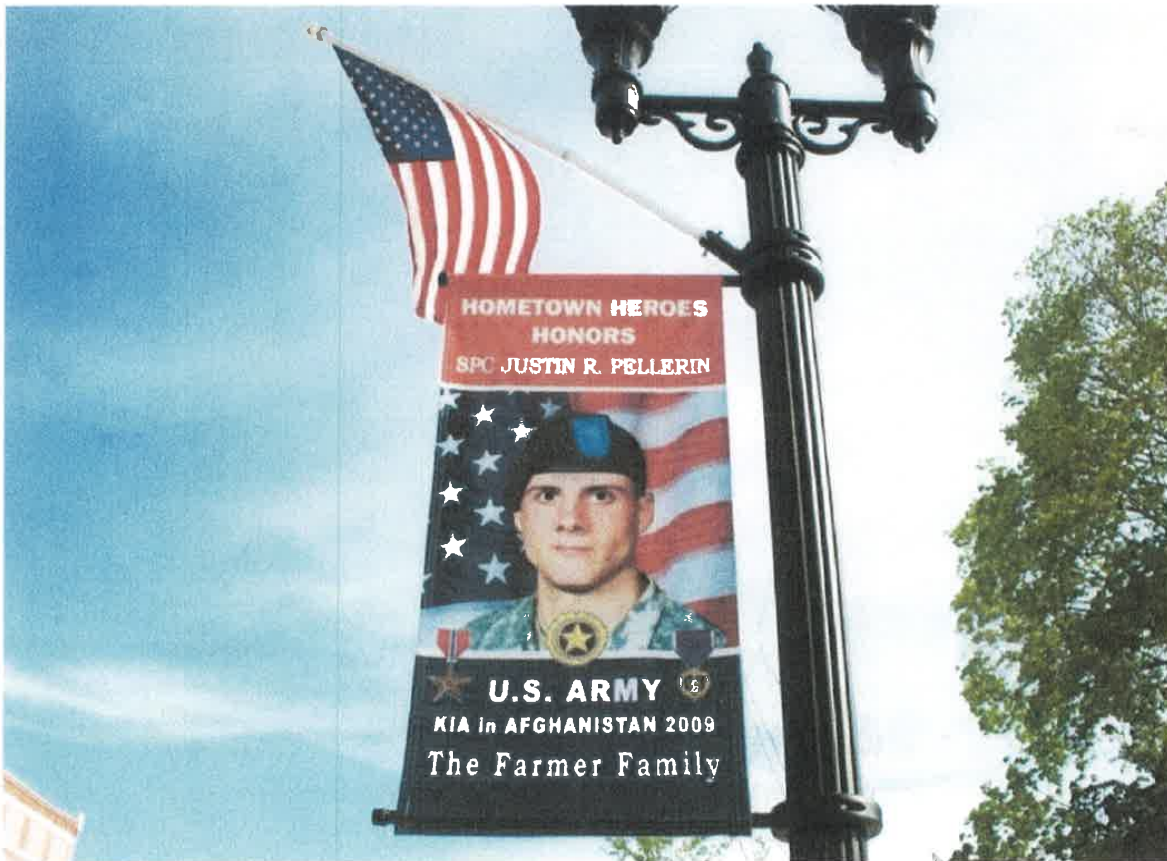
Events

Get Tickets

Concord For Hometown Heroes Banners Hung All Over New Hampshire

Matthew Wieczhalek-Seiler's tribute to veterans, inspired by his late-brother's service, is quickly spreading all around the Granite State.

By [Tony Schinella](#) | May 26, 2019 10:00 am ET



Concord For Hometown Heroes Banner for Justin Pellerin, who was killed in 2009, hangs outside the Statehouse in Concord. (Tony Schinella | Patch)

CONCORD, NH — If you noticed that there were more new banners of veterans hanging along Concord's Main Street, you would be correct. Concord For Hometown Heroes, an organization founded by Matthew Wieczhalek-Seiler to honor those who have served, is up to 13 banners in Concord and has expanded to Campton, Center Harbor, Franklin, and Newport, for 2019. The Concord banners were installed this week, in time for Memorial Day.

Wieczhalek-Seiler, while installing flags at the New Hampshire State Veterans Cemetery, said the project was inspired by the passing of his brother, Staff Sgt. Thomas Seiler, who died in October 2016, at Fort Bragg, just before being scheduled for another deployment. After he died, Wieczhalek-Seiler went to Attica, NY, to assist his father. During his drive home, he noticed honor banners around New York. But when he entered Vermont, they seemed to stopped. Wieczhalek-Seiler also didn't see any in the Granite State.

Subscribe

So, he started the project.

“The whole thing about the banner program that I really try and stress to people is there’s a terrible cost that our country is paying,” he said. “We lose 22 veterans a day to suicide, politicians don’t (seem to care) about veterans. Just like all of these other groups, I’m just trying to bring awareness.”

Work as a historic preservationist on buildings is the reason Wieczhalek-Seiler came to New Hampshire in the first place many years ago. Now retired, the project keeps him busy.

Veterans, he added, preserve freedom and they “shouldn’t go to the grave alone.” The banners, the research required to find out about the veterans honored, the work with others like printers and photo editors to ensure the banners are of high quality, are another way of preserving history in the state, too.

“I just needed another direction to go,” he said.

The Concord banners – which include one for the state’s only president, Franklin Pierce – will be up for 30 days along Main Street in Downtown Concord.

For more information on how to sponsor a banner or help the effort, [visit the Concord For Hometown Heroes Banners site on Facebook.](#)

Concord For Hometown Heroes Banners



Matthew Wieczhalek-Seiler
69 Manchester St. Lot 3
Concord, N.H. 03301-5147
(603) 219-6792 cell /text/voice
mattseiler5757@gmail.com

www.concordforhometownheroesbanners.com

Your Town Qualifications

(Proposal)

This is a way to honor Veterans or Active Duty Service Members who at one time considered your town their hometown or currently reside in your town.

Does not have to be currently serving, we honor anyone who has ever served Honorably in the U.S. Military.

The Honored must have served in the U.S. Armed Forces, may be a living or deceased resident of your town, or a relative or friend of a resident of your town. This will allow for the broadest number of local veterans to be honored.

Sponsorship

----Yes we will sponsor a banner

At this time the fee to sponsor a banner for you is \$200.00. This is for a single photograph banner and includes all costs for the banner, hardware, hanging costs, and any other costs. We also can now offer a dual photograph banner which is \$270.00 and includes everything included with a single photograph banner. This is for the 2020 banner year. Our dual photo banner is an attempt to give our clients a way of honoring someone who served in two branches of the military, or honoring two individuals on one banner. All checks should be made payable to: Concord For Hometown Heroes Banners.

Name of person on banner-----

Sponsor

Name-----

Address-----

City, State, Zip-----

Your town qual.6-27-20

1

Concord For Hometown Heroes Banners



Matthew Wieczhalek-Seiler
69 Manchester St. Lot 3
Concord, N.H. 03301-5147
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Application

(Please Print)

Full Name of Person in
Photo: _____

Era of Service (WWI,
WW2, etc.) _____

Branch of Military and
Rank at departure _____

Meritorious Awards / Medals _____

Hometown: _____

Is the Veteran? Alive _____ Deceased _____ KIA _____ POW/MIA _____

Name of Person submitting photo: _____

Relationship to Hometown Hero: _____

Phone Number: home _____ cell _____

Address: _____

E-Mail Address: _____

Photo Release Form: I hereby grant Concord for Hometown Heroes Banners permission to use the attached photo (attached photo of the veteran in uniform) in the Concord for Hometown Heroes Banners program

Application 6-27-20

1

Concord For Hometown Heroes Banners



Matthew Wieczhalek-Seiler
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Pricing and Policy

We appreciate the opportunity to pay tribute and honor to the veteran you choose to put on a banner. We feel this is a wonderful way to honor veterans and their service and sacrifice. We thank you for your support. As we expand our offerings for different forms of banners, we will update this information as needed.

Cost and Payment: *The cost for a banner is \$200.00 for a single photograph (one veteran) banner. A dual photograph banner (two different veterans) is \$270.00. Both styles come with a warranty against failure or damage for the three year period. This cost includes photo work, manufacturing of the banner, installing in the Spring, taking down for winter storage, and yearly cleaning of the banners. We do not make a profit on this process, we try to just cover our costs. We intend to become a non-profit organization in the near future, which will enable us to fundraise and thereby keep costs down. All checks should be made payable to "Concord for Hometown Heroes Banners." We are working on adding a payment feature on our Facebook page or future web site.*

Photo Considerations: *We prefer to not receive photos in the mail, due to the risk of damage. This could be an heirloom or the only copy of a photo that is nearly impossible to replace. We are working on this issue, so for the current situation, please contact us and we will make arrangements.*

Photos from social media are unacceptable since they will not look decent once they are enlarged. The photo of your hero on the banner will be 24 in. wide x 26 in. high, or maybe taller.

We take great pride in our photo work done by a professional Restorationist, who puts his heart and soul into his work. He works on a contract price for us and his support makes it possible for us to keep our prices affordable, and it is the same with our commercial printer.

We prefer to work with the most original copy of the photo you can supply. Not all copies are the same as the original. Many copies of photos are resized or printed in a lower resolution than the original, so this gives our Restorationist less data to work with. Since the photos on our banners are enlarged multiple times during our process, the best results are obtained with the highest starting resolution. We would like a photo with a minimum size of 1.3 MB in jpeg format.

Printing Sign Offs and Process

Once an application, photo, and payment are received, we can start the process of creating a banner.

For the first step, we will send you an email with a "data sheet." This data sheet shows the text to be displayed on the banner. The data sheet also lists any medals, in order. The first medal on the list is placed on the bottom left of

Town Council STAFF REPORT



To: Town Council
Title: Granite State YMCA/ YMCA of Downtown Manchester MOU with Town of Hooksett/SAU 15- Karen Provost, Hooksett Camp Director
Meeting: Town Council - 23 Mar 2022
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

In 2018, the Town of Hooksett and Granite State YMCA entered into an agreement to offer a youth summer program to Hooksett residents. Previously, a similar program existed that was administered directly by the Town of Hooksett and overseen by the Public Works Department. The instrument to conduct this relationship was a "Memorandum of Understanding" (MOU) between the involved organizations. A new MOU has been subsequently signed each year to renew the relationship. During the summer of 2021, the program continued as normal aside from operational changes necessitated by the COVID-19 pandemic. Since then, some further administrative changes have occurred internally with the state YMCA, hence the new MOU's incorporation of the Downtown Manchester YMCA.

Financial details in the MOU are as follows:

VII. The Provider will collect a one-time \$30 registration fee and a weekly resident fee of \$193.00 for the first enrolled child and \$178 for each additional family sibling for each of the weeks enrolled. Non-resident youth will be charged the same registration fee as residents, a \$215 weekly rate for the first child and \$200 for additional siblings. The Town of Hooksett will once again provide \$20,000 additional funding to assist Hooksett families in need of financial assistance to attend the summer camp program. Monies collected by the Provider from this registration and weekly fee process will serve as the remuneration for services provided to coordinate, staff, manage and operate the 2022 Hooksett Summer Camp.

VIII. The Hooksett Town Council agrees to provide \$10,000 for necessary equipment and program supplies to provide a safe and enjoyable day camp experience for the youth of Hooksett. The Provider will present the list of proposed equipment purchases. The equipment purchased will be owned by the Town of Hooksett. The YMCA will submit invoices to the Department of Public Works attention to Evelyn Horn with receipts for reimbursement.

The YMCA collects the fees from enrolling families while the Town of Hooksett's Family Services Department coordinates with the local Salvation army to provide financial support. The Public Works and Administration Departments provide other operational support functions.

FINANCIAL IMPACT:

\$20,000 in financial assistance for Hooksett residents in need of aid to participate ; \$10,000 in equipment / supplies support.

POLICY IMPLICATIONS:

Signing the MOU will provide another year of a Summer Program for Town of Hooksett residents. Youth of other communities can participate in the same program to fill unfilled spots, but Hooksett residents have first chance to register for the camp.

RECOMMENDATION:

Review the MOU and listen to staff explanations and presentations by the YMCA's Karen Provost, Hooksett Camp Director, vote to authorize the Town Administrator to fulfill any required duties to enact the program.

SUGGESTED MOTION:

"I motion to authorize the Town Administrator to sign the contract with Granite YMCA for the 2022 Summer Day Camp on behalf of the Council" Second required.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[2022 Hooksett Day Camp MOU](#)

**HOOKSETT SUMMER PROGRAM AGREEMENT
BETWEEN TOWN COUNCIL OF HOOKSETT;
HOOKSETT SAU, HOOKSETT, NH
AND
THE GRANITE YMCA, YMCA of Downtown Manchester, NH
SUMMER 2022**

WHEREAS, the Town of Hooksett, Town Council located in Merrimack County, state of New Hampshire, is desirous of having a summer recreational camp program for Hooksett residents' children, and local families seeking summer daycamp care.

WHEREAS, The Granite YMCA (hereinafter called "the Provider"), with a principle place of business located at 117 Market St, Manchester, NH, is desirous of providing such service,

WITNESS that:

I. The central goal of this program is to provide eight (8) weeks (Monday, June 27, 2022 – Friday, August 19, 2022) of a safe, quality summer recreational camp for Hooksett children, ages 5 through 13, and ages 14 (LIT Program) and 15-16 (CIT program) in response to a stated need by the Hooksett Recreation Department and Town Councilors.

II. The Provider has been selected to operate and manage this summer program with the permission and support of the Hooksett Town Council and Hooksett SAU. The YMCA Downtown Manchester, a branch of The Granite YMCA, will be the managing partners responsible for the promotion, registration, organization and day to day oversight of The YMCA Day Camp of Hooksett. With the Hooksett Town Councilors' and SAU supporting the promotion and registration process at designated times within the Hooksett community, in order for families to register for the summer camp, in addition to online methods established and communicated by the Provider.

III. The Hooksett Memorial School will make dedicated space at the 5 Memorial Drive location available for this program, June 27 through August 19, 2022, between the hours of 8:00 AM – 4:00 PM, Monday through Friday. During before and after camp hours 7:30-8:00 AM and 4-5:30 PM, the Provider is agreeable to sharing fields, courts and playground spaces with non-camp participants. The Provider requests access to all designated camp indoor and outdoor spaces if feasible, a minimum of one week prior to the camp opening date to install, set-up, and prepare indoor and outdoor spaces for campers and for staff training. This will be done in coordination with the Memorial School Principal and Provider staff. Indoor spaces being requested for use by the Provider include: Teacher Break Room, Nurses Office, Cafeteria seating space, Gymnasium and student restrooms. Provider will plan virtual camp open houses in the spring for parent Q & A and registration information. The SAU will permit the Provider to hold in July and August two nights of program for Camp Family and Character Recognition activities. These events will only occur if the provider and Town feel they can occur safely after reviewing the Providers Covid-19 safety protocols.

The Provider will not be required to pay for use of these facilities

IV. The premises for the summer program are made available to Provider and will be maintained by the same in a neat and clean condition during camp hours. All maintenance relating to the general use of the school building or individual rooms within the building, daily thorough sanitation of restrooms, fieldwork and mowing will be the responsibility of the Town of Hooksett Town Council. Any and all utility expenses incurred at the premises during this Agreement will be the sole responsibility of the Town of Hooksett. The Hooksett

SAU staff will be responsible to invoice the Town Administrator's office for all janitorial and utility costs related to the 8 weeks of the YMCA Day Camp. The SAU Business Administrator will provide the Provider with a School Use Form to be completed prior to the commencement of the 2022 camp period.

V. The Provider shall schedule and supervise the daily day camp experiences, a weekly specialty theme day, and onsite special activities. All costs associated with these activities will be paid for by the Provider.

VI. It is the sole responsibility of the Provider to handle all administrative duties related to the program enrollment, including but not limited to: the registration process, health forms, accounts receivable, payroll, confirmation communications and rosters. The Hooksett Town Council will make available the mailing/contact list of the addresses for Hooksett residents with school age children and allow the YMCA to promote the Camp Hooksett daycamp on SAU website and school newsletters.

VII. The Provider will collect a one-time \$30 registration fee and a weekly resident fee of \$193.00 for the first enrolled child and \$178 for each additional family sibling for each of the weeks enrolled. Non-resident youth will be charged the same registration fee as residents, a \$215 weekly rate for the first child and \$200 for additional siblings. The Town of Hooksett will once again provide \$20,000 additional funding to assist Hooksett families in need of financial assistance to attend the summer camp program. Monies collected by the Provider from this registration and weekly fee process will serve as the remuneration for services provided to coordinate, staff, manage and operate the 2022 Hooksett Summer Camp.

VIII. The Hooksett Town Council agrees to provide \$10,000 for necessary equipment and program supplies to provide a safe and enjoyable day camp experience for the youth of Hooksett. The Provider will present the list of proposed equipment purchases. The equipment purchased will be owned by the Town of Hooksett. The YMCA will submit invoices to the Department of Public Works attention to Evelyn Horn with receipts for reimbursement.

IX. The Provider shall maintain general liability and workers compensation insurance for the premises, operations and all Provider employees at all times during the terms of this Agreement. The Town of Hooksett and the Hooksett SAU shall be named additional insureds on the Provider's general liability policy. The Provider will not be responsible for the negligence of the Town of Hooksett, which may cause bodily injury, property damage or advertising injury.

