



AGENDA

Town of Hooksett Town Council

Wednesday, January 4, 2023 at 5:30 PM

A meeting of the Town Council will be held Wednesday, January 4, 2023 in the Hooksett Municipal Building commencing at **5:30 PM**.

Page

1. **CALL TO ORDER**
2. **PROOF OF POSTING**
3. **ROLL CALL**
4. **NON-PUBLIC SESSION #1 NH RSA 91-A:3 II**
5. **PUBLIC SESSION WILL BEGIN IMMEDIATELY FOLLOWING THE NON-PUBLIC SESSION NOTED ABOVE**
6. **PLEDGE OF ALLEGIANCE**
7. **AGENDA OVERVIEW**
8. **PUBLIC HEARINGS**
 - 8.1. Public Hearing to discuss modifications to Town Ordinance #00-26 "Signage Regulations of Town Roads" 5 - 8
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 - 8.2. Public Hearing to accept value over \$5,000.00 from multiple donors now and through the event for items to include but not limited to new clothing and toys to the Town of Hooksett for the Family Services Department to benefit Hooksett children and families for the 2022 holiday season per RSA 31:95-e,II. (see New Business Item) 9 - 12
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 - 8.3. Public Hearing to accept donations that value in total over \$10,000.00 from multiple donors for the "Light Up the Village" event to the Town of Hooksett Heritage Commission per RSA 31:95-b, III (a) (see New Business item) 13 - 15
[Staff Report - SR-22-229 - Pdf](#)
 - 8.4. Public Hearing per RSA 31:95-b, III(a) to accept a one-time bridge payment of \$284,293.86 from the New Hampshire Department of Transportation for maintenance, construction and reconstruction of municipally owned bridges. (see New Business Item) 17 - 18
[Staff Report - SR-22-236 - Pdf](#)
 - 8.5. Public Hearing per RSA 674:40-a for Summit View Subdivision (Churchill Drive and Old Mill Lane) - Request for Street Approval (see New Business Item) 19 - 20
[Staff Report - SR-22-238 - Pdf](#)
9. **SPECIAL RECOGNITION**
 - 9.1. Hooksett Municipal Employee - New Hire
10. **PUBLIC INPUT - 15 MINUTES**

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

11. SCHEDULED APPOINTMENTS

- 11.1. Town of Hooksett and Hooksett Police Supervisor's Unit Contract Effective July 1, 2023
- 11.2. Rick Sager and/or Weston Sager, NH Tax Deed & Property Auctions - Interview for Town Owned Property Auction Services 21 - 39
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- 11.3. Jay T. St. Jean or Representative, JSJ Auctions, LLC - Interview for Town Owned Property Auction Services 41 - 58
[Staff Report - SR-22-233 - Pdf](#)
- 11.4. Lamberts Park Memorial Pathway 59 - 66
[Staff Report - SR-22-232 - Pdf](#)

12. CONSENT AGENDA

- 12.1. To accept a donation totaling \$300.00 from George and Daniel Bureau to the Town of Hooksett for the Family Services Department per RSA 31:95-b, III(b) 67
[Staff Report - SR-22-224 - Pdf](#)
- 12.2. To accept a donation totaling \$100.00 from Robert McGuiness to the Town of Hooksett for the Family Services Department per RSA 31:95-b, III(b) 69
[Staff Report - SR-22-225 - Pdf](#)
- 12.3. To accept a donation totaling \$1,000.00 from Russell Pelletier Construction Svcs, LLC to the Town of Hooksett for Family Services Department per RSA 31:95-b, III(b) 71
[Staff Report - SR-22-226 - Pdf](#)

13. NOMINATIONS AND APPOINTMENTS

14. BRIEF RECESS

15. OLD BUSINESS

- 15.1. Proposed New Zoning Article (Section 3.6F of the Town Charter) for the Hooksett Town Council to vote on Planning Board recommended Zoning Amendments - Next Step to place on the March 2023 Ballot 73 - 75
[Staff Report - SR-22-222 - Pdf](#)
- 15.2. Proposed to amend Section 11.2 of the Hooksett Town Charter to follow RSA 673:6, I (a) and allow five (5) alternates on the Zoning Board of Adjustment 77 - 79
[Staff Report - SR-22-223 - Pdf](#)
- 15.3. FY 2023-24 Budget and Warrant Articles 81
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16. NEW BUSINESS