X. The Town of Hooksett Town Council, the Superintendent's Office and their representatives retain the right to enter and inspect the premises, as they deem appropriate at any time, with or without notice.

XI. This Agreement constitutes the entire Agreement between the parties and supersedes all prior other Agreements or understandings, written or oral, prior to the signing of this document. This Agreement can only be amended through written Addendum and no oral understanding will be valid and enforceable until agreed to in writing.

IN WITNESS WHEREOF, we have hereunto set our hands this _____ day of _____ 2022, in the presence of

William Rearick
Superintendent of Schools
Hooksett School District

André Garron
Town of Hooksett
Town Administrator

Michele Sheppard
Chief Operating Officer
The Granite YMCA

Michelle Goodnow
Associate Executive Director
YMCA of Downtown Manchester

DRAFT

Town Council STAFF REPORT



To: Town Council
Title: TIF District Sewer Amendment – Redesign of Tri-Town Pump Station to Allow Service to Neighborhood to South. Town share of cost is \$37,400. David Mercier of Underwood Engineering and Ken Conaty from the Sewer Commission will be available to answer any questions.
Meeting: Town Council - 23 Mar 2022
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The current design of the proposed pump station planned for the Tri-Town Arena was completed by Stantec Engineering Company based on conceptual sewer routing. The station was designed to service properties on Rte 3A only, and not the neighborhoods to the south of the Tri-Town Arena property (Bayview Terrace, Meadowcrest Road and West Bank Road), nor the properties on the west side of Rte 93 by gravity (Granite Woods). Further, the station was designed with very aggressive flow projections which are not appropriate for the type of development expected to occur in today's climate. The basis of the re-design is to lower the intake lines of the pump station by approximately five feet to obtain the depth necessary to allow gravity flow from the areas not directly on Rte 3A but within the TIF boundaries. and reduce the size of the station, pumps, and electrical to align with current projections. In addition, the current design is for a dry well/wet well pump station. The proposed modified design will be for a submersible pump station that will be more economical to construct.

Underwood Engineering has submitted a proposal for the re-design of the pump station. The cost of the redesign will be \$74,800, however, the Hooksett Sewer Commission has agreed to pay half of the cost. Therefore, the cost of this amendment will be \$37,400. The amendment changes the amount of the contract as follows:

Initial Contract Amount:	\$431,800 (for the Eng. Study and Prelim. Design)
Amendment No. 1 (Final Design):	\$772,800 (for the Final Design)
Amendment No. 2 (P.S. Relocation):	\$40,800 (Relocation of P.S. to Quality Drive)
Current Contract Amount:	\$1,245,400
Proposed Amendment No. 3:	\$37,400
Proposed Contact Amount:	\$1,282,800

Remaining costs will be easement costs and engineering costs that will include construction administration and observation costs. These costs will be determined at a later date.

Funding for this change order will come from the \$2,500,000 warrant article bond passed on February 2, 1019. The current balance of that bond is \$1,254,599.70. After this amendment, the balance will be \$ 1,217,199.70.

The following is attached.

- Proposed Amendment (Town portion)
- Proposed Amendment (Hooksett Sewer Commission Portion)
- Bond funding information sheet.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Approve of the Town Administrator signing Amendment No. 3 of Underwood Engineering's contract with the Town.

SUGGESTED MOTION:

Motion to approve of the Town Administrator signing Amendment No. 3 of Underwood Engineering's contract with the City to increase the existing contract by \$37,400 for a new contract amount of \$1,282,800.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Amendment #3 to Design Phase Contract 2447](#)
[Sewer Commission ESR 16 TriTown PS - Design](#)
[TIF Bond Information](#)

Amendment No. 3
February 28, 2022

Engineering Contract Phase II – Final Design
Contract for Professional Services
for
Treatment Works
Town of Hooksett, New Hampshire

WHEREAS, an AGREEMENT made and entered into at Hooksett, New Hampshire, on the 17th day of June, 2019, by and between the Town of Hooksett, NH, hereinafter called the OWNER, and Underwood Engineers, Inc. hereinafter called the ENGINEER for engineering work required for the Design of the Route 3A Sewer Extension Project, and

WHEREAS, the scope of work now requires redesign of the proposed Tri-Town Pump Station to match the design configuration of the Kimball Drive Pump Station to facilitate deep construction, as further defined in the attached Exhibit ‘A’ – Scope of Services, and

WHEREAS, it is agreed that the cost for this design engineering will be split 50/50 between the Hooksett Sewer Commission and the Town of Hooksett, and

WHEREAS, an amendment is needed to modify the scope of work and fee.

NOW, THEREFORE, in consideration of the agreement an amendment is hereby agreed to by the OWNER and the ENGINEER as follows:

A. That the dollar amount in Section IV, Paragraph A.2, on Page 3 be amended to read:

“, a fee not to exceed one million, two hundred eighty-two thousand, eight hundred dollars **(\$1,282,800.00)**”. (Previous fee = \$431,800.00; plus Amendment No. 1 increase = \$772,800.00; plus Amendment No. 2 increase = \$40,800.00; **plus Amendment No. 3 increase = \$37,400.00**).

C. That the dollar amount in Section IV, Paragraph B.1 (Design), on Page 3 be amended to read:

“, a fee not to exceed nine hundred fifty-seven thousand, six hundred dollars **(\$957,600.00)**”. (Previous fee = \$303,000.00; plus Amendment No. 1 increase = \$609,700.00; plus Amendment No. 2 increase = \$7,500.00; **plus Amendment No. 3 increase = \$37,400.00**).

Page 2 of 2

The OWNER and the ENGINEER hereby agree to this Amendment.

ENGINEER: Underwood Engineers, Inc.

OWNER: Town of Hooksett, NH

By: David J. Mercier, P.E., Vice President
Date: _____

By: Andre Garron, Town Administrator
Date: _____

APPROVED: Department of Environmental Services
Water Division

By: Dennis J. Greene, P.E.
Date: _____

**It is understood that as an act in furtherance of its statutory authority to approve engineering agreements for sewerage facilities, the DIVISION's approval does not impose any contractual obligation or liability on the State of New Hampshire, the Department of Environmental Services or the DIVISION.

Approved as to form:

Legal Counsel

*Signatures should be supported by appropriate document.

N2945

EXHIBIT 'A'**Engineering Scope of Services****Tri-Town Pump Station Redesign
Hooksett, New Hampshire****Background**

In 2018, the Hooksett Sewer Commission (HSC) retained Stantec Engineers to create bid documents for the construction of a new wet pit/dry pit style raw wastewater pumping station within an easement to be obtained on the Tri-Town Ice Arena property on Route 3A in Hooksett. In 2018 the project was put out to bid and several bids were received with the low bid being approximately \$2.6 million. Insufficient funds were available at that time to construct the pumping station and as such all bids were rejected and the project was put on hold.

Since that time, the Town of Hooksett has taken additional action and retained Underwood Engineers (UE) to design new sewer along the Route 3A corridor between the Route 93 Exit 10 & 11 exchanges, including in the vicinity of the Tri-Town Ice Arena. As funding is still a major issue, the HSC is requesting that UE prepare bid documents for construction of a new wastewater pumping station on the Tri-Town Ice Arena property that would match the submersible style just developed for the Kimball Drive pumping station at Exit 10.

The primary goal of this Engineering Services Request (ESR) is to value engineer the pumping station design to change from a wet pit/dry pit station to a submersible-style station. The secondary goal is to reduce the long-term operation and maintenance costs by reducing the station size (capacity) by utilizing more realistic build-out flows based on lower water usage development as is currently being seen versus large hotels, restaurants and other significant water users as was previously assumed. It has been agreed that the costs for this engineering scope will be split 50/50 between the HSC and the Town of Hooksett.

Per this request, Underwood proposes to provide the following scope of design phase engineering services:

Scope of Work

Task 1 - Establish Pump Station Basis of Design Flows

Under this task, Underwood will review the previous flow projection figures utilized by Stantec to design the original Tri-Town Pump Station in 2018. Based on more recent assumptions regarding the type of development expected to occur in the area, Underwood will update the Rte 3A Utilities Expansion basis of design technical memorandum for sizing the Tri-Town Pump Station and submit it in draft form to HSC, the Town and NHDES. Once all comments are received, it will be revised and reissued in final form to all parties.

Task 2 – Pump Station Final Design

Under this task, Underwood will prepare bid documents in the form of construction drawings and specifications for the revised Tri-Town Pump Station design utilizing the approved concepts for the Kimball Drive Pump Station. Construction drawing will be prepared including general, civil, architectural, structural, process, mechanical, electrical and instrumentation disciplines. Specifications for the same disciplines will be created utilizing CSI format and incorporating frontend contractual requirements. (Note: The general and civil drawings are begin prepared under a separate contract with the Town of Hooksett for the pipeline design into and out of the station.) At the 30% and 90% design points, documents will be submitted to HSC, the Town and NHDES for review and comment. Comments received on the 30% submittal will be addressed in the 90% submittal and comments on the 90% submittal will be addressed in a final 100% PE stamped set of documents that will be submitted to NHDES for approval to bid. Two sets of each document in hard copy will be provided to the HSC, and one copy to the Town of Hooksett. All documents submitted to NHDES will be in electronic format. In addition to the bid documents, Underwood will prepare an engineers conceptual opinion of construction costs at the 100% design point.

Owners Responsibility

Owner shall make available to the Engineer the following:

- Existing bid documents for the Tri-Town Pump Station dated 2018.
- Survey files in AutoCAD format for the topographic survey of the Tri-Town Pump Station Ice Arena property.
- Record drawings in AutoCAD format for the double-barrel directionally drilled sewer force main from the Tri-Town Pump Station site under the Merrimack.

Work Not Included

- Survey
- Subsurface exploration
- Bid phase services
- Construction phase services
- Permitting assistance
- Funding assistance

Budget Cost

<u>TASK</u>	<u>TOTAL BUDGET</u>	<u>HSC COSTS</u>	<u>TOWN COSTS</u>
1 – Establish Pump Station Basis of Design Flows	\$1,650.00	\$1,650.00	\$3,300.00
2 – Pump Station Final Design	\$35,750.00	\$35,750.00	\$71,500.00
TOTALS	\$37,400.00	\$37,400.00	\$74,800.00

Schedule

UE anticipates the following schedule:

Authorization to Proceed	March 1, 2022
30% Design Memo	March 15, 2022
30% Design Documents Complete	April 15, 2022
90% Design Documents Complete	May 15, 2022
100% Design Documents Complete	June 15, 2022

ENGINEERING SERVICES REQUEST
AUTHORIZATION TO PROCEED

To: Underwood Engineers, Inc.
25 Vaughan Mall
Portsmouth, New Hampshire 03801

ESR No.: # 16
File No.: N2945
Date: February 28, 2022
Description: **Tri-Town Sewer Pump
Station – Design**

From: Town of Hooksett
Hooksett Sewer Commission (HSC)
1 Egawes Drive
Hooksett, NH 03106

Owner's Contact(s) (this project): Ken Conaty, Superintendent, HSC
Underwood Engineers Contact(s) (this project): David Mercier, P.E., Vice President

Under the General Services Agreement for Professional Services as Consulting **Engineer** for the **Owner** (Contract dated March 2, 2015) **Engineer** is authorized to proceed with the following work:

Background

In 2018, the Hooksett Sewer Commission (HSC) retained Stantec Engineers to create bid documents for the construction of a new wet pit/dry pit style raw wastewater pumping station within an easement to be obtained on the Tri-Town Ice Arena property on Route 3A in Hooksett. In 2018 the project was put out to bid and several bids were received with the low bid being approximately \$2.6 million. Insufficient funds were available at that time to construct the pumping station and as such all bids were rejected and the project was put on hold.

Since that time, the Town of Hooksett has taken additional action and retained Underwood Engineers (UE) to design new sewer along the Route 3A corridor between the Route 93 Exit 10 & 11 exchanges, including in the vicinity of the Tri-Town Ice Arena. As funding is still a major issue, the HSC is requesting that UE prepare bid documents for construction of a new wastewater pumping station on the Tri-Town Ice Arena property that would match the submersible style just developed for the Kimball Drive pumping station at Exit 10.

The primary goal of this Engineering Services Request (ESR) is to value engineer the pumping station design to change from a wet pit/dry pit station to a submersible-style station. The secondary goal is to reduce the long-term operation and maintenance costs by reducing the station size (capacity) by utilizing more realistic build-out flows based on lower water usage



*Page 2 of 4
February 28, 2022
Hooksett Sewer Commission, Hooksett, NH*

development as is currently being seen versus large hotels, restaurants and other significant water users as was previously assumed. It has been agreed that the costs for this engineering scope will be split 50/50 between the HSC and the Town of Hooksett.

Per this request, Underwood proposes to provide the following scope of design phase engineering services:

Scope of Work

Task 1 - Establish Pump Station Basis of Design Flows

Under this task, Underwood will review the previous flow projection figures utilized by Stantec to design the original Tri-Town Pump Station in 2018. Based on more recent assumptions regarding the type of development expected to occur in the area, Underwood will update the Rte 3A Utilities Expansion basis of design technical memorandum for sizing the Tri-Town Pump Station and submit it in draft form to HSC, the Town and NHDES. Once all comments are received, it will be revised and reissued in final form to all parties.

Task 2 – Pump Station Final Design

Under this task, Underwood will prepare bid documents in the form of construction drawings and specifications for the revised Tri-Town Pump Station design utilizing the approved concepts for the Kimball Drive Pump Station. Construction drawing will be prepared including general, civil, architectural, structural, process, mechanical, electrical and instrumentation disciplines. Specifications for the same disciplines will be created utilizing CSI format and incorporating frontend contractual requirements. (Note: The general and civil drawings are begin prepared under a separate contract with the Town of Hooksett for the pipeline design into and out of the station.) At the 30% and 90% design points, documents will be submitted to HSC, the Town and NHDES for review and comment. Comments received on the 30% submittal will be addressed in the 90% submittal and comments on the 90% submittal will be addressed in a final 100% PE stamped set of documents that will be submitted to NHDES for approval to bid. Two sets of each document in hard copy will be provided to the HSC, and one copy to the Town of Hooksett. All documents submitted to NHDES will be in electronic format. In addition to the bid documents,

G:\PROJECT MANAGEMENT\Project Tracking Contracts and Billing\ESR and GSAs\Hooksett Sewer Comm ESR's - 1908\ESR 16 TriTown PS - Design.doc



Page 3 of 4
February 28, 2022
Hooksett Sewer Commission, Hooksett, NH

Underwood will prepare an engineers conceptual opinion of construction costs at the 100% design point.

Owners Responsibility

Owner shall make available to the Engineer the following:

- Existing bid documents for the Tri-Town Pump Station dated 2018.
- Survey files in AutoCAD format for the topographic survey of the Tri-Town Pump Station Ice Arena property.
- Record drawings in AutoCAD format for the double-barrel directionally drilled sewer force main from the Tri-Town Pump Station site under the Merrimack.

Work Not Included

- Survey
- Subsurface exploration
- Bid phase services
- Construction phase services
- Permitting assistance
- Funding assistance

Budget Cost

<u>TASK</u>	<u>TOTAL BUDGET</u>	<u>HSC COSTS</u>	<u>TOWN COSTS</u>
1 – Establish Pump Station Basis of Design Flows	\$1,650.00	\$1,650.00	\$3,300.00
2 – Pump Station Final Design	\$35,750.00	\$35,750.00	\$71,500.00
TOTALS	\$37,400.00	\$37,400.00	\$74,800.00



Page 4 of 4
February 28, 2022
Hooksett Sewer Commission, Hooksett, NH

Fees for engineering services will be on an hourly basis for the personnel involved. Such hourly fees will be based on the Engineer's technical payroll plus an allowance to cover overhead and profit. Fees also include reimbursement for transportation expenses (per mile), out-of-pocket travel expenses (tolls), prints, telephone calls and miscellaneous materials that may be required to complete the work.

Suggested budgets, as used herein, are best estimates by Underwood Engineers. The budgets are based on available information and prior to detailed research on the Project. Budgets are not intended to be fixed prices but are reasonable estimates of average costs to complete projects of similar size. Budget will not be exceeded without written authorization

Schedule

UE anticipates the following schedule:

Authorization to Proceed	March 1, 2022
30% Design Memo	March 15, 2022
30% Design Documents Complete	April 15, 2022
90% Design Documents Complete	May 15, 2022
100% Design Documents Complete	June 15, 2022

Approval

Approval and authorization to proceed:

 Sidney Baines, Chairman Date
 Town of Hooksett, NH
 Hooksett Sewer Commission

 David J. Mercier, P.E. Date
 Vice President
 Underwood Engineers, Inc.



3/19/2022

Rt3A TIF Project Costs

3/10/2022

Funds

FY 2017-18 Article 8 Visionary Plan 001-950-4191-330.000

FY 2019-20 Article 4 Bond 023-823.4909-330.000

Total

	Amounts	Expenses	PO's Remaining	Available
	\$ 100,000.00	(23,334.38)	(76,665.92)	(0.30)
	\$ 2,500,000.00	(1,009,753.95)	(235,646.05)	1,254,600.00
	<u>\$ 2,600,000.00</u>	<u>\$ (1,033,088.33)</u>	<u>\$ (312,311.97)</u>	<u>\$ 1,254,599.70</u>

P:\Finance\Balance Sheet\Fund - Rt3A TIF\Rt3A TIF Project Costs

1 of 1

Town Council
STAFF REPORT



To: Town Council
Title: To accept donations in the amount of \$450.00 in memory of C. Schwieger, to the Town of Hooksett for the Hooksett Police Department, K9 Trust.
Meeting: Town Council - 23 Mar 2022
Department: Police Department
Staff Contact: Janet Bouchard, Police Chief

BACKGROUND INFORMATION:

In January, 2022, C. Schwieger tragically passed away in Hooksett. His wife, T. Schwieger contacted Chief Bouchard and asked if donations could be made to the Hooksett Police Department in Mr. Schwieger's memory, in lieu of flowers. Mrs. Schwieger and Chief Bouchard decided together that the K9 Trust Fund would be appropriate. Five checks were received totaling \$450.00.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Accept the donations

SUGGESTED MOTION:

Motion to accept 5 separate checks totaling \$450.00 to the Town of Hooksett for the Hooksett Police Department and return that amount to the Police Department's K9 Trust Fund.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

Town Council
STAFF REPORT



To: Town Council
Title: Accept \$270.00 donation from Northeast Resource Recovery Association (NRRA) in the form of 10 cases of blue trash bags @ \$27 per case to the Town of Hooksett for the DPW Recycling & Transfer Division per RSA 31:95-e, II.
Meeting: Town Council - 23 Mar 2022
Department: Public Works
Staff Contact: Thomas Bartula, Highway Crew Chief

BACKGROUND INFORMATION:

NRRA is donating 10 cases of blue trash bags @ \$27 per case to the Town of Hooksett for the DPW Recycling & Transfer Division if the Town pledges to organize at least one community-wide clean up this year and publicize it throughout the community.

FINANCIAL IMPACT:

\$270.00

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

To accept the \$270 donation from Northeast Resource Recovery Association (NRRA) in the form of 10 cases of blue trash bags @ \$27 per case to the Town of Hooksett for the DPW Recycling & Transfer Division per RSA 31:95-e, II.

SUGGESTED MOTION:

Motion to accept the \$270 donation from Northeast Resource Recovery Association (NRRA) in the form of 10 cases of blue trash bags @ \$27 per case to the Town of Hooksett for the DPW Recycling & Transfer Division per RSA 31:95-e, II.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

Town Council

STAFF REPORT



To: Town Council
Title: 2022 MS-232 Report of Appropriations Actually Voted totaling \$31,030,167.
Meeting: Town Council - 23 Mar 2022
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

The Town is required to complete the State Form MS-232 Report of Appropriations Actually Voted. This report informs the State on the gross appropriations that were passed at town meeting. Revenues are reported to the State in the fall.

#	Warrant	Passed
4	Martins Ferry Pump & Force Main Upgrades	\$ 4,300,000
5	Sludge Handling Upgrades	1,500,000
6	Merrimack Street and Golden Gate Pump Station Upgrades	1,100,000
7	Operating Budget	21,747,703
8	Maintenance of Town Road's (\$3m over 5 years)	600,000
9	Auto Collection Truck (\$300K from Solid Waste SR fund)	300,000
10	CR Fund - Fire Apparatus	250,000
11	CR Fund - Town Building Maintenance	200,000
12	CR Fund - Public Works' Vehicles	200,000
13	Non-Union Wages	194,014
14	CR Fund - GIS Digital Parcel Recompilation	100,000
15	Hooksett History Book (from fund balance not new taxes)	75,000
16	K-9 Police Car	71,000
17	CR Funds - Fire (\$27,5K Air Packs; \$35K Tools & Equipment, \$0 Cistern)	62,500
18	Mid Management Union 3 year contract 5% 3% 3%	61,350
20	Parks Upgrades (25K Parks CR, \$10k RR and \$18,600 taxes)	53,600
21	CR Fund- Emergency Radio Communications	50,000
22	CR Fund - Drainage Upgrades	50,000
23	CR Fund - Improvements of Conservation Land	30,000
24	CR Fund - Automated Collection Equipment	30,000
25	CR Fund - Revaluation	30,000
26	CR Fund - Parks & Recreation Facilities Development	25,000
	Total	\$31,030,167

FINANCIAL IMPACT:

Estimated town share of the tax rate for 2022 is \$6.83. This is \$1.10 more than the 2021 town rate of \$5.73.

In 2021 Council applied \$1,200,000 of fund balance to reduce the 2021 town share of the tax rate. If Council uses that same amount in 2022, the 2022 town's rate would be reduced by an estimated 60 cents.

The estimated tax rate impact is simply an estimate based on the information we have today. Revenues and property assessments will be revised in the fall prior to setting the tax rate and will change these estimates.

RECOMMENDATION:

Motion to sign the "2022 MS-232 Report of Appropriations Actually Voted" totaling \$31,030,167.

SUGGESTED MOTION:

Motion to sign the "2022 MS-232 Report of Appropriations Actually Voted" totaling \$31,030,167.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[MS 232](#)



New Hampshire
Department of
Revenue Administration

2022
MS-232

Report of Appropriations Actually Voted
Hooksett

For the period beginning July 1, 2022 and ending June 30, 2023
Form Due Date: **20 Days after the Annual Meeting**

GOVERNING BODY CERTIFICATION

This is to certify that the information contained in this form, appropriations actually voted by the town/city meeting, was taken from official records and is complete to the best of our knowledge and belief. Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Name	Position	Signature
James Sullivan	Chairman At-Large District 2	
Alex Walczyk	At-Large District 5	
Timothy Tsantoulis	Vice Chairman District 1	
Clark Karolian	District 5	
Cliff Jones	At-Large District 4	
Randall Lapierre	District 6	
Roger Duhaime	District 3	
David Boutin	District 2	
John Durand	District 4	

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

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



New Hampshire
Department of
Revenue Administration

2022
MS-232

Report of Appropriations Actually Voted

Account	Purpose	Article	Appropriations As Voted
General Government			
4130-4139	Executive	07,13	\$625,685
4140-4149	Election, Registration, and Vital Statistics	07	\$40,246
4150-4151	Financial Administration	07,13,18	\$837,087
4152	Revaluation of Property	07,13,18	\$221,283
4153	Legal Expense	07	\$110,000
4155-4159	Personnel Administration	07,18	\$252,948
4191-4193	Planning and Zoning	07,13,18	\$414,078
4194	General Government Buildings	07,13	\$534,387
4195	Cemeteries	07	\$5,750
4196	Insurance	07	\$274,899
4197	Advertising and Regional Association	07	\$15,000
4199	Other General Government	07	\$1
General Government Subtotal			\$3,331,364
Public Safety			
4210-4214	Police	07,13	\$5,329,556
4215-4219	Ambulance		\$0
4220-4229	Fire	07,13,18	\$4,822,852
4240-4249	Building Inspection	07,13	\$125,985
4290-4298	Emergency Management	07	\$8,228
4299	Other (Including Communications)		\$0
Public Safety Subtotal			\$10,286,621
Airport/Aviation Center			
4301-4309	Airport Operations		\$0
Airport/Aviation Center Subtotal			\$0
Highways and Streets			
4311	Administration	07,13	\$283,082
4312	Highways and Streets	07,08,18	\$2,258,134
4313	Bridges	07	\$1
4316	Street Lighting	07	\$30,001
4319	Other	07	\$263,910
Highways and Streets Subtotal			\$2,835,128
Sanitation			
4321	Administration	07,18	\$168,360
4323	Solid Waste Collection	07	\$307,183
4324	Solid Waste Disposal	07,13	\$830,938
4325	Solid Waste Cleanup		\$0
4326-4328	Sewage Collection and Disposal		\$0
4329	Other Sanitation		\$0
Sanitation Subtotal			\$1,306,481



New Hampshire
Department of
Revenue Administration

2022
MS-232

Report of Appropriations Actually Voted

Water Distribution and Treatment

4331	Administration		\$0
4332	Water Services		\$0
4335-4339	Water Treatment, Conservation and Other		\$0
Water Distribution and Treatment Subtotal			\$0

Electric

4351-4352	Administration and Generation		\$0
4353	Purchase Costs		\$0
4354	Electric Equipment Maintenance		\$0
4359	Other Electric Costs		\$0
Electric Subtotal			\$0

Health

4411	Administration	07	\$1
4414	Pest Control		\$0
4415-4419	Health Agencies, Hospitals, and Other		\$0
Health Subtotal			\$1

Welfare

4441-4442	Administration and Direct Assistance	07,13	\$107,049
4444	Intergovernmental Welfare Payments	07	\$34,923
4445-4449	Vendor Payments and Other		\$0
Welfare Subtotal			\$141,972

Culture and Recreation

4520-4529	Parks and Recreation	07,18	\$681,209
4550-4559	Library	07,13	\$1,058,085
4583	Patriotic Purposes	07	\$2,945
4589	Other Culture and Recreation	07,15	\$86,501
Culture and Recreation Subtotal			\$1,828,740

Conservation and Development

4611-4612	Administration and Purchasing of Natural Resources	07	\$1,219
4619	Other Conservation		\$0
4631-4632	Redevelopment and Housing		\$0
4651-4659	Economic Development	07	\$1,000
Conservation and Development Subtotal			\$2,219

Debt Service

4711	Long Term Bonds and Notes - Principal	07	\$300,000
4721	Long Term Bonds and Notes - Interest	07	\$117,555
4723	Tax Anticipation Notes - Interest	07	\$1
4790-4799	Other Debt Service		\$0
Debt Service Subtotal			\$417,556



New Hampshire
Department of
Revenue Administration

2022
MS-232

Report of Appropriations Actually Voted

Capital Outlay

4901	Land	07	\$1
4902	Machinery, Vehicles, and Equipment	09,16	\$371,000
4903	Buildings		\$0
4909	Improvements Other than Buildings	20	\$53,600
Capital Outlay Subtotal			\$424,601

Operating Transfers Out

4912	To Special Revenue Fund		\$0
4913	To Capital Projects Fund		\$0
4914A	To Proprietary Fund - Airport		\$0
4914E	To Proprietary Fund - Electric		\$0
4914O	To Proprietary Fund - Other		\$0
4914S	To Proprietary Fund - Sewer	04,05,06,07	\$9,427,984
4914W	To Proprietary Fund - Water		\$0
4915	To Capital Reserve Fund	10,11,12,14,17,21,22,23,24,25,26	\$1,027,500
4916	To Expendable Trusts/Fiduciary Funds		\$0
4917	To Health Maintenance Trust Funds		\$0
4918	To Non-Expendable Trust Funds		\$0
4919	To Fiduciary Funds		\$0
Operating Transfers Out Subtotal			\$10,455,484

Total Voted Appropriations	\$31,030,167
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Town Council

STAFF REPORT



To: Town Council
Title: Public Works Plow Truck Replacement
Meeting: Town Council - 23 Mar 2022
Department: Public Works
Staff Contact: Thomas Bartula, Highway Crew Chief

BACKGROUND INFORMATION:

The Public Works Department 2001 Freightliner Plow Truck has been slated for replacement due to the age and lack of dependability. The plow truck is 20 years old, the condition is deteriorating and causing safety issues. In the past ten years, since records have been maintained through FacilityDude, the truck maintenance has totaled \$64,058 (maintenance record provided seperately). The maintenance costs are likely higher since the purchase of the vehicle. As of December 31, 2021, the DPW Vehicles Capital Reserve Fund has \$69,681 available. The warrant article for an additional \$200,000 was approved on March 8, 2022. Per the Town's Purchasing Policy, Article 5.3.3, a quote was received through the New Hampshire State Bid process (Sourcewell). As of March 10th, a bid was received for a Liberty International truck at a cost of \$208,700. This cost does not include the trade in of the existing plow truck which will reduce the cost by \$5,500. A final purchase price will be locked in once final approval from the Town Council is received. This vehicle was included in the Budget for replacement utilizing the Capital Reserve Funds, pending the March 8, 2022, warrant article vote.

Allegiance Trucks has the vehicle on the lot and agreed to hold this vehicle for 30 days pending the approval of the Town Council. It is the intent of the department to "order" the vehicle from Allegiance Trucks with funds to be disbursed on or after July 1st.

FINANCIAL IMPACT:

Fiscal Impact - no tax impact. \$208,700 all funds to come from the Capital Reserve Funding – DPW Vehicles Warrant Article. Currently this fund has \$69,681.45, on the 1st of July 2022 there will be an additional \$200,000 added as approved at the March 8, 2022 Town Election. Total available after 1 July 2022 will be \$269,681.45.

RECOMMENDATION:

Approve the purchase of a 2022 International HV507 SFA Plow Truck with an amount not to exceed \$220,000.

SUGGESTED MOTION:

Motion to approve the purchase of a 2022 International HV507 SFA Plow Truck from Allegiance Trucks for an amount not to exceed \$220,000.

ATTACHMENTS:

[Hooksett HV 507 plow truck with donovan body and trade Proposal 23035.0...](#)
[Allegiance Trucks Email](#)



HV507 SFA

Sales Proposal For:
TOWN OF HOOKSETT

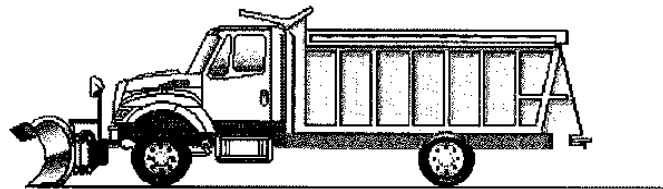
Presented By:
ALLEGIANCE TRUCKS

INTERNATIONAL®

March 10, 2022

Prepared For:
TOWN OF HOOKSETT
Mario Desaulniers
Highway Dept.
Hooksett, NH 03106-
(603)396 - 1424

Presented By:
ALLEGIANCE TRUCKS
James C Ramsay
1400 S WILLOW ST.
MANCHESTER NH 03103 - 4024
(800)562-3814



Model Profile
2022 HV507 SFA (HV507)

AXLE CONFIG:	4X2
MISSION:	Requested GVWR: 39000. Calc. GVWR: 37780. Calc. GCWR: 80000
DIMENSION:	Wheelbase: 171.00, CA: 96.00, Axle to Frame: 63.00
ENGINE, DIESEL:	{Cummins L9 330} EPA 2021, 330HP @ 2200 RPM, 1000 lb-ft Torque @ 1200 RPM, 2200 RPM Governed Speed, 330 Peak HP (Max)
TRANSMISSION, AUTOMATIC:	{Allison 3500 RDS} 5th Generation Controls, Wide Ratio, 5-Speed with Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, with 80,000-lb GVW and GCW Max, On/Off Highway
CLUTCH:	Omit Item (Clutch & Control)
AXLE, FRONT NON-DRIVING:	{Dana Spicer I-160W} Wide Track, I-Beam Type, 16,000-lb Capacity
AXLE, REAR, SINGLE:	{Meritor RS-23-160} Single Reduction, 23,000-lb Capacity, Driver Controlled Locking Differential, 200 Wheel Ends Gear Ratio: 5.38
CAB:	Conventional, Day Cab
TIRE, FRONT:	(2) 12R22.5 Load Range H HSR2 (CONTINENTAL), 483 rev/mile, 75 MPH, All-Position
TIRE, REAR:	(4) 11R22.5 Load Range H HDR2+ (CONTINENTAL), 491 rev/mile, 75 MPH, Drive
SUSPENSION, REAR, SINGLE:	31,000-lb Capacity, Vari-Rate Springs, with 4500-lb Capacity Auxiliary Multileaf Springs
PAINT:	Cab schematic 100WK Location 1: 9219, Winter White (Std) Chassis schematic N/A

INTERNATIONAL®**Vehicle Specifications
2022 HV507 SFA (HV507)****March 10, 2022**

Code	Description
HV50700	Base Chassis, Model HV507 SFA with 171.00 Wheelbase, 96.00 CA, and 63.00 Axle to Frame.
1ANA	AXLE CONFIGURATION {Navistar} 4x2
	<u>Notes</u> : Pricing may change if axle configuration is changed.
1CAJ	FRAME RAILS Heat Treated Alloy Steel (120,000 PSI Yield); 10.866" x 3.622" x 0.437" (276.0mm x 92.0mm x 11.1mm); 456.0" (11582mm) Maximum OAL
1LLA	BUMPER, FRONT Swept Back, Steel, Heavy Duty
1MEJ	FRAME, SPECIAL EFFECTS Dimple on Left and Right Top Flange of Frame Rail to Reference Rear Axle Centerline
1WDS	FRAME EXTENSION, FRONT Integral; 20" In Front of Grille
1WEV	WHEELBASE RANGE 146" (370cm) Through and Including 195" (495cm)
2AEU	AXLE, FRONT NON-DRIVING {Dana Spicer I-160W} Wide Track, I-Beam Type, 16,000-lb Capacity
	<u>Notes</u> : Axle Lead Time is 52 Days
3ACP	SUSPENSION, FRONT, SPRING Multileaf, Shackle Type, 16,000-lb Capacity, Less Shock Absorbers
3WAJ	SPRINGS, FRONT AUXILIARY Air Bag, Right Side Only, Driver Control
4091	BRAKE SYSTEM, AIR Dual System for Straight Truck Applications
	<u>Includes</u> : BRAKE LINES Color and Size Coded Nylon : DRAIN VALVE Twist-Type : GAUGE, AIR PRESSURE (2) Air 1 and Air 2 Gauges; Located in Instrument Cluster : PARKING BRAKE CONTROL Yellow Knob, Located on Instrument Panel : PARKING BRAKE VALVE For Truck : QUICK RELEASE VALVE On Rear Axle for Spring Brake Release: 1 for 4x2, 2 for 6x4 : SPRING BRAKE MODULATOR VALVE R-7 for 4x2, SR-7 with relay valve for 6x4/8x6
4619	TRAILER CONNECTIONS Four-Wheel, with Hand Control Valve and Tractor Protection Valve, for Straight Truck
	<u>Notes</u> : When electronic stability control is ordered with trailer connections on a 4x2 truck, please check the operator manual for trailer weight restrictions.
4732	DRAIN VALVE {Berg} with Pull Chain, for Air Tank
4AZA	AIR BRAKE ABS {Bendix AntiLock Brake System} 4-Channel (4 Sensor/4 Modulator) Full Vehicle Wheel Control System
4EBS	AIR DRYER {Bendix AD-9} with Heater