- 16.1. Accept Value over \$5,000.00 from multiple donors now and through the event for items to include but not limited to new clothing and toys to the Town of Hooksett for the Family Services Department to benefit Hooksett children and families for the 2022 holiday season per RSA 32:95-e, II 83 - 85
[Staff Report - SR-22-241 - Pdf](#)

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

- 16.2. Accept donations that value in total over \$10,000.00 from multiple donors for the "Light Up the Village" event to the Town of Hooksett Heritage Commission per RSA 31:95-b, III (a) 87 - 88
[Staff Report - SR-22-230 - Pdf](#)
- 16.3. Accept a one-time bridge payment of \$284,293.86 from the New Hampshire Department of Transportation for maintenance, construction and reconstruction of municipally owned bridges. 89 - 91
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- 16.4. Summit View Subdivision Request for Street Approval and Release of Security Checks Totaling \$330,190 93 - 106
[Staff Report - SR-22-239 - Pdf](#)
- 16.5. To Approve the purchase of a 2023 Chevrolet Tahoe PPV, all related emergency and K9 equipment and graphics, to replace the Hooksett Police Department K9 Vehicle. Purchase was approved by voters as special warrant article #16 during the 2022 election. 107 - 128
[Staff Report - SR-22-231 - Pdf](#)
[K9 Tahoe](#)
- 16.6. Town of Hooksett and IAFF Local 3264 CBA Contract Effective July 1, 2023
- 16.7. Town Councilor Conflict of Interest

17. APPROVAL OF MINUTES

- 17.1. Public: 12/7/22 119 - 133
[TC12072022](#)
- 17.2. Non-Public: 12/7/22

18. TOWN ADMINISTRATOR'S REPORT

19. TOWN COUNCIL FUTURE AGENDA ITEMS

20. INFORMATIONAL ITEMS AND CORRESPONDENCE

21. SUB-COMMITTEE REPORTS

22. PUBLIC INPUT

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

24. ADJOURNMENT

PUBLIC INPUT

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

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

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.

Town Council
STAFF REPORT



To: Town Council
Title: Public Hearing to discuss modifications to Town Ordinance #00-26 "Signage Regulations of Town Roads"
Meeting: Town Council - 04 Jan 2023
Department: Police Department
Staff Contact: Janet Bouchard, Police Chief

BACKGROUND INFORMATION:

Members of the Town Council tasked the Code Enforcement Officer and Police Chief with possible solutions for on-street parking issues that were occurring in town. A revision to the current ordinance is the proposed solution. It will be enforceable utilizing existing citations.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Town Council to Open the public hearing, hear from the public. Close the public hearing and move to approve the new proposed language of Town Ordinance #00-26 "Signage Regulations of Town Roads" on January 18, 2023 meeting of Town Council.

SUGGESTED MOTION:

Motion to approve the new proposed language of Town Ordinance #00-26 "Signage Regulations of Town Roads" on January 18, 2023 meeting of Town Council.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the suggested motion

ATTACHMENTS:

[Public Hearing Notice #00-26 Parking](#)
[Parking Ordinance - 00-26](#)

**TOWN OF HOOKSETT
PUBLIC NOTICE**

The Hooksett Town Council will conduct a Public Hearing on Wednesday January 4 at 6:00pm in Council Chambers of Hooksett Town Hall, 35 Main St, Hooksett NH. In accordance with the Town Charter Section 3.6 Ordinances, the purpose of this Public Hearing is to amend the Signage Regulation of Town Road Ordinance #00-26 Section 1.1 Parking Prohibitions. The Town of Hooksett ordains that, pursuant to RSA 41:11 of the New Hampshire State Statutes and Section 3.6 of the Hooksett Town Charter, the ordinance is subject to Public Hearing. A copy of Ordinance #00-26 can be reviewed at Town Hall 2nd floor Community Development Dept. during regular town Office hours.

SIGNAGE REGULATION OF TOWN ROAD ORDINANCE # 00-26

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

SECTION 1

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

SECTION 1.1

PARKING PROHIBITIONS –

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

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

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

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

SECTION 2

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

SECTION 3

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

SECTION 4

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

SECTION 5

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

SECTION 6

This ordinance shall become effective upon passage

ADOPTED: 12/14/94

Town Council

STAFF REPORT



To: Town Council
Title: Public Hearing to accept value over \$5,000.00 from multiple donors now and through the event for items to include but not limited to new clothing and toys to the Town of Hooksett for the Family Services Department to benefit Hooksett children and families for the 2022 holiday season per RSA 31:95-e,II. (see New Business Item)
Meeting: Town Council - 04 Jan 2023
Department: Family Services
Staff Contact: Peter Flynn, Family Services Director