INTERNATIONAL®**Vehicle Specifications
2022 HV507 SFA (HV507)****March 10, 2022**

Code	Description
4EXU	BRAKE CHAMBERS, REAR AXLE {Bendix EverSure} 30/30 SqIn Spring Brake
4EXV	BRAKE CHAMBERS, FRONT AXLE {Bendix} 24 SqIn
4LAG	SLACK ADJUSTERS, FRONT {Gunitite} Automatic
4LGG	SLACK ADJUSTERS, REAR {Gunitite} Automatic
4SPA	AIR COMPRESSOR {Cummins} 18.7 CFM
4VKC	AIR DRYER LOCATION Mounted Inside Left Rail, Back of Cab
4WBX	DUST SHIELDS, FRONT BRAKE for Air Cam Brakes
4WDM	DUST SHIELDS, REAR BRAKE for Air Cam Brakes
4WZJ	AIR TANK LOCATION (2) : One Mounted Under Each Rail, Front of Rear Suspension, Parallel to Rail
4XDL	BRAKES, FRONT {Bendix Spicer ES-165-6X} Air S-Cam Type, Heavy Duty Fabricated Spider, Fabricated Shoe, Single Anchor Pin, Size 16.5" X 6", 23,000-lb Capacity
4XDM	BRAKES, REAR {Bendix Spicer ES-165-7X} Air S-Cam Type, Heavy Duty Fabricated Spider, Fabricated Shoe, Single Anchor Pin, Size 16.5" X 7", 23,000-lb Capacity per Axle
5710	STEERING COLUMN Tilting and Telescoping
5CAW	STEERING WHEEL 4-Spoke; 18" Dia., Black
5PTB	STEERING GEAR (2) {Sheppard M100/M80} Dual Power
6DGC	DRIVELINE SYSTEM {Dana Spicer} SPL170, for 4x2/6x2
7BEU	AFTERTREATMENT COVER Aluminum
7BLW	EXHAUST SYSTEM Horizontal Aftertreatment System, Frame Mounted Right Side Under Cab, for Single Vertical Tail Pipe, Frame Mounted Right Side Back of Cab
7WBA	TAIL PIPE (1) Turnback Type, Bright
7WBS	MUFFLER/TAIL PIPE GUARD (1) Bright Stainless Steel
7WCM	EXHAUST HEIGHT 8' 10"
8000	ELECTRICAL SYSTEM 12-Volt, Standard Equipment
	<u>Includes</u>
	: DATA LINK CONNECTOR For Vehicle Programming and Diagnostics In Cab
	: HAZARD SWITCH Push On/Push Off, Located on Instrument Panel to Right of Steering Wheel
	: HEADLIGHT DIMMER SWITCH Integral with Turn Signal Lever
	: PARKING LIGHT Integral with Front Turn Signal and Rear Tail Light
	: STARTER SWITCH Electric, Key Operated
	: STOP, TURN, TAIL & B/U LIGHTS Dual, Rear, Combination with Reflector
	: TURN SIGNAL SWITCH Self-Cancelling for Trucks, Manual Cancelling for Tractors, with Lane Change Feature

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**Vehicle Specifications
2022 HV507 SFA (HV507)**

March 10, 2022

<u>Code</u>	<u>Description</u>
	: WINDSHIELD WIPER SWITCH 2-Speed with Wash and Intermittent Feature (5 Pre-Set Delays), Integral with Turn Signal Lever
	: WINDSHIELD WIPERS Single Motor, Electric, Cowl Mounted
	: WIRING, CHASSIS Color Coded and Continuously Numbered
8518	CIGAR LIGHTER Includes Ash Cup
8GXD	ALTERNATOR {Leece-Neville AV1160P2013} Brush Type, 12 Volt, 160 Amp Capacity, Pad Mount, with Remote Sense
8HAB	BODY BUILDER WIRING Back of Day Cab at Left Frame or Under Sleeper, Extended or Crew Cab at Left Frame; Includes Sealed Connectors for Tail/Amber Turn/Marker/ Backup/ Accessory Power/Ground and Sealed Connector for Stop/Turn
8HAH	ELECTRIC TRAILER BRAKE/LIGHTS Accommodation Package to Rear of Frame; for Combined Trailer Stop, Tail, Turn, Marker Light Circuits; Includes Electric Trailer Brake Accommodation Package with Cab Connections for Mounting Customer Installed Electric Brake Unit, Less Trailer Socket
8MJU	BATTERY SYSTEM {Fleetrite} Maintenance-Free, (3) 12-Volt 2850CCA Total, Top Threaded Stud
8RMZ	SPEAKERS (2) 6.5" Dual Cone Mounted in Both Doors, (2) 5.25" Dual Cone Mounted in Both B-Pillars
8RPR	ANTENNA for Increased Roof Clearance Applications
8RPS	RADIO AM/FM/WB/Clock/Bluetooth/USB Input/Auxiliary Input
8THJ	AUXILIARY HARNESS 3.0' for Auxiliary Front Head Lights and Turn Signals for Front Plow Applications
8TKK	TRAILER AUXILIARY FEED CIRCUIT for Electric Trailer Brake Accommodation/Air Trailer ABS; with 30 Amp Fuse and Relay, Controlled by Ignition Switch
8VAY	HORN, ELECTRIC Disc Style
8VUM	BATTERY BOX Aluminum, with Plastic Cover, 18" Wide, 2-4 Battery Capacity, Mounted Left Side Back of Cab
8WGL	WINDSHIELD WIPER SPD CONTROL Force Wipers to Slowest Intermittent Speed When Park Brake Set and Wipers Left on for a Predetermined Time
8WPH	CLEARANCE/MARKER LIGHTS (5) {Truck Lite} Amber LED Lights, Flush Mounted on Cab or Sunshade
8WPZ	TEST EXTERIOR LIGHTS Pre-Trip Inspection will Cycle all Exterior Lamps Except Back-up Lights
8WRB	HEADLIGHTS ON WWIPERS Headlights Will Automatically Turn on if Windshield Wipers are turned on
8WTK	STARTING MOTOR {Delco Remy 38MT Type 300} 12 Volt, Less Thermal Over-Crank Protection
8WWJ	INDICATOR, LOW COOLANT LEVEL with Audible Alarm

INTERNATIONAL®**Vehicle Specifications
2022 HV507 SFA (HV507)****March 10, 2022**

<u>Code</u>	<u>Description</u>
8WXD	ALARM, PARKING BRAKE Electric Horn Sounds in Repetitive Manner When Vehicle Park Brake is "NOT" Set, with Ignition "OFF" and any Door Opened
8XAH	CIRCUIT BREAKERS Manual-Reset (Main Panel) SAE Type III with Trip Indicators, Replaces All Fuses
8XGT	TURN SIGNALS, FRONT Includes LED Side Turn Lights Mounted on Fender
8XHD	BATTERY DISCONNECT SWITCH 300 Amp, Disconnects Charging Circuits, Locks with Padlock, Cab Mounted
8XHN	HORN, AIR Single Trumpet, Black, with Lanyard Pull Cord
8XNY	HEADLIGHTS Halogen
9AAB	LOGOS EXTERIOR Model Badges
9AAE	LOGOS EXTERIOR, ENGINE Badges
9ANG	HOOD, HATCH (01) for Servicing
9HAN	INSULATION, UNDER HOOD for Sound Abatement
9HBM	GRILLE Stationary, Chrome
9HBN	INSULATION, SPLASH PANELS for Sound Abatement
9WBC	FRONT END Tilting, Fiberglass, with Three Piece Construction, for WorkStar/HV
10060	PAINT SCHEMATIC, PT-1 Single Color, Design 100
	<u>Includes</u> : PAINT SCHEMATIC ID LETTERS "WK"
10761	PAINT TYPE Base Coat/Clear Coat, 1-2 Tone
10SLV	PROMOTIONAL PACKAGE Government Silver Package
11001	CLUTCH Omit Item (Clutch & Control)
12703	ANTI-FREEZE Red, Extended Life Coolant; To -40 Degrees F/ -40 Degrees C, Freeze Protection
12ESM	ENGINE, DIESEL {Cummins L9 330} EPA 2021, 330HP @ 2200 RPM, 1000 lb-ft Torque @ 1200 RPM, 2200 RPM Governed Speed, 330 Peak HP (Max)
12THT	FAN DRIVE {Horton Drivemaster} Two-Speed Type, Direct Drive, with Residual Torque Device for Disengaged Fan Speed
	<u>Includes</u> : FAN Nylon
12UWY	RADIATOR Aluminum, Cross Flow, Front to Back System, 1228 SqIn, with 1167 SqIn Charge Air Cooler
	<u>Includes</u> : DEAERATION SYSTEM with Surge Tank

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**Vehicle Specifications
2022 HV507 SFA (HV507)**

March 10, 2022

<u>Code</u>	<u>Description</u>
	: HOSE CLAMPS, RADIATOR HOSES Gates Shrink Band Type; Thermoplastic Coolant Hose Clamps
	: RADIATOR HOSES Premium, Rubber
12VBC	AIR CLEANER Single Element
12VJC	EMISSION, CALENDAR YEAR {Cummins L9} EPA, OBD and GHG Certified for Calendar Year 2022
12VXT	THROTTLE, HAND CONTROL Engine Speed Control; Electronic, Stationary, Variable Speed; Mounted on Steering Wheel
12VYL	ACCESSORY WIRING, SPECIAL for Road Speed Wire Coiled Under Instrument Panel for Customer Use
12WUL	BLOCK HEATER, ENGINE {Phillips} 120V/1000W, with "Y" Cord for Dealer Installed 120V/300W Oil Pan Heater
	<u>Includes</u>
	: BLOCK HEATER SOCKET Receptacle Type; Mounted below Drivers Door
12WZE	CARB IDLE COMPLIANCE Federal, Does Not Comply with California Clean Air Idle Regulations
12XBM	ENGINE CONTROL, REMOTE MOUNTED Provision for; Includes Wiring for Body Builder Installation of PTO Controls and Starter Lockout, with Ignition Switch Control, for Cummins B6.7 and L9 Engines
12XCS	CARB EMISSION WARR COMPLIANCE Federal, Does Not Comply with CARB Emission Warranty
13AVG	TRANSMISSION, AUTOMATIC {Allison 3500 RDS} 5th Generation Controls, Wide Ratio, 5-Speed with Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, with 80,000-lb GVW and GCW Max, On/Off Highway
13WAW	OIL COOLER, AUTO TRANSMISSION {Modine} Water to Oil Type
13WDT	SHIFT CONTROL PARAMETERS {Allison} 3000 or 4000 Series Transmissions, 3 Speed S1 Secondary Shift Schedule for 5 or 6 Speed
13WET	TRANSMISSION SHIFT CONTROL Column Mounted Stalk Shifter, Not for Use with Allison 1000 & 2000 Series Transmission
13WLP	TRANSMISSION OIL Synthetic; 29 thru 42 Pints
13WUC	ALLISON SPARE INPUT/OUTPUT for Rugged Duty Series (RDS) and Regional Haul Series (RHS), General Purpose Trucks, Construction, Package Number 223
13WVV	NEUTRAL AT STOP Allison Transmission Shifts to Neutral When Service Brake is Depressed and Vehicle is at Stop; Remains in Neutral Until Service Brake is Released
13XAL	PTO LOCATION Customer Intends to Install PTO at Left Side of Transmission
14ARB	AXLE, REAR, SINGLE {Meritor RS-23-160} Single Reduction, 23,000-lb Capacity, Driver Controlled Locking Differential, 200 Wheel Ends . Gear Ratio: 5.38

INTERNATIONAL®**Vehicle Specifications
2022 HV507 SFA (HV507)****March 10, 2022**

Code	Description
14SAL	SUSPENSION, REAR, SINGLE 31,000-lb Capacity, Vari-Rate Springs, with 4500-lb Capacity Auxiliary Multileaf Springs
15DYP	DEF TANK 9.5 US Gal (36L) Capacity, Frame Mounted Outside Left Rail, Under Cab
15LNS	FUEL/WATER SEPARATOR {Racor 400 Series} 12 VDC Electric Heater, Includes Pre-Heater, with Primer Pump, Includes Water-in-Fuel Sensor, Mounted on Engine
15SWE	FUEL TANK Top Draw, Non-Polished Aluminum, 26" Dia, 70 US Gal (265L), Mounted Left Side, Under Cab
16030	CAB Conventional, Day Cab
16BAM	AIR CONDITIONER with Integral Heater and Defroster
16GED	GAUGE CLUSTER Base Level; English with English Electronic Speedometer <u>Includes</u> : GAUGE CLUSTER DISPLAY: Base Level (3" Monochromatic Display), Premium Level (5" LCD Color Display); Odometer, Voltmeter, Diagnostic Messages, Gear Indicator, Trip Odometer, Total Engine Hours, Trip Hours, MPG, Distance to Empty/Refill for : GAUGE CLUSTER Speedometer, Tachometer, Engine Coolant Temp, Fuel Gauge, DEF Gauge, Oil Pressure Gauge, Primary and Secondary Air Pressure : WARNING SYSTEM Low Fuel, Low DEF, Low Oil Pressure, High Engine Coolant Temp, Low Battery Voltage (Visual and Audible), Low Air Pressure (Primary and Secondary)
16HGH	GAUGE, OIL TEMP, AUTO TRANS for Allison Transmission
16HKT	IP CLUSTER DISPLAY On Board Diagnostics Display of Fault Codes in Gauge Cluster
16JNT	SEAT, DRIVER {National 2000} Air Suspension, High Back with Integral Headrest, Vinyl, Isolator, 1 Chamber Lumbar, with 2 Position Front Cushion Adjust, -3 to +14 Degree Angle Back Adjust
16RPV	SEAT, PASSENGER {National 2000} Air Suspension, High Back with Integral Headrest, Vinyl, Isolated, 1 Chamber Lumbar, 2 Position Front Cushion Adjustment, -3 to +14 Degree Back Adjust
16SJX	MIRROR, CONVEX, HOOD MOUNTED {Lang Mekra} (2) Right and Left Sides, Bright, Heated, 7.5" Sq.
16SNN	MIRRORS (2) C-Loop, Heated, Bright Heads, Black Arms, 7.5" x 14" Flat Glass, Includes 7.5" x 7" Convex Mirrors, for 102" Load Width <u>Notes</u> : Mirror Dimensions are Rounded to the Nearest 0.5"
16VKB	CAB INTERIOR TRIM Classic, for Day Cab <u>Includes</u> : CONSOLE, OVERHEAD Molded Plastic with Dual Storage Pockets, Retainer Nets and CB Radio Pocket; Located Above Driver and Passenger : DOME LIGHT, CAB Door Activated and Push On-Off at Light Lens, Timed Theater Dimming, Integral to Overhead Console, Center Mounted

INTERNATIONAL***Vehicle Specifications
2022 HV507 SFA (HV507)****March 10, 2022**

<u>Code</u>	<u>Description</u>
	: SUN VISOR (2) Padded Vinyl; 2 Moveable (Front-to-Side) Primary Visors, Driver Side with Toll Ticket Strap
16VSL	WINDSHIELD Heated, Single Piece
16WBY	ARM REST, RIGHT, DRIVER SEAT
16WJU	WINDOW, POWER (2) and Power Door Locks, Left and Right Doors, Includes Express Down Feature
16WSK	CAB REAR SUSPENSION Air Bag Type
16XJN	INSTRUMENT PANEL Flat Panel
16ZBT	ACCESS, CAB Steel, Driver & Passenger Sides, Two Steps per Door, for use with Day Cab and Extended Cab
27DUK	WHEELS, FRONT {Accuride 29169} DISC; 22.5x8.25 Rims, Powder Coat Steel, 5-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with .472" Thick Increased Capacity Disc and Steel Hubs
28DUK	WHEELS, REAR {Accuride 29169} DUAL DISC; 22.5x8.25 Rims, Powder Coat Steel, 5-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with .472" Thick Increased Capacity Disc and Steel Hubs
60AAG	BDY INTG, REMOTE POWER MODULE Mounted Inside Cab Behind Driver Seat, Up to 6 Outputs & 6 Inputs, Max 20 amp per Channel, Max 80 amp Total; Includes 1 Switch Pack with Latched Switches
7382135444	(4) TIRE, REAR 11R22.5 Load Range H HDR2+ (CONTINENTAL), 491 rev/mile, 75 MPH, Drive
7382155415	(2) TIRE, FRONT 12R22.5 Load Range H HSR2 (CONTINENTAL), 483 rev/mile, 75 MPH, All-Position

Services Section:

40128	WARRANTY Standard for HV507, HV50B, HV607 Models, Effective with Vehicles Built July 1, 2017 or Later, CTS-2025A
40RBK	SERVICES, TOWING {Navistar} Service Call to 60-Month/Unlimited Mileage to the Nearest Navistar Dealer for Navistar Warrantable Failure as Contract Defined; Includes Engine Failure if Supplier Declines Tow Coverage & ESC Supplied thru Navistar; \$550 (USA) Maximum Benefit per Incident

Body/Allied Equipment

<u>Code</u>	<u>Description</u>
Goods Purchased	
<u>Code</u>	<u>Description</u>
	Donovan Body as per quote V131224
	Donovan Spring Work
	Beltronics Radio

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Vehicle Specifications
2022 HV507 SFA (HV507)

March 10, 2022

Code

Description

7 Year Cummins Ext Warranty

*** Current 2 Year State of NH Contract Number 8002661 is applied to the pricing of this complete truck ***

MY 23 increases

INTERNATIONAL®

Financial Summary
2022 HV507 SFA (HV507)

March 10, 2022

(US DOLLAR)

Description

Price

Net Sales Price:

\$208,700.00

Please feel free to contact me regarding these specifications should your interests or needs change. I am confident you will be pleased with the quality and service of an International vehicle.

Approved by Seller:

Accepted by Purchaser:

Official Title and Date

Firm or Business Name

Authorized Signature

Authorized Signature and Date

This proposal is not binding upon the seller without Seller's Authorized Signature

Official Title and Date

The TOPS FET calculation is an estimate for reference purposes only. The seller or retailer is responsible for calculating and reporting/paying appropriate FET to the IRS.

The limited warranties applicable to the vehicles described herein are Navistar, Inc.'s standard printed warranties which are incorporated herein by reference and to which you have been provided a copy and hereby agree to their terms and conditions.

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Ratings
2022 HV507 SFA (HV507)

March 10, 2022

GVWR Component Rating(s)

Ratings	Primary			Adjusted By			GAWR* (lbf)	GVWR* (lbf)
	ATA Class	Feature	Rating (lbf)	ATA Class	Feature	Rating (lbf)		
Front Component Ratings	AXLE, FRONT NON-DRIVING	0002AE U	16000					
	BRAKES, FRONT	0004XD L	23000					
	SUSPENSION, FRONT, SPRING	0003AC P	16000					5-
	WHEELS, FRONT	0027DU K	15660	TIRE, FRONT	073821 5	14780		
Front GAWR							14780	
Rear Component Ratings	BRAKES, REAR	0004XD M	23000					
	BRAKE SYSTEM, AIR	000409 1	23000					
	SUSPENSION, REAR, SINGLE	0014SA L	31000					
	WHEELS, REAR	0028DU K	27780	TIRE, REAR	073821 3	24020		
	AXLE, REAR, SINGLE	0014AR B	23000					
Rear GAWR							23000	
Overall Vehicle Limitations	TRANSMISSION, AUTOMATIC	0013AV G	80000					
GVWR Based on Axle Ratings***								37780
Calculated GVWR								37780

GCWR Component Rating(s)

Ratings	Primary			Adjusted By			GCWR**** (lbf)
	ATA Class	Feature	Rating (lbf)	ATA Class	Feature	Rating (lbf)	
GCWR Component Rating	AXLE, REAR, SINGLE	0014AR B	90000				
	TRANSMISSION, AUTOMATIC	0013AV G	80000				
	ENGINE, DIESEL	0012ES M	80000				
Calculated GCWR							80000

* GAWR (Gross Axle Weight Rating) is the rating capacity of an axle system which include wheels, tires, axles, brakes, springs, and suspensions.

INTERNATIONAL®

Ratings
2022 HV507 SFA (HV507)

March 10, 2022

** GVWR (Gross Vehicle Weight Rating) is the maximum amount that a loaded vehicle can weight. ---
*** GVWR Based on Axle Ratings = Front GAWR + Rear GAWR. Overall vehicle weight limitations are not taken into account. ---
**** GCWR (Gross Combined Weight Rating) is the maximum weight of a tractor and trailer. ---

100
100
100

100
100
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100

Leann McLaughlin

From: Thomas Bartula
Sent: Monday, March 14, 2022 9:58 AM
To: Leann McLaughlin
Subject: Fw: [EXTERNAL] Town of Hooksett for a 2023 HV507 plow truck.

From: Jim Ramsay <jramsay@allegiancetrucks.com>
Sent: Friday, March 11, 2022 11:58 AM
To: Thomas Bartula <TBartula@hooksett.org>
Subject: RE: [EXTERNAL] Town of Hooksett for a 2023 HV507 plow truck.

With an order received before March 31st (earlier would be better) , I guarantee that I will be able to have the chassis built this calendar year . I will not need payment until the complete truck is done. My goal is to have the chassis built between July/September 2022.

A signature on the last page of the proposal will be good enough for me (until the official PO is received) to place the order. . . .

Let me know if you need anything else.

Thank you !

Jim

From: Thomas Bartula <TBartula@hooksett.org>
Sent: Friday, March 11, 2022 11:29 AM
To: Jim Ramsay <jramsay@allegiancetrucks.com>
Subject: [EXTERNAL] Town of Hooksett for a 2023 HV507 plow truck.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the email address and know the content is safe.

Hi Jim,

The Town Council is looking for a guaranty that a truck will be available for us to purchase pending approval for the purchase. The warrant article passed at the last election and will be able to release funding by July 1st.

Can you guaranty we will have a truck available for purchase by July 1st?

Please advise. Thank you.

Thomas Bartula
Acting DPW Director

Town Council

STAFF REPORT



To: Town Council
Title: Town Personnel Plan Updates
Meeting: Town Council - 23 Mar 2022
Department: Administration
Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

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

SECTION 3 - EMPLOYMENT CONDITIONS

1. Policy on Hours of Work for Salaried Exempt Employees

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

2. Compensatory time

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

3. Flextime

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

SECTION 4 - WORKPLACE CONDUCT

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

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

SECTION 9 - LEAVES OF ABSENCE

5. Vacation Leave

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

6. Sick Leave

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

7. Unpaid Leave of Absence

- Amended content to align with current practice

SECTION 10 - INSURANCES

8. Health

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

9. Health insurance stipend agreement

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

10. Dental

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

11. Disability

- Amended content to align with current practice - Sick time and vacation time will not accrue when the employee is out of work and has been approved for short/long-term disability - BUT if the employee worked at least half the month the employee accrues for that month

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

12. Workers' compensation

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

SECTION 11 - END OF EMPLOYMENT CONDITIONS AND REQUIREMENTS

13. Benefits - end of employment

- Amended content to align with current practice

FINANCIAL IMPACT:

See above comments

POLICY IMPLICATIONS:

See attached to align with current practice and current union contract(s).

RECOMMENDATION:

Motion to approve the Town Personnel Plan updates as presented effective March 23, 2022.

SUGGESTED MOTION:

Motion to approve the Town Personnel Plan updates as presented effective March 23, 2022.

TOWN ADMINISTRATOR'S RECOMMENDATION:

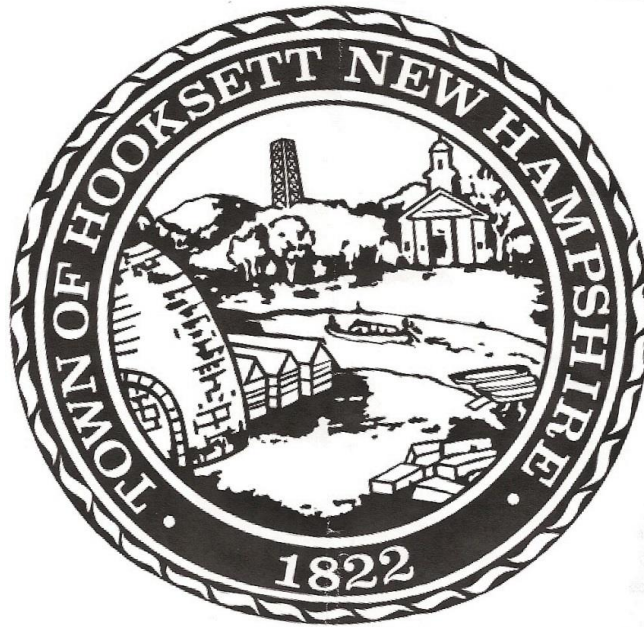
Concur

ATTACHMENTS:

[TPP UPDATES-TC MTG 03232022](#)

TOWN OF HOOKSETT

PERSONNEL PLAN



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

Approved - February 17, 2010

Latest revision – ~~March 24, 2021~~ March 23, 2022

REMOVE

ADD

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3. EMPLOYMENT CONDITIONS – Compensatory time

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

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

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

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

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

3. EMPLOYMENT CONDITIONS - Flextime

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

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

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

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

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

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

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

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

Drugs and alcohol in the workplace and testing

C. Post Accident.

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

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

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

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

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

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

9. LEAVES OF ABSENCE – Vacation Leave

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

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

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

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

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

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

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

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

9. LEAVES OF ABSENCE – Sick leave

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

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

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

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

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

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

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

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

9. LEAVES OF ABSENCE – Unpaid Leave of Absence

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

10. INSURANCES - Health

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

10. INSURANCES – Health insurance stipend agreement

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

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

10. INSURANCES - Dental

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

10. INSURANCES - Disability

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

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

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

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

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

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

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

10. INSURANCES – Workers' compensation

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

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

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

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

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

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

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

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

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

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

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

11. END OF EMPLOYMENT CONDITIONS and REQUIREMENTS

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

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

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, February 23, 2022**

1
2 The Hooksett Town Council met on Wednesday, February 23, 2022, at 6:00 in the Hooksett Municipal
3 Building.
4

5 **CALL TO ORDER**

6 Chair Sullivan called the meeting of 23 Feb 2022 to order at (6:00) 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 John Durand, Councilor Randall Lapierre,
14 Councilor Roger Duhaime (6:08 arrived), Councilor David Boutin, Councilor Timothy Tsantoulis,
15 Councilor Clark Karolian, and Councilor Alex Walczyk.
16

17 **Absent:** Councilor Clifford Jones
18

19 **PLEDGE OF ALLEGIANCE**

20 Chair Sullivan called for the pledge of allegiance.
21

22 **PUBLIC HEARINGS**

23
24 **Continued Public Hearing - Tax Increment Finance District (TIF) to Discuss Funding Agreement**
25 **between Town and Granite Woods Developer – February 23, 2022 - Peter Bartash, Granite**
26 **Woods Development and David Mercier, Underwood Engineering will be available to answer any**
27 **related questions. (See item #14.1 for details) (last discussed at 01/26/2022 TC Meeting)**
28

29 Chair Sullivan opened the continued Public Hearing at 6:03 p.m.
30

31 A. Garron- I recommend that we have a continuation of this Public Hearing until March 9th due to a
32 request from many for more information from various departments and committee members and those
33 involved. Due to all the questions and concerns we were unable to draft a document to present tonight,
34 and we are asking for a continuance to have time to draft the MOU.
35

36 **D. Boutin motioned to move the Public Hearing for continuation until March 9th, 2022; seconded**
37 **by J. Durand.**
38

39 D. Boutin- the TIF advisory met last week mainly discussing the revisions to the MOU. The revised
40 MOU is being put together and I expect that we will be voting on a final version that we will be
41 recommending to the Town Council.
42

43 C. Karolian- who drafted the original MOU?
44

45 D. Boutin- it was a condition of the Planning Board approval, that there be an MOU and the Town
46 Engineer drafted that and there has been some input from the applicant and others.
47

C. Karolian- for clarification, part of the Planning Board approval was that an MOU be done between the Town and the developer? Was it specific on who was to draft this? It seems like the town has taken the lead on this MOU.

D. Boutin- the MOU is for the infrastructure improvements. It is typical for a Planning Board to task conditions for infrastructure improvements. There is a lot of pieces being addressed in this MOU.

A. Garron- we are working on the MOU to make sure we protect the town. The developer also wants to protect their interest as well.

Roll Call Vote #2

R. Duhaime *Nay*

J Durand *Aye*

C. Jones *NP*

R. Lapierre *Nay*

A. Walczyk *Nay*

D. Boutin *Aye*

C. Karolian *Aye*

T. Tsantoulis *Nay*

J. Sullivan *Aye*

Vote 4-4 vote failed

R. Lapierre- there was a draft MOU in our packet. There was a concern that I brought up last time. Any agreement that requires a minimum payback essentially becomes a bond and should be bonded correctly and put on the warrant. If there is no minimum and the money paid back to the developer can come from his own property taxes, then it is more of a rebate to incentivize development.

A. Garron- what particular RSA is that under regarding the bond?

R. Lapierre- whenever we put out multi year bonds we always put it on the warrant.

A. Garron- I understand when a municipality does it, but you are taking that to include private funding? Lapierre took some time to re-write the MOU, with all the new info that we received, it was a tight turnaround to get all the info needed in this draft MOU in time for this meeting.

R. Lapierre- let's say the developer borrows 8.4 million dollars for the project. The MOU is drafted where it obligates the town to pay back 10.5 million regardless of the increase in property value taxes, which guarantees the developer a 3.1% return on his borrowed money that might be less than he is paying to borrow it, but it is still the town basically taking out a 3% bond. It's so similar that I would not want to be challenged in court that we tried to skirt the RSA for multi-year bonding for development projects. My point is a tax rebate of his own taxes inbounds. A minimum payback that guarantees him a certain rate of return potentially from sources outside of taxes that the developer pays to the town itself is obligating other tax money not just outside of the property or the TIF district but possibly from other parts of town to cover the minimum payback, it's a 3% bond, or potentially it would be an 8.9% max.

D. Boutin- the Town Attorney has approved the MOU as presented and there is nothing illegal about the MOU. The developer on page 3 of 5 it states that the developer is paying for the costs of the improvements. The money to pay back his debt comes from the 60/40 split on his taxes so there is no town money being spent on this project.

99 C. Karolian- I believe if we do have a minimum then it does need to be on the warrant article and would
 100 not go on till 2023. Page 4 of 5 of the MOU states that the MOU may be terminated at any time by both
 101 parties at any time, upon them giving a 14-day advance notice with no reason why.
 102
 103 J. Sullivan- that is why we have requested for all concerns to be addressed and why we suggested the
 104 continuance of the Public Hearing to get all the information.
 105
 106 D. Boutin- is the section that C. Karolian read objectionable to the Town Council? If so, then it can be
 107 brought up and addressed at the Monday meeting.
 108
 109 J. Sullivan- I would want to be clear on both ends what happens if someone bails.
 110
 111 A. Garron- we discussed that aspect in great length. That section was created by Town Counsel, this
 112 has evolved. I believe there is some modifications especially to this section, which is why we are
 113 requesting a continuance, and want to have Legal here at the next meeting.
 114
 115 D. Boutin- if we have the 14-day provisions what happens to the developer's commitment to put the
 116 water & sewer in? If they walk away are we stuck paying the bill? I think this provision should be taken
 117 out.
 118
 119 J. Sullivan- I think we need to get clarification on this.
 120
 121 D. Boutin- we don't do this to other developers. It does not make sense to do it to them.
 122
 123 T. Tsantoulis- the drop out clause is there to protect both parties. On page 3 letter (d) it gives great
 124 detail on what happens if the developer pulls out.
 125
 126 R. Duhaime- the last time I discussed this I had concerns about Underwood Engineering in the MOU.
 127 I'd really like to have someone else oversee this project. There is another developer putting in \$500,000
 128 to add water & sewer to their property and we are not paying them back. I don't see where they have
 129 any skin in the game. We are paying them back for all of it.
 130
 131 R. Duhaime- can we hire another firm to oversee this?
 132
 133 A. Garron- we are contracted by Underwood Engineering to design and oversee this. This was
 134 originally our project, and they were already contracted to oversee this project years ago.
 135
 136 J. Durand- I don't understand why we have an engineer on the payroll and we don't use him as an
 137 engineer. We were sold on this job to us it was told it wasn't going to cost us anything, but it is because
 138 it's costing us to hire engineers to oversee this work.
 139
 140 C. Karolian- I need clarification from D. Boutin, you said the developer has already spent money what
 141 have they spent that on? Underwood Engineering, we extended their contract to cover phase 1, 2, 3 of
 142 the TIF district development. When we look at the construction Eng. of the contract it brings a number
 143 of questions. Are we receiving invoices from Underwood Engineering that they are sending in
 144 periodically? Did the developer pay Underwood Engineering? What has been billed and what has been
 145 paid so far. I don't believe this can be put out to bid as they are locked into contract for phase 1, 2 ,3.
 146
 147 D. Boutin- Underwood Engineering has been involved in this infrastructure engineering from day 1. The
 148 design of the water & sewer the engineer is doing it on behalf of the town being paid for by the
 149 developer. The reason why we want them to do the contract administration is because there is no one
 150 who knows this town and project better than UE. To go out and hire another engineer who has no

151 experience working with the town or no experience on this project does not make sense. They are a
152 very reputable firm and do reputable work.

153

154 A. Garron- in regard to Karolian's questions, yes invoices have been submitted at all various stages of
155 the project. I want to be clear this is our project and has always been. There is nothing being done that
156 is specific to granite woods. 1.9 million of the projects on the developer's property is on them and they
157 are paying for that. The rest of the loop is on us and our project.