BACKGROUND INFORMATION:

Public Hearing to accept value over \$5,000.00 from multiple donors now and through the event for items to include but not limited to new clothing and toys to the Town of Hooksett for the Family Services Department to benefit Hooksett children and families for the 2022 holiday season per RSA 31:95-e,II. Family Service Director, Peter Flynn, in attendance at meeting for Council or audience Q & A

FINANCIAL IMPACT:

Donations

RECOMMENDATION:

Open public hearing, listen to public comments, close public hearing and see new business item

SUGGESTED MOTION:

See new business item

TOWN ADMINISTRATOR'S RECOMMENDATION:

See recommendation under new business

ATTACHMENTS:

[Public Hearing Notice-Family Services Holiday Donations Donation Acceptance -Jan. 2023](#)

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council will be holding a public hearing on Wednesday, January 4, 2023, at 6:00pm at the Hooksett Town Hall Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept the donation value over \$5,000.00 from multiple donors for items to include but not limited to new clothing and toys to the Town of Hooksett for the Family Services Department to benefit Hooksett children and families for the 2022 holiday season per RSA 31:95-e, II. For documentation or questions contact the Hooksett Family Services Department at 603-485-8769.

Donor Name (cash & other donations)	Address	City	State	zip	Winter Cloth Gift cards	Cash donations
James Mazalewski & James O donnell	1465 Hooksett Rd	Hooksett	NH	03106		900
Denise Casico Bolduc	6 Sunrise Blvd	Hooksett	NH	03106		100

Donor Name Winter Clothing	Address	City	State	zip	Approx. cost
Salvation Army					\$10,000.00

Donor Name Christmas Gifts

Carolyn Taylor	52 Lantern Lane	Hooksett	NH	03106	\$200.00
Ruth Hanlon	57 Sagewood Circle	Hooksett	NH	03106	\$200.00
Mike Kotrlik Cub Scout Pack 292	28 Trent Rd	Hooksett	NH	03106	\$200.00
Jane Naleway	26 Grant Dr	Hooksett	NH	03106	\$100.00
Joan Lauterborn	38 Hunt St	Hooksett	NH	03106	\$100.00
Kathy Hughes	44 Fairfield Dr	Concord	NH		\$200.00
Michelle Zorawowicz	2 Sandy Lane	Hooksett	NH	03106	\$200.00
Brigid Cox Cub Scout Pack 292	45 Sherwood Dr	Hooksett	NH	03106	\$400.00
Kim Boyle	9 Woodstone Terrace	Hooksett	NH	03106	\$200.00
Marika Yakabovich	15 Doris Dr	Hooksett	NH	03106	\$100.00
David Bowen	7 Farrwood Dr	Hooksett	NH	03106	\$200.00
Pauline J Elliot Girl Scout troop #10026	68 S Bow Rd	Hooksett	NH	03106	\$100.00
Jennifer Stone	41 Sterling Ave	Hooksett	NH	03106	\$300.00
Michael Taylor C/O Admix	144 Harvey Rd	Londonderry	NH	03053	800.00
Dale Aumann Cawley Builders Club	38 Post Rd	Hooksett	NH	03106	\$300.00
Brook Ridge Ladies Group	3 Mailhouse Rd	Hooksett	NH	03106	\$300.00
Michele Sampson	22 Post Rd	Hooksett	NH	03106	\$300.00
Melanie Godbout C/O Hooksett Memorial	5 Memorial Drive	Hooksett	NH	03106	\$400.00
Bob Camire C/o N E Document Systems	750 E Industrial Dr	Manchester	NH	03109	\$500.00
Melissa Shessier	15 Nancy Lane	Hooksett	NH	03106	\$200.00
Barbara & Bob Thinnis	58 Lindsay Rd	Hooksett	NH	03106	\$600.00
Lindsey & Chris Marley	40 Churchill Dr	Hooksett	NH	03106	\$100.00
Jennifer Roy	141 West River Rd	Hooksett	NH	03106	\$600.00
Benjamin Roy	141 West River Rd	Hooksett	NH	03106	\$200.00
Pam St Germain	28 Main St	Hooksett	NH	03106	\$300.00
Susan & Katey Auger	31 Mammoth Rd	Hooksett	NH	03106	\$200.00