158

159 R. Lapierre- if this is our project, how would it have been paid for?

160

161 A. Garron- if the town took this on, we would have floated a bond.

162

163 R. Lapierre- how would it have been paid?

164

165 A. Garron- through TIF proceeds.

166

167 R. Lapierre- what if there was not enough TIF money?

168

169 A. Garron- we'd still have to float the bond.

170

171 R. Duhaime- what have we paid UE so far?

172

173 A. Garron- I don't have that on me. I can get that for next meeting.

174

175 T. Tsantoulis- when we first started this TIF district we choose back then that we would use UE for this
176 project. We decided this back then and I do not understand why we are rehashing them, if you were not
177 here for that then I do not know why we are discussing changing them. We are beating them up for
178 nothing. We choose UE because they are very well known for this type of work.

179

180 R. Lapierre- they are currently under contract. When there is a new contract, it will go under normal
181 town procurement procedures.

182

183 D. Boutin- why are we talking about a draft MOU that is going to be changed on Monday?

184

185 **Public Comments**

186

187 David Ross 56 Sherwood Drive- tax money is town money. Who would put a 14-day easy out on a deal
188 of this size? Has anyone talked to DRA on this issue? This seems like a deliberate avoidance of the
189 voters will. You should be floating a bond and then go out to bid. The idea of getting tax money from a
190 taxpayer and then turn around and cut them a check is something that I had not ever heard of. Why not
191 give them a tax break? To say that it has been used across the country and that it has always been
192 successful is stretch? Where is the proof? Who will be owning the land? If something goes wrong and
193 they go belly up the town will be on the hook. Having a 3rd party engineer is what should happen. You
194 need a 3rd party engineer, which is the towns protection.

195

196 Don Winterton- I appreciate that you are digging in and doing your due diligence. The TIF district is ran
197 by the TC with the assistance of the Town Administrator. Luckily for us you have a TA who has
198 experience working with TIF's. When SNHPC was here they told you what the future was and it was not
199 brick and mortar, it was distribution centers. There was no mention on page 4 H. where after 10 years
200 the town sits down with the developer to see where they are in their payments and see how that needs
201 to be readjusted. I do hope you continue this to the 9th as more needs to be ironed out. UE didn't ask to

202 be put in the MOU, they actually asked to be taken out. Please try and change the reputation of this
203 town has with developers. We have not become an inviting community for development.

204

205 J. Sullivan- I think we want to continue this PH till March 9th. There is more information that is still being
206 had.

207

208 **J. Sullivan motioned to continue the Public Hearing until Wednesday March 9th, 2022, at the**
209 **Hooksett Town Council Chambers at 6:00 p.m. seconded by D. Boutin.**

210

211 **All in favor 8-0.**

212

213 D. Boutin- I would suggest for March 9th we have legal here and I think we should invite the applicant.

214

215 **BICENTENNIAL MOMENT**

216

217 J. Sullivan-Hooksett on skis. Chair Sullivan gave a presentation of the old Hooksett Rope Tow and the
218 ski slopes. Merrimount ski area was located by Hackett Hill and Route 3. It opened from 1945-1956.
219 Merrimount today is a walking trail. The cottages and cabins are still there today.

220

221 **SPECIAL RECOGNITION**

222

223 Public Works Director, Earl Labonte - retirement (10/2018-02/2022)

224

225 J. Sullivan- Earl is retiring after 3.5 years of service to the town. He will have had over 30 years of
226 service in the field. He served in the military. Worked for Lebanon and the VA for a number of years. On
227 February 28th will be his last day with Hooksett. Earl was presented with a token of appreciation for his
228 years of service.

229

230 E. Labonte- it was a good time working here from time to time. I have a combined 30 years with
231 municipal and 25 years in the service, so it is time to go and retire.

232

233 C. Karolian- on behalf of the TC, we think you are more than deserving of a happy and healthy
234 retirement.

235

236 **PUBLIC INPUT**

237

238 Vincent Limbo 56 Main Street- I was sad to hear the passing of Kathy Northrup. I had reached out to
239 my councilor Durand with getting something named in her honor. She tried to protect everything
240 historical in this town. I would ask you to consider naming the bridge in her honor. She did so much for
241 the historical society.

242

243 **TOWN ADMINISTRATOR'S REPORT**

244

245 A. Garron I am glad to report covid #'s are going down. We are at 62 cases in Hooksett. We had a
246 review of the improvements that will take place along NH Rt.3- Alice Drive to White Hall Road. NHDOT
247 did a good job describing the plan, they showed the proposal and the options on the table that is up for
248 consideration. The meeting was well attended and great conversations. This was the 1st informational
249 meeting. We will be interviewing for Earl's position, we received 8 applications and interviewing 3
250 applications tomorrow and will bring back recommendations to the TC.

251 We are also going to be interviewing for the Community Development Administrative Assistant position
252 next week as well. We are looking at the possibility of using computers for meetings by Board and
253 Committees to help save on paper and make ease of use for members and will be looking at using

TC MINUTES

2-23-2022

5

254 current equipment or getting new. The Non-public is rescheduled for another meeting. The Farmer
 255 Road Surveys went out to 19 homes and 11 responded. What we plan to do with the results is
 256 reconnect with NHDES and Central Water to see what the next steps will be. Our initial meeting with
 257 DES had indicated that there was going to be grant funding and planning money coming down the
 258 pipeline. We want to take the study and the feasibility study and see what the best path would be.
 259
 260 C. Karolian- who came up with the questions for the survey?
 261
 262 A. Garron- I came up with the questions and then I gave them to Apple Tree for their consideration. We
 263 incorporated their amendments to the list.
 264
 265 R. Duhaime- we do not have a plan for these homes that are looking for water. I have a letter from a
 266 resident seeking to get water as they are having issues with their wells. I think the town should be
 267 looking at areas that we can solve and not leave it to the water precincts.
 268
 269 T. Tsantoulis- Municipal water is much like a business. It has to be feasible. It has to make money to
 270 sustain itself.
 271
 272 C. Karolian- how come we only sent surveys out to only 19 on Farmer Road? I thought we were going
 273 to go farther up the road.
 274
 275 A. Garron- if the council recalls we were initially began speaking about only Farmer Road and then that
 276 expanded up to Auburn Road and other areas. It was really the direction of the council to 1st survey the
 277 19 on Farmer Road to see if they would even be interested in hooking up.
 278
 279 R. Duhaime- we need to have some sort of plan that is coordinated. I don't think that some residents
 280 should be at the whim of the 2 water precincts.
 281
 282 D. Boutin- the state will be doing considerable drainage work on that road as well.
 283
 284 C. Karolian- can ARPA funds still be used for this? Are we looking at this as a dead issue based on the
 285 survey? What is the resolution?
 286
 287 A. Garron- I would look to the committee as to their suggestions and what is and is not a viable project
 288 for the funds.
 289
 290 R. Lapierre- we have a number of projects through public input here through, administration input, TC
 291 input, departments, and items on the CIP. We are waiting till after the March 8th Town Meeting as many
 292 projects are on the warrant and will be decided on then. There are only 5 houses that are looking at
 293 hooking up on Farmer Road with a proposed cost of \$400,000.
 294
 295 C. Karolian- I strongly request that this remains on the table for consideration for ARPA funds.
 296
 297 R. Lapierre- it is on the list; I would not say that it is not being considered. The sub-committee is there
 298 to do due diligence and will only be making recommendations to the TC we are not the gate keeper to
 299 ARPA funds.
 300
 301 A. Garron- the decision on use of ARPA funds remains. I want the council to know that there is a lot of
 302 pots of money out there for this as there are many contamination issues out there. We can apply for
 303 other grants and other funding options.
 304

305 C. Karolian motioned that we move forward with seeking 3rd party funding such as grants or
306 federal funds to fund the water issues on Farmer Road seconded by A. Walczyk.
307

308 **Roll Call Vote #3**

309 **D. Boutin Aye**

310 **C. Jones NP**

311 **A. Walczyk Aye**

312 **J. Durand Aye**

313 **R. Duhaime Aye**

314 **T. Tsantoulis Aye**

315 **R. Lapierre Aye**

316 **C. Karolian Aye**

317 **J. Sullivan Aye**

318

319 **Vote in favor 8-0**

320

321 **OLD BUSINESS**

322

323 **Tax Increment Finance District (TIF) to Discuss Funding Agreement between Town and Granite**
324 **Woods Developer (last discussed at 01/26/2022 TC Meeting)**

325 Moved to next scheduled meeting.

326

327 **NEW BUSINESS**

328 **Quarterly Financial Report as of December 31, 2021**

329 Moved to next scheduled meeting.

330

331 **Tribute to Kathie Northrup**

332

333 **J. Durand motioned that we make a plaque for Kathy Northrup at Head School seconded by J.**
334 **Sullivan.**

335

336 J. Sullivan- knowing Kathy I think she would frown upon a building being named after her. I think she
337 was a traditionalist and thought naming should remain historical.

338

339 R. Duhaime- I had some constituents speak to me and were interested in helping in some way, and
340 possibly have a tree planted in her name.

341

342 J. Sullivan- I understand funds are being accepted in her name.

343

344 A. Walczyk- I think some trees are being replaced at Donati Park and could be consideration to plant
345 more in her name.

346

347 **All in favor 8-0**

348

349 **NHMA 2023-2024 Legislative Policy Process**

350

351 J. Sullivan- traditionally we have a rep who attends during the process on behalf of issues that would be
352 beneficial to the Town. If councilors have any encouragement on supporting policies, they may.

353

354 A. Garron- if anyone wants any articles pursued, we will also need them to testify for that particular
355 article.

356 **Town Administrator Contract Effective May 2022**

357
358 J. Sullivan- We will be going into Non-Public on that.
359

360 **APPROVAL OF MINUTES**

361
362 ***R. Lapierre motioned to approve the public minutes of the February 5, 2022, Special Meeting.***
363 ***Seconded by D. Boutin.***
364

365 ***All in favor 7-0***

366
367 ***R. Lapierre motioned to approve the public minutes of the February 9, 2022, meeting. Seconded***
368 ***by D. Boutin.***
369

370 ***All in favor 7-0***

371
372 **SUB-COMMITTEE REPORTS**
373

374 T. Tsantoulis- we made a correction the other day regarding an HYAA meeting that was improperly
375 advertised. On February 23rd we will be giving an HYAA award to an individual.
376

377 R. Duhaime- March 8th we have NH Housing Authority coming in at 6:00 p.m. to give us information on
378 the housing situation. Then at 7:00 p.m. we have a Zoning meeting.
379

380 A. Walczyk- we have discussed at the Conservation Commission the River Walk Trail and beaver
381 removal. It is a more complicated than it seems. We have a "friends of the trail program" meeting from
382 10-1. Parks n Rec as well as Conservation Commission still have the possible land donation on the
383 agenda.
384

385 J. Sullivan- I attended the Heritage Commission and they have reassigned chair members. Clay
386 Cemetery they are looking at restoring that cemetery and are gathering information on that and
387 gathering records. For the Bicentennial Committee things are moving along great. Plans are set in
388 place.
389

390 **PUBLIC INPUT**

391
392 David Ross 56 Sherwood Drive- I think it would be great if you placed the proposed plans for Alice
393 Road along the walls during the Town Meeting. The State is proposing sidewalks, and it is not a heavily
394 pedestrian traveled road and don't see a need for the sidewalks. We will be responsible for maintain
395 and plowing the sidewalks. On the Farmer Road survey there are really only 9 that really count. The
396 point being that we have a known health hazard, we know it exists and we cannot ignore it. A lot of
397 people fear surveys. I think this is a legitimate use of the ARPA funds. You approved broadband for
398 Edgewater Drive that will not benefit the town. The ZBA hearing is already a continuation. I think they
399 really should postpone it as many that should be attending will be at the polls and I think all should have
400 the opportunity to be there.
401

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

403
404 **J. Sullivan motioned to go into Non-Public at 8:36 p.m.; seconded by D. Boutin.**
405

406 RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining
407 of such employee, or the investigation of any charges against him or her, unless the employee affected

408 (1) has the right to a public meeting, and (2) requests that the meeting be open, in which case the
409 request shall be granted.

410

411 **Roll Call Vote #4**

412 **A. Walczyk Aye**

413 **R. Lapierre Aye**

414 **C. Jones NP**

415 **R. Duhaime Aye**

416 **J. Durand Aye**

417 **C. Karolian Aye**

418 **T. Tsantoulis Aye**

419 **D. Boutin Aye**

420 **J. Sullivan Aye**

421

422 **Vote in favor 8-0**

423

424 **J. Sullivan motioned to adjourn the non-public session of 2/23/2022 at 9:36 pm seconded by R.**
425 **Lapierre.**

426

427 **Vote in favor 8-0**

428 **R. Lapierre motioned to seal the non-public minutes of 2/23/2022; seconded by J. Sullivan.**

429 **Vote in favor 8-0**

430

431 **ADJOURNMENT**

432

433 **R. Lapierre motioned to adjourn the meeting at 9:37 pm. Seconded by J. Sullivan.**

434

435 **Vote in favor 8-0**

436

437

438 Respectfully submitted,

439

440 *Alicia Jipson*

441

442 Alicia Jipson

443 Recording Clerk

444

445

446 Please see subsequent meeting minutes for any amendments to these minutes

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, March 9, 2022**

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The Hooksett Town Council met on Wednesday, March 9, 2022, at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 09 Mar 2022 to order at (6:02) pm.

PROOF OF POSTING

Human Resource Coordinator Donna Fitzpatrick provided proof of posting.

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor Clifford Jones, Councilor John Durand, Councilor Randall Lapierre, Councilor Roger Duhaime, Councilor David Boutin, Councilor Timothy Tsantoulis, Councilor Clark Karolian, and Councilor Alex Walczyk.

PLEDGE OF ALLEGIANCE

AGENDA OVERVIEW

Chris Pearson - Recognition for 17 years of Service to the Zoning Board of Adjustment

R. Duhaime spoke about his time working with Chris on the Zoning Board and presented Chris with a plaque for his recognition on the Board and years of service. D. Boutin also spoke and thanked Chris for his service.

PUBLIC HEARINGS

Continued Public Hearing - Tax Increment Finance District (TIF) to Discuss Funding Agreement between Town and Granite Woods Developer – Town Attorney Steven Whitley, Peter Bartash, Granite Woods Development and David Mercier, Underwood Engineering will be available to answer any related questions. (Last PH U.L. noticed & discussed at 02/23/22 TC Mtg) See item #9.2 for details

J. Sullivan opened the continued Public Hearing at 6:05 p.m.

A. Garron- On January 26, 2022, we held a hearing to expand the TIF district well as modify the language of the district plan, and both were approved that night. We also started discussion on the MOU and the funding source of that infrastructure. We continued that PH until Feb 3rd but did not move forward with a decision and continued that PH until today March 9th. A question that was brought up from councilor Lapierre was that given that there is a proposed minimum in the MOU of \$10,540,851 he felt that constituted a bond and was a concern. That question was then sent to **Steven M. Whitley**, Attorney for Drummond Woodsum, and the response was as followed. *“That is an interesting question, but I respectfully take a different view than Councilor Lapierre. If I understand the comment, it sounds like Councilor Lapierre is calling this a bond because the floor in the agreement*

47 constitutes long term debt of the town. I don't believe the floor is long term debt. Generally speaking,
 48 a bond is basically a loan agreement where some entity (a bank or the Bond bank) advances a sum of
 49 money to the town to fund some public works project and the town promises to pay back the principal
 50 plus interest and those payments are secured by the town's ability to tax residents to make those debt
 51 service payments; under state law, bonds are authorized in general by RSA 33. For a typical bond,
 52 Councilor Lapierre is correct that town meeting approval (3/5 vote) is required under both RSA 33:8 and
 53 also the town charter (section 5.11(A)). Here, Granite Woods is not advancing a sum of money to the
 54 town; rather, Granite Woods is instead privately funding development and conveying that to the town
 55 once completed. The town is making payments to reimburse Granite Woods for that private
 56 development and not to pay back monies previously received. Also, as I understand the agreement, the
 57 town is reimbursing Granite Woods using tax increment funds from Granite Woods and not from other
 58 taxpayers; by way of example, the town is not using tax revenues from other taxpayers, or even tax
 59 increment funds from other properties within the same TIF district. (do I have that correct?) Moreover,
 60 the town's authority for this arrangement is derived from the TIF statute (RSA 162-K), as opposed to
 61 RSA 33 for a bond, and RSA 162-K could have but does not require a super majority approval of town
 62 meeting to enter into a private funding agreement of this nature. RSA 162-K only requires that the
 63 agreement is consistent with the TIF financing plan. If the concern is ensuring that the only source of TIF
 64 funds used to reimburse Granite Woods comes from the prior Granite Woods tax payments, then I
 65 suggest the following be added to the MOU: "Payments to Granite Woods under this Agreement shall
 66 be annually appropriated from tax increment revenues attributable to Granite Woods's TIF property but
 67 only to the extent that such TIF increment revenues are collected from Granite Woods by the
 68 Town." This would limit the town to only utilizing Granite Woods TIF increments to make the
 69 reimbursement payments. This language also conditions the town's reimbursement payments on
 70 Granite Woods previously paying the tax bill so that the town will always be able to return 60 cents on
 71 every dollar paid by Granite Woods. If Granite Woods failed to pay the duly assessed property taxes,
 72 then the town would not be required to make the subsequent reimbursement payment."

73 B. Thomas Town Engineer- the benefit of this project is that the town will receive a new water & sewer
 74 system at no cost to the town. It satisfies some of the water districts issues with the loop system. It
 75 offers up future development. Risk is if the contractor walked away now there is no real risk. If they
 76 then later walked away there would be a \$500k bond that we would be able to draw from.
 77 Reimbursement funds not to exceed \$15.37 million or being lower than \$10.5 million which is noted on
 78 page 5 of the MOU.

79 C. Karolian- we have not been able to read this information before tonight. We would like time to
 80 digest.

81

82 R. Lapierre- the 10.5 million is what we are considering the minimum projection of the increased tax
 83 revenue generated by the increased value of the property? how confident is the developer in his
 84 numbers.

85

86 P. Bartash Granite Woods Development- the estimated tax assessment came from the Town assessor
 87 looking at the project and the possible build out scenario.

88

89 R. Lapierre- they are using an assumed minimum value of 1 million in tax revenue for the
 90 improvements based on what they can do with it.

91

92 John Duhamel Town Assessor- as discussed to get 1.5 million in tax revenue you need an assessment of
 93 70 million assessment on the building, and I don't have anything in front of me that can give me that
 94 number it is more like 34 million for the \$750,000.
 95
 96 R. Lapierre- since we are using these numbers to put in the MOU, how comfortable is the developer
 97 with those numbers that the tax revenue is going to be 1 million dollars.
 98
 99 P. Bartash- the estimated value of the core and shell is estimated to be 34 million, but it is also the
 100 value of the interior fit outs. We did an analysis of what those improvements may be and used the
 101 standard mil rate to arrive at a conservative tax rate of 1 million dollars. The revenue that is being
 102 shared here is only coming from taxes that the property pays and we as the developer are
 103 guaranteeing the funds to finish the project, and even in the MOU state that we are covering the short
 104 falls to do that. If in the future the future tax revenue is lower, that only hurts us.
 105
 106 R. Lapierre- if we moved to insert that language in the MOU are you comfortable with that?
 107
 108 P. Bartash- yes because what that language does is just to clarify the intent of the MOU.
 109
 110 R. Lapierre- with that language inserted if your value didn't reach the value needed to generate the
 111 taxes the town wouldn't dip into other tax sources to make up the difference.
 112
 113 P. Bartash- yes that's correct.
 114
 115 C. Karolian- has the town crunched the numbers if the town was going to get a bond on its own, and
 116 what would be the revenue that we would expect to receive on this? Does the developer have a tenant
 117 in place? Is there an anchored tenant? Or is this going to be speculation and hope for tenants?
 118
 119 A. Garron- if the town bonded it themselves, for a 7 million bond over the same 15 years, the principal
 120 and interest payment over 15 years would be \$8,485,000 so that is a delta of 2 million between the
 121 lower end of the threshold in the MOU.
 122
 123 C. Karolian- how much tax revenue is projected to come from their property alone if we alone floated
 124 the bond?
 125
 126 A. Garron- if you use the projection of revenue as shown, it would be 1 million and \$557,500 would go
 127 towards repaying the debt.
 128
 129 A. Garron- if the town was in a position to do that scenario, we would not be here right now having this
 130 conversation. The TIF district does not have the funds to do this project. With moving forward with this
 131 funding option, we are able to move forward with 2 projects at the same time.
 132
 133 B. Thomas- the information presented tonight has been provided before in previous meetings and was
 134 only blown up in size to present tonight.
 135

136 P. Bartash- that question has come up multiple times. Unfortunately, the tenants that had wanted to
137 move forward with us have since moved on. There won't be a tenant until an MOU has been signed
138 and water & sewer lines have been established. Commitments don't usually get made till steel is going
139 in the ground. The market is leading me to want to be patience and wait for this project. Yes, the town
140 might pay 2.5% on a bond if the town were to pass it on the warrant, but the town will take on a large
141 risk, and we are willing to take on the risk vs the town.

142

143 C. Karolian- so you don't have any guaranteed tenants right now. You are going to go and build it then
144 seek tenants.

145

146 P. Bartash- correct we will start a lease when we start construction.

147

148 Mike Sorel TIF Committee- all the questions that keep getting asked have been answered in the MOU.
149 A bond puts the risk on the taxpayers if it is not a secured bond. This MOU is a private public
150 agreement where the developer takes on all the risk. That property has sat unused for many years. It
151 has the potential to give back significant tax revenue to the town.

152

153 J. Sullivan- read excerpts from the proposed MOU as followed: page 4 under Financial Agreement: a)
154 The Developer shall secure 100% of the funding for the construction and completion of the
155 Improvements in their entirety. b) All risks associated with delays, materials costs, labor costs and
156 other factors will be carried exclusively by the Developer. c) The Developer will pay all contractors and
157 materials suppliers on a timely basis and will indemnify the Town against any claims or mechanic's
158 liens related to the project. d) In the event the Developer defaults on its payments to its investors,
159 creditors or contractors, or fails to complete the construction of the Improvements, the Town will not
160 be held liable in any way for the payback of the financing and the Town, the Hooksett Agenda Item
161 #9.2. Page 19 of 89 Page 5 of 7 Sewer District and the Hooksett Village Water Precinct will not be held
162 liable in any way for the direct costs of the Improvements, and the Town will become the sole owner of
163 the Improvements in whatever condition they may be in at that time, and without any liens or
164 encumbrances to the Town. e) The Developer will provide the Town with \$500,000 Payment and
165 Performance Bonds in the event that the Developer defaults or otherwise goes out of business. f) It is
166 expected that the property taxes payable to the Town will exceed \$1 million per year and may reach up
167 to \$1.5 million per year depending on the assessment.

168

169 R. Lapierre- I don't see anything in section I where it restricts the payments to come strictly from
170 property taxes.

171

172 A. Garron- the agreement is for a 60% share that would be reimbursed and that is the obligation of the
173 town.

174

175 R. Lapierre- I'm sorry it says shall not be less than 10.5 million

176

177 P. Bartash- that verbiage would be included in the executed MOU if approved. You need to look at the
178 MOU in its entirety, and holistically.

179

180 A. Garron- that section that is recommended to be inserted. We didn't want to insert anything until the
181 town council agreed and allow the council to see what those changes were.

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4

182

183 Alden Beauchemin TIF Committee- Mr. Beauchemin gave a handout and read it as followed: as a
 184 business and property owner at exit 11, we are excited to welcome Peter Bartash and the Granite
 185 Woods project to Hooksett. We have been working indirectly with previous developers here at exit 11
 186 for the past 18 years. We have seen development projects come and go, the window of opportunity is
 187 here again, and we need to help make this project happen. Some economic benefits to Hooksett:
 188 approx. \$1,000,000 annual property tax revenue generated by the project (compared with \$19,663
 189 current revenue. Potential annual income from registration fees for vehicles newly registered in
 190 Hooksett. + 150 temporary jobs during construction. +200 permanent jobs (\$12-\$17/hour average
 191 wage based on 2020 NH data for warehouse/distribution workers). Infrastructure Benefits to Hooksett:
 192 +\$7,000,000 contribution from the project to accelerate off-site sewer and water network expansion
 193 to west side of I-93. And +\$1,900,000 to install sewer and water utility contributed by the developer.
 194 +\$1,000,000 contribution from the project to fund traffic improvements on Hackett Hill Road at the toll
 195 road and route 3a intersections also contributed by the developer. Recreational Benefits to Hooksett:
 196 as part of the NHDES required wetland mitigation, Granite Woods is contributing \$173,000 towards the
 197 purchase of 32 acres along the Merrimack River with over 6,000 ft of frontage. Half of which will be
 198 protected by the town for conservation, and the other portion for potential use as a park with outdoor
 199 pavilions, and a boat house. Constructed/used by a local crew boat group. Also, part of the wetland
 200 mitigation package, Granite Woods is acquiring 395+ acres in Hooksett for permanent conservation.
 201 Residual Benefits to Hooksett: Potential to spur commercial development elsewhere at both exit 10 &
 202 11, which will likely encourage other investment in Hooksett and bring much needed amenities to the
 203 community. Other jobs are expected to be created to provide the services needed. Management &
 204 service positions at restaurants, hotels, stores and more. Restores a site that has been decimated in
 205 the past and is presently an eye sore. Overall increase in property values of other area businesses and
 206 properties. This property is not just about Hooksett, but the entire State of NH. With positive attitudes
 207 and a belief in a bigger vision for a stronger NH economy, we completely support the Granite Woods
 208 project, and hope you will rally for this project to go forward. The opportunity and residual effect on
 209 businesses local and state-wide are numerous! NH Department of Economic & Business have been
 210 heavily involved in making this happen as well.

211

212 David Ross 56 Sherwood Drive- I find parts of the MOU that I can't believe are enforceable. I don't see
 213 how we can't be held liable. I don't see anything that is unenforceable. They are an LLC, only the assets
 214 of the corporation are at risk none of the principles. I hear they are going to have a bond but \$500K is
 215 not enough. Who is the perspective bond holder, what is the name of the bank? Is the bank holding
 216 the MOU as to whether they give them the loan? Use the current empty commercial buildings that are
 217 already open in town. It hasn't been empty; it has been being mined and that is done. The market is
 218 volatile. All this is presumed. The rate of inflation has been used to calculate this. That is wrong.

219

220 Sid Baines 59 Farmer Road- these guys have worked tirelessly for months. I have never seen a councilor
 221 show up at any TIF meeting. If you wanted to do it yourself then you should have, but you didn't you
 222 asked the committee to, and they did and they did what was in the best interest of the town. You
 223 should listen to their recommendations and support them.

224

225 John Lyscars 142 Hackett Hill Road- there are many other benefactors wrapped in this project. There is
 226 an increase in conservation land, community center projects. You were all elected by the taxpayers.
 227 We do not need to weigh in on 10 pages of warrant articles we hired you to make the heavy decisions.

228 My family supports this project with the sewer expansion. The donation of conservation land, the
 229 projected jobs during construction and the job that will be when it is done. Finally, someone wants to
 230 fix the big ugly sandpit eye sore. Thank you, Peter, for your patience and all involved, let's hope we all
 231 do the right thing.

232

233 Don Winterton 10 Prescott Heights Road- I have been for this project for a while. How often do we
 234 have someone come to Hookset and say they want to spend 67 million in our town? We have hired the
 235 best municipal law lawyer in the state to look over this. They are on the hook to their bank, not us. If
 236 the value is low, they still have to pay their bank. If the value is high, then that means more money
 237 coming into the TIF therefore more money being used for infrastructure in the TIF. The Planning Board
 238 and the ZBA have approved it. The Economic Development committee is in favor, the TA, the water
 239 precinct is in favor, Southern NH development have even come here and told you that large
 240 distribution is the future. We have that here looking to start business.

241

242 R. Duhaime- Mr. Sorel, I know you lived on Cross Rd for many years. This is going to affect us living and
 243 sitting in construction. I don't believe the town would spend this much amount of money unless we
 244 had a serious developer. Why should I vote on all this sit in construction when my taxes continue to go
 245 up?

246

247 Mike Sorel - there is an opportunity for the town to have this property developed. We have a private
 248 developer wanting to pay the money up front to do this, the town is not at risk. On page 5 of the MOU.
 249 It is expected the property taxes to the town will be about 1 million dollars. That is more than the
 250 current \$19k. There is no risk in the MOU or liability to the town.

251

252 C. Karolian- you mentioned, and it keeps getting repeated the potential 1 million in tax revenue. Our
 253 assessor has said it is more like \$750k until he gets the build outs to know. I wonder where you are
 254 getting your figures on the 1 million.

255

256 Mike Sorel - the 1 million is based on the expected finished 500sq foot building.

257

258 C. Karolian- to Mr. Beauchemin are you an abutter?

259

260 Alden Beauchemin – no not exactly. My property is at the corner of Hackett Hill and 3a.

261

262 C. Karolian- When you talk about the jobs are those based off distribution housing?

263

264 Alden Beauchemin- Yes that was what proposed to us.

265

266 C. Karolian- So Granite Woods is going to contribute another 1 million for funding a traffic study and
 267 conservation land.

268

269 Alden Beauchemin- its on the East Side of the river.

270

271 C. Karolian- what is the dollar factor on that land purchase?

272

273

274 P. Bartash- I can't openly speak about the property as it is confidential transaction currently going on.

275

276 C. Karolian- so you are looking at a couple million dollars on top of the infrastructure project.

277

278 P. Bartash- correct.

279

280 R. Duhaime- if this project is to go forward what is your timeline?

281

282 P. Bartash- pending the outcome tonight, we anticipate starting building in June or July. Then a 6-
283 month buildout. A total timeline of 18 months and that is also the expected timeline on the water &
284 sewer project to be complete, so we hope both will go hand in hand and a tenant can move in when
285 the water & sewer is done.

286

287 D. Boutin- the questions that the councilors are bringing up are good as this is a unique project. The
288 planning board is the one who stipulated that an MOU be created. I've been involved in planning
289 boards for years. The developer has been very patience. I am hoping the council will recognize the
290 value of this project for the Town of Hooksett. These involved have all done a very good job with this.

291

292 J. Sullivan called the 1st Public Hearing closed at 7:40 pm.

293

294 **Public Hearing- Hooksett Village Water Precinct Expansion. HVWP will be available to answer any**
295 **related questions. (See item #9.3 for details)**

296

297 J. Sullivan opened the 2nd Public Hearing at 7:40 pm.

298

299 B. Thomas- the intent of this expansion is to encompass the water main loop, but we cannot expand
300 that loop unless it is contained in the Hooksett Village Water Precinct area.

301

302 Todd Smith Hooksett Village Water Precinct- In a nutshell there are certain districts and areas that we
303 can develop. This is outside of our area, and it is a simple fix to just having the town council approve
304 that expansion so that we can accommodate that additional infrastructure. If not, then we cannot take
305 it on.

306

307 C. Karolian- do we have easements on hand by the state of NH yet?

308

309 B. Thomas- they are still reviewing the plans. We are still waiting and will probably wait for a few more
310 months.

311

312 C. Karolian- if we do expand the water district it could be a moot point as the state could say no.

313

314 B. Thomas- if you don't vote for the project today, in the future there could still be future business that
315 could warrant the expansion.

316

317 A. Garron- we still have a project in this area that we are proposing to do. We floated a 2.5 million
318 bond to expand sewer and water within this area. If that were to come to fruition would this be a move
319 in concert with water and sewer in that area?

320

321 Todd Smith - It would and the expansion when looking at the bigger picture would enhance all future
322 projects. If we hinge this all on 1 project, it is very narrow minded.

323

324 David Ross 56 Sherwood Drive- again looks like more questions that need to be answered. If the state
325 is not going to grant easements, then who knows, the state likes to drag their feet.

326

327 Sid Baines 59 Farmer Road- what difference does it make if you expand the district, you are not going
328 to give it to anyone else, this is probably the normal way to do it.

329

330 T. Tsantoulis- can you think of a time in all your experiences when a state would not issue an
331 easement.

332

333 B. Thomas- my experience with the state is they will typically always work with us. I've worked with the
334 state on 27 projects, whenever there is a problem, they have always been easy to deal with. We have a
335 good relationship with the state, and I don't think that it is really a problem. I don't see what difference
336 it makes. This water district goes up to the north end. It is not like another district is going to come in
337 and make a water district. I don't think we need to wait on the state for this.

338

339 R. Lapierre- Manchester Water Works has the franchise at the other end of Hackett Hill Road. They
340 could possibly want to expand as well.

341

342 T. Smith- Manchester Water Works is in that area for sure. We would like to expand. The immediate
343 need is to accommodate the exit 10 and 11 expansion.

344

345 R. Duhaime- and you think you have enough capacity?

346

347 T. Smith- Yes.

348

349 J. Sullivan closed the Public Hearing at 7:53 pm.

350

351 ***D. Boutin motioned to move the approval of the funding agreement/MOU between the Town of***
352 ***Hooksett and Granite Woods; seconded by T. Tsantoulis.***

353

354 D. Boutin- we have a well proposed plan. Legal has blessed this agreement. We have a site that has
355 been vacant for a long time. The advantage of this project is it is at exit 11. We won't have a lot of truck
356 traffic in the town. We have the advantage of the additional tax dollars. It is my hope that the council
357 will see this as a good agreement.

358

359 T. Tsantoulis- I keep hearing why do my taxes keep going up when we have development. You should
360 talk about what would your tax dollars be if we didn't have tax dollars. We essentially have a hole in

361 the ground. We have a set good plan in place we have something staring us in the face. How much
362 longer can we keep beating this to death.

363

364 ***J. Sullivan motioned to amend the MOU to include payments to the Granite Woods under this***
365 ***agreement shall be annually appropriated for Tax Increment revenues attributed to Granite Woods***
366 ***TF property but only to the extent that such TIF revenues are collected from Granite Woods by the***
367 ***Town; seconded by D. Boutin.***

368

369 J. Sullivan- this is a unique opportunity. Its not always good to be first but if we are going to be first
370 then let's do it right. I think the changes made by the TIF committee and councilors make it right. This
371 agreement is really creating a loop of infrastructure of water & sewer. The requirements will all also
372 need to be approved by ZBA and Planning Board. A lot of us say here we've been doing things for a
373 long time. There is a reason why the charter was created. I think this amendment helps codify any
374 questions.