Max Auger	90 Rockland Ave	Portland	ME	04102	\$100.00
Cheri Wolff	1465 Hooksett Rd #143	Hooksett	NH	03106	\$200.00
Lea Maguire c/o Cawley Middle School	89 Whitehall Rd	Hooksett	NH	03106	\$600.00
Above & Beyond Childcare	1461 Hooksett Rd	Hooksett	NH	03106	\$600.00
Amy Gioseffi	7 Autumn Run	Hooksett	NH	03106	\$100.00
Matthew Harding	32 Martins Ferry Rd	Hooksett	NH	03106	\$200.00
Mary Go Round	13 Morgan Dr	Hooksett	NH	03106	\$300.00
Debbie Odonnel					\$100.00
Denise Cascio Bloduc	6 Sunrise Blvd	Hooksett	NH	03106	\$100.00
Linda Szelog @ Little Apples	Hooksett Rd	Hooksett	NH	03106	\$100.00
					\$9,700.00

Town Council
STAFF REPORT



To: Town Council
Title: Public Hearing to accept donations that value in total over \$10,000.00 from multiple donors for the "Light Up the Village" event to the Town of Hooksett Heritage Commission per RSA 31:95-b, III (a) (see New Business item)
Meeting: Town Council - 04 Jan 2023
Department: Administration
Staff Contact: Wendy Baker, Executive Assistant

BACKGROUND INFORMATION:

Donations came in to help the Heritage Commission light the village area for the holidays in the "Light Up the Village" event on December 9, 2022.

FINANCIAL IMPACT:

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

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Open the Public Hearing, listen to public comments, close the public hearing and see new business item.

SUGGESTED MOTION:

See New Business Item

TOWN ADMINISTRATOR'S RECOMMENDATION:

See recommendation under new business

ATTACHMENTS:

[Public Hearing Notice-Light Up the Village Donations](#)
[Light up the Village](#)

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council will be holding a public hearing on Wednesday, January 4, 2023, at 6:00pm at the Hooksett Town Hall Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept donations of over \$10,000.00 from multiple donors for the "Light Up the Village" event to the Town of Hooksett for the Heritage Commission per RSA 31:95-e, II(a). For documentation or questions contact the Hooksett Heritage Commission at hooksettheritagecommission@gmail.com

Light Up the Village

R Collins	\$ 25.00	Craft Sale
A Lacasse	\$ 150.00	
A Lacasse	\$ 1,020.00	
T Miller	\$ 25.00	Craft Sale
M Wells	\$ 500.00	
Harnisch Realty Group	\$ 500.00	
A Lacasse	\$ 1,500.00	
W Gehris	\$ 500.00	
Barrett Insurance	\$ 250.00	
Manchester Sand & Gravel	\$ 2,000.00	
JR Mechanical LLC	\$ 300.00	
Fidelity	\$ 1,000.00	
Dead River Company	\$ 500.00	
C Klocek	\$ 50.00	
Starr Cleaning LLC	\$ 50.00	
B Shields	\$ 25.00	
J Scott	\$ 25.00	
L Currier	\$ 50.00	
J Morgan	\$ 25.00	
J Stone	\$ 100.00	
B Boston	\$ 25.00	Craft Sale
Merrimack County Savings Bank	\$ 150.00	
Kenna Gendron Agency LLC	\$ 150.00	
R Szollar	\$ 150.00	
Foy Law Office	\$ 500.00	
R Szollar	\$ 500.00	
T Huppe	\$ 25.00	
Hooksett Head School Society	\$ 150.00	
Cash	\$ 624.00	
	<u>\$ 10,869.00</u>	

Town Council
STAFF REPORT



To: Town Council
Title: Public Hearing per RSA 31:95-b, III(a) to accept a one-time bridge payment of \$284,293.86 from the New Hampshire Department of Transportation for maintenance, construction and reconstruction of municipally owned bridges. (see New Business Item)
Meeting: Town Council - 04 Jan 2023
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

Per Public Hearing per RSA 31:95-b, III(a), a hearing is required to accept a one-time bridge payment of \$284,293.86 from the New Hampshire Department of Transportation for maintenance, construction and reconstruction of municipally owned bridges.

FINANCIAL IMPACT:

Additional funds available for bridge projects, including the Lilac Pedestrian Bridge inspection, and the Donati Park Pedestrian Bridge footing design.

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Open Public Hearing per RSA 31:95-b, III(a)
Close Public Hearing

SUGGESTED MOTION:

Motion to open Public Hearing per RSA 31:95-b, III(a)
Motion to close Public Hearing
See New Business Item for approval and additional information.