375

376 D. Boutin call the question, no objections.

377

378 **Roll Call Vote #2**

379 ***R. Duhaime Aye***

380 ***J Durand Aye***

381 ***C. Jones Abstained employee of Underwood Eng.***

382 ***R. Lapierre Aye***

383 ***A. Walczyk Aye***

384 ***D. Boutin Aye***

385 ***C. Karolian Aye***

386 ***T. Tsantoulis Aye***

387 ***J. Sullivan Aye***

388

389 **Vote 8-0-1**

390

391 ***R. Lapierre motioned to amend the MOU section 4 paragraph (j) of the MOU to change 10 days prior***
392 ***to 30 days prior; seconded by A. Walczyk.***

393

394 R. Lapierre- I'm just concerned that 10 days is not enough time for the town to do its due diligence.

395

396 A. Walczyk- I agree.

397

398 R. Lapierre- the developer shall have the right in its sole discretion in its sole and absolute discretion
399 but otherwise in accordance herewith, to assign all or a portion of its rights under this MOU by
400 providing prior written notice of the applicable Transfer(s) to the Town by a date that is no later than
401 Ten (10) Days prior to the then scheduled Closing Date, along with copies of all reasonably related
402 Transfer Documentation, and so forth. I look at 10 days as not enough time.

403

404 D. Boutin call the question, no objections.

405

406 **Vote in favor of the new amendment 8-0-1 abstention due to being employed by underwood**
 407 **engineer.**

408

409 ***D. Boutin motioned to call the question on the original motion; seconded by T. Tsantoulis no***
 410 ***objections.***

411

412 **Roll Call Vote #3**

413 ***D. Boutin Aye***

414 ***C. Jones Abstained employee of Underwood Eng.***

415 ***A. Walczyk Nay***

416 ***J. Durand Nay***

417 ***R. Duhaime Nay***

418 ***T. Tsantoulis Aye***

419 ***R. Lapierre Aye***

420 ***C. Karolian Nay***

421 ***J. Sullivan Aye***

422

423 **Vote 4-4-1**

424

425 R. Duhaime- construction cost are going up. We must get in front of this before construction costs go
 426 up. There is going to be a lot of traffic with this project. There is going to be road improvements done. I
 427 want to see something done with Main Street and Hackett Hill.

428

429 A. Walczyk- I think some of the challenges in Hooksett is building out exit 11 and have needed a
 430 developer and a developer would need an MOU and we have that in front of us. This would generate
 431 revenue, residential does not generate a lot of revenue vs this. I give a lot of credit for all being
 432 involved. I don't even want to know how much this has caused us for legal review. I don't see a ton of
 433 risk coming from Hooksett. The developer has been working with us to make sure it works for all.

434

435 T. Tsantoulis- I think this is a positive step and I see no negative in this.

436

437 C. Karolian- I have some unanswered questions about the revenue. Yes, I am in favor of utilizing that
 438 property. We are the 1st one in the state going down this avenue. If it is such a great idea why has this
 439 not been done already in the state? There is risk to the Town of Hooksett, to R. Duhaime concerns we
 440 still have traffic concerns at that exit. Having said that this is a project running on speculation. It is still
 441 up in the air on how much revenue we will get, as it is based on an assumption of an unseen floor plan.

442

443 D. Boutin- I think A. Walczyk summed it up very nicely.

444

445 J. Sullivan now we will vote on approval of the MOU as amended.

446

447 **Roll Call Vote #4**

448 ***A. Walczyk Aye***

449 ***R. Lapierre Aye***

450 ***C. Jones Abstained employee of Underwood Eng.***

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10

451 ***R. Duhaime Aye***

452 ***J. Durand Nay***

453 ***C. Karolian Nay***

454 ***T. Tsantoulis Aye***

455 ***D. Boutin Aye***

456 ***J. Sullivan Aye***

457

458 ***Vote in favor 6-2-1***

459

460 Brief recess taken at 8:20 p.m.

461

462 Returned from recess at 8:27 p.m.

463

464 **SPECIAL RECOGNITION**

465

466 **BICENTENNIAL MOMENT**

467

468 J. Sullivan- showed a quick PowerPoint slide on the groundbreaking dedication of the Fred C Underhill
469 School of 11/30/1958. The slides showed the history of the school while it was being built and provided
470 building facts.
471

472

473 **PUBLIC INPUT - 15 MINUTES**

474

475 John Lyscars 142 Hackett Hill Road- congratulations on getting a big decision made and asking
476 questions. Please do something with these microphones they don't work well. Please consider turning
477 the old Cigna building into housing. We want to plan now. We want and will bring more business into
478 this town and will need to house them somewhere. Let's not let another building sit and rot.
479

480

481 J. Sullivan- that would be under the Planning Board not us.

482

483 John Lyscars -You have a voice here on the planning board as a rep. have the discussion here and have
484 the rep represent you to the planning board.
485

486

487 David Ross 56 Sherwood Drive- the Cigna building is another example that it is up to the voters how we
488 zone our town. The Conservation Commission has met there need of 25% of CC land, I don't think we
489 need any more conservation land. The vote earlier on the MOU was troubling with unanswered
490 questions.
491

492

493 **SCHEDULED APPOINTMENTS**

494

495 **March 8, 2022, Town Election Recap - Todd Rainier, Town Clerk & Todd Lizotte, Town Moderator**

496

497 Todd Lizotte- The supervisor of the checklist supplied us with the facts that we had 1,221 cast ballots. It
498 was fantastic voter turnout. There were 2 council seats that got changed. This was my first election

499 here. The Town Clerk position is very essential in the election process. Sad to see Todd Rainer not re-
500 running, and I hope we can find an equal replacement.

501

502 Todd Rainer- we were left with a couple of seats that were not declared but had write in. We have a
503 vacancy in the Cemetery Trustees that will have to be a 1-year appointment. I was elected in 2013. I
504 was hired as the deputy TC in 2014. I have been serving those dual roles. Elections have become a
505 monster on themselves. You have heard from other election officials that the TC role has to be more
506 than a \$5,000 stipend position. It is a year-round position. It needs to be a department head with a
507 deputy that they appoint. We've worked around it, but I think it's time to re look. Yes, I was written in
508 but I am not going to take the position, we have until July 1 to look and find someone. I am leaving you
509 when my term ends at the beginning of a general elections and a state primary, and I apologize for
510 that. This allows me to focus on my full-time position as a Deputy Tax Collector.

511

512 T. Lizotte- thanked all the volunteers for coming out and all that helped at the polls.

513

514

516

517

518 ***T. Tsantoulis motioned to approve the expansion of the Hooksett Village Water Precinct; seconded by***

519

520

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548

Hooksett Village Water Precinct Expansion - Michael Heidorn, Superintendent.

T. Tsantoulis motioned to approve the expansion of the Hooksett Village Water Precinct; seconded by D. Boutin.

T. Tsantoulis- there is a need, it makes all the sense, and it goes hand in hand with the project we approved earlier. The voters pretty much approved unanimously everything that we put in front of them yesterday. They seem to have a lot of favor if you will for what we do here. A lot of thought goes into what we need to. They are waiting for us to make these decisions.

Roll Call Vote #5

T. Tsantoulis Aye

C. Jones Abstained employee of Underwood Eng.

R. Duhaime Aye

A. Walczyk Aye

R. Lapierre Aye

C. Karolian Aye

J. Durand Aye

D. Boutin Aye

J. Sullivan Aye

Vote 8-0-1

CONSENT AGENDA

Accept donations totaling \$350.00 (\$25.00 from Linda Tsiatsios, \$50.00 from Phyllis D. Heaney, \$50.00 from Janice Boucher, \$100.00 from Sidney Baines, \$100.00 from Hooksett Sewer and \$25.00 from Ginger Saunders) to the Town Hooksett for the Hooksett Heritage Commission in memory of Kathie Northrup per RSA 31:95-b, III (b)

549 \$2,000 check from HealthTrust to the Town of Hooksett for the 2022 town-wide wellness program(s)
 550 per RSA 31:95-b, III (b) and return said amount to the Administration line item 001-000.220.029.000.
 551

553 Accept Federal Grant Funds awarded to the Town of Hooksett, NH in the amount of \$89,367.78 for
 554 Hooksett Fire-Rescue Department overtime staffing from July 1, 2021 - September 30, 2021, per NH
 555 RSA 31:95-b III(a)
 556

557 *D. Boutin motioned to approve the consent agenda items 10.1, 10.2, 10.3; seconded by A. Walczyk.*
 558
 559

560 **Roll Call Vote #6**

561 *J. Durand Aye*

562 *R. Lapierre Aye*

563 *C. Karolian Aye*

564 *D. Boutin Aye*

565 *C. Jones Abstained medical*

566 *T. Tsantoulis Aye*

567 *A. Walczyk Aye*

568 *R. Duhaime NP*

569 *J. Sullivan Aye*
 570

571 ***Vote in Favor 7-0-1***

572

573 **TOWN ADMINISTRATOR'S REPORT**

574

575 A. Garron- the cases of covid continue to go down. We are at 21 cases in town. The Martin Ferry's
 576 project is taking place it is actively being done, they are targeting March 25th to get done. House bill
 577 1417 "The Property Tax Relief act of 2022". What is being proposed to reinstate a portion (7.5%) of the
 578 state contribution to the employers share of the NH Retirement Systems contribution for teachers,
 579 police, and firefighters beginning on July 1, 2023. Based on Hooksett's Finance Director's calculations,
 580 using the proposed 7.5% state contribution rate, it would equal a savings to Hooksett in the amount of
 581 \$357,816 or .17 cents on the tax rate in FY 2022-2023 It is encouraged for the council to vote on this. It
 582 will be a saving to the Town of Hooksett.
 583

584 *J. Sullivan motioned that he directs the Chair to draft a letter to our legislatures to draft a letter of*
 585 *support for this House Bill; seconded by D. Boutin.*
 586

587 ***Vote in favor 8-0-1 abstention medical***

588

589 NHDES letter sent to 16 households in Hooksett within 500 horizontal ft of a contaminated well. The
 590 letter says it was not to alarm them, just to notify them per the RSA.
 591

592 C. Karolian- where is the location of this well?
 593

594 A. Garron- in around the Prescott's Heights, Johns Drive, Rock Forest Drive, Hooksett Road.
 595

596 A. Garron- I had LeAnn look into the company we purchased the microphones from. We looked at a
597 hardwired option \$6,000 and a wireless option \$19,000.

598

599 T. Tsantoulis- we typically have all our meetings here so having hardwired makes more sense and it is
600 cheaper. I would be more inclined to support the hardwired version.

601

602 C. Karolian- where are the old goosenecks that we used to have?

603

604 A. Garron- we have a new system that would not allow us to use the old goosenecks. If you remember
605 we were having issues with the old goosenecks and that prompted us to look and move forward with
606 what we have now, so it does not make sense to use old equipment that had prior issues. We should
607 start new with newer technology and start new.

608

609 C. Karolian- I thought we switched to Bluetooth because of portability reasons. I think we should see if
610 they can look at the connections can be switched out and use the old gooseneck and check if they are
611 compatible.

612

613 ***J. Sullivan motioned that we direct the Town Administrator and staff to look at if the old goosenecks***
614 ***are compatible with the new system and have them check the connectors to see if they are***
615 ***interchangeable; seconded by C. Karolian.***

616

617 ***Vote in favor 9-0***

618

619 A. Garron- we need a volunteer from the board to serve as a rep on the CIP committee.

620

621 D. Boutin volunteered to serve on the CIP committee again.

622

623 March 21st Volunteer Appreciation Day in the gym.

624

625 **NEW BUSINESS**

626

627 **Quarterly Financial Report as of December 31, 2021**

628

629
630 C. Tewksbury- we are halfway through the year, and we should be at 50%spent. Our general operating
631 budget us at 54%. The spending is up about \$600k as we have more full-time employees at the fire and
632 police station due to covid. Admin is at 50% spent. Fire Rescue is at 52% spent. Slightly over and it is
633 related to union contracts, retirement, and health costs. The FD has 33 full time staff, and right now we
634 are currently staffed. Dept spending is due to covid precautions. Police department is at 54% spent.
635 Fully staffed at 41 employees. Typically, if we have to replace an officer it takes 4 to 6 months to rehire.
636 Highway dept. we are at 48% spent. Spending revolves at how much paving we have done at what time
637 of the year. Staffing has remained level of the past 3 years. The cost of salt has gone up to 25%
638 increase. Recycling & Transfer is at 40% spent, mainly related to employees, currently staffed but did
639 have 4 turnovers during the year. General fund revenues we are at 60% spent which is consistent with
640 the other 4 years. Motor vehicles we are 49% collected. Interest & penalties is when we go out to lien
641 and deed. We should see these numbers bump up in May. Building permits at 60%. State revenues at

642 91%. Meals and room tax changed from 8.5% to 9%. They changed their split to a 70/30 formula.
 643 Highway block grant funds are based on 12% of the road tax. Our share was reduced by \$17,275.
 644 Ambulance service fund calls for service over the 4 years have increased by 20%. We use Comstar to
 645 issue and collect our bills. The % collected is at 70%.

646

647 ***J. Sullivan motioned to extend the meeting; seconded by T. Tsantoulis.***

648

649 ***Vote all in favor.***

650

651

653 **Purchase of mobile radios for the new fire engine, ambulance, and command vehicle**

654

655 ***R. Lapierre motioned to authorize the purpose of mobile radios from Ossipee Mountain Electronics***
 656 ***for \$63,134.10 for the new command car, new ambulance, and new engine. The funds shall be***
 657 ***withdrawn from the following accounts: \$36,076.62 impact fees, \$9,019.16 Ambulance Fund,***
 658 ***\$9,019.16 Fire Apparatus Capital Reserve, \$5,157.21 Leon Boisvert Fire Equipment Trust and***
 659 ***\$3,861.95 Department Operating Budget; seconded by D. Boutin.***

660

661 C. Karolian- why does this not have to bid out?

662

663 S. Colburn- Because it is a state bid contract.

664

665 C. Karolian- why use Ossipee Mountain not another dealer?

666

667 S. Colburn- Because we have always used them during my tenor here. The price is the same regardless
 668 of who we use. We are putting these in new vehicles.

669

670 T. Tsantoulis- it looks like a total of 8 radios?

671

672 S. Colburn- No 7 radios.

673

674 T. Tsantoulis- how long will they last?

675

676 S. Colburn- We hope for 10 years. Motorola has to support for a minimum of 10 years.

677

678 R. Duhaime- is that installed?

679

680 S. Colburn- The install was built in the engine price. The install will be in the upfit cost.

681

682 C. Jones left meeting at 9:36 pm.

683

684 **Roll Call Vote #7**

685 ***C. Jones NP***

686 ***C. Karolian Nay***

687 ***R. Lapierre Aye***

688 ***R. Duhaime Aye***
 689 ***A. Walczyk Aye***
 690 ***J. Durand Nay***
 691 ***T. Tsantoulis Aye***
 692 ***D. Boutin Aye***
 693 ***J. Sullivan Aye***

694
 695 ***Vote in favor 6-2***
 696

697 **PUBLIC INPUT**

698
 699 David Ross 56 Sherwood Drive- other communities are sending \$500 checks to low-income residents,
 700 they were the real victims of the pandemic. Their communities are spending it on their water systems.
 701 The Town did not suffer from covid the residents did. We hope that you use the ARPA Funds to help
 702 the residents.
 703
 704

705 **NON-PUBLIC SESSION NH RSA 91-A:3 II a & c**

706 RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining
 707 of such employee, or the investigation of any charges against him or her, unless the employee affected
 708 (1) has the right to a public meeting, and (2) requests that the meeting be open, in which case the
 709 request shall be granted.

710 (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person,
 711 other than a member of the public body itself, unless such person requests an open meeting. This
 712 exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or
 713 other levy, if based on inability to pay or poverty of the applicant.
 714

715 ***J. Sullivan motioned to go into Non-Public at 9:40 p.m.; seconded by D. Boutin.***

716
 717 **Roll Call Vote #8**

718 ***R. Lapierre Aye***
 719 ***R. Duhaime Aye***
 720 ***T. Tsantoulis Aye***
 721 ***A. Walczyk Aye***
 722 ***J. Durand Aye***
 723 ***C. Jones NP***
 724 ***D. Boutin Aye***
 725 ***C. Karolian Aye***
 726 ***J. Sullivan Aye***

727
 728 ***Vote in favor 8-0***
 729

730 ***R. Lapierre motioned to adjourn the non-public session of 3/9/2022 at 10:37 p.m.; seconded by D.***
 731 ***Boutin.***

732
 733 ***Vote in favor 8-0***

734 ***T. Tsantoulis motioned to seal the non-public minutes of 3/9/2022; seconded by D. Boutin.***

735 **Roll Call Vote #12**

736 ***D. Boutin Nay***

737 ***A. Walczyk Aye***

738 ***J. Durand Aye***

739 ***C. Karolian Nay***

740 ***R. Lapierre Aye***

741 ***T. Tsantoulis Aye***

742 ***R. Duhaime Aye***

743 ***C. Jones NP***

744 ***J. Sullivan Aye***

745

746 ***Vote in favor 6-2***

747

748 **ADJOURNMENT**

749

750 ***D. Boutin motioned to adjourn the meeting at 10:39 pm. Seconded by T. Tsantoulis.***

751

752 ***Vote in favor 8-0***

753

754 Respectfully submitted,

755

756 *Alicia Jipson*

757

758 Alicia Jipson

759 Recording Clerk

760

761

762 Please see subsequent meeting minutes for any amendments to these minutes

763