TOWN ADMINISTRATOR'S RECOMMENDATION:

See recommendation under new business

ATTACHMENTS:

[008 Public Hearing Notice Bridge Funding Acceptance](#)

TOWN OF HOOKSETT PUBLIC HEARING NOTICE The Town of Hooksett Town Council hereby provides notice that it will hold a public hearing to accept a one-time bridge payment of \$284,293.86 for maintenance, construction and reconstruction of municipally owned bridges. The public hearing is scheduled for Wednesday, January 4, 2023, at the Hooksett Municipal Building, 35 Main Street, at 6:00 p.m. Any questions can be directed to the Town Engineer at (603) 419-4003 or bthomas@hooksett.org.

Town Council
STAFF REPORT



To: Town Council
Title: Public Hearing per RSA 674:40-a for Summit View Subdivision (Churchill Drive and Old Mill Lane) - Request for Street Approval (see New Business Item)
Meeting: Town Council - 04 Jan 2023
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

Per Public Hearing per RSA 674:40-a, a hearing is required for the acceptance of Churchill Drive and Old Mill Lane.

The developer of the Summit View Subdivision requesting that the Town of Hooksett accept Churchill Drive and Old Mill Lane.

FINANCIAL IMPACT:

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

POLICY IMPLICATIONS:

None

RECOMMENDATION:

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

SUGGESTED MOTION:

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

TOWN ADMINISTRATOR'S RECOMMENDATION:

See new business for recommendation

ATTACHMENTS:

[008 Public Hearing Notice Summit View Acceptance](#)

TOWN OF HOOKSETT PUBLIC HEARING NOTICE The Town of Hooksett Town Council hereby provides notice that it will hold a public hearing to accept Churchill Drive and Old Mill Lane. The public hearing is scheduled for Wednesday, January 4, 2023, at the Hooksett Municipal Building, 35 Main Street, at 6:00 p.m. Any questions can be directed to the Town Engineer at (603) 419-4003 or bthomas@hooksett.org.

Town Council
STAFF REPORT



To: Town Council
Title: Rick Sager and/or Weston Sager, NH Tax Deed & Property Auctions - Interview for Town Owned Property Auction Services
Meeting: Town Council - 04 Jan 2023
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

The Town Council requested representatives from auction companies be present to answer questions relative to the process. Attached is the proposal submitted by NH Tax Deed & Property Auctions.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Town Council invited both auction houses in for an interview based on their respective proposal.

ATTACHMENTS:

[NHTDPA Auction Proposal](#)



Richard D. Sager (Auctioneer License No. 6104)
Weston R. Sager (Auctioneer License No. 6224)

Address: 5 Courthouse Square, PO Box 385,
Ossipee, NH 03864

Telephone: (603) 301-0185

Web: www.nhtaxdeedauctions.com

Email: rick@nhtaxdeedauctions.com
weston@nhtaxdeedauctions.com

December 1, 2022

Leann McLaughlin
Project Coordinator
Town of Hooksett
35 Main Street
Hooksett, NH 03106
(603) 485-8472
LMcLaughlin@hooksett.org

Re: Proposal for municipal real estate auctions – Town of Hooksett, NH

Dear Leann,

Thank you for contacting NH Tax Deed & Property Auctions regarding the Town of Hooksett's upcoming municipal real estate auctions.

NH Tax Deed & Property Auctions is the only company in New Hampshire that offers zero-cost auction services for municipalities *with legal support included*. Co-owners Rick Sager and Weston Sager are each dual-licensed in New Hampshire as auctioneers and lawyers. This allows us to carry out every stage of the tax-deed auction process—from marketing the auction, to holding the auction, to closing the properties, to settling excess proceeds actions—*all at no cost to the town*.

Selling municipal properties is our specialty—it's all we do. We employ a multifaceted marketing approach that generates widespread interest in our auctions. Consequently, our auctions are exceptionally well attended, and *we regularly sell properties above their assessed values*.

Our auctioneer competitors may offer similar terms—a 10% buyer's premium paid by the high bidder as compensation for auction fees and expenses. But these auction-only companies do not (1) provide legal advice throughout the auction process; (2) conduct closings (including drafting deeds, assembling settlement statements, recording documents in the registry of deeds, and making other required legal filings); or (3) resolve excess proceeds distributions (including tracking down the former owners and lienholders, drafting settlement documents, and filing interpleader actions in state court).

By contrast, NH Tax Deed & Property Auctions takes care of these legal headaches, *saving the town time and money otherwise spent engaging municipal legal counsel*. And unlike many town attorneys, we have decades of experience in both municipal law *and* real estate law—not only have we handled all manner of municipal legal matters, but also we have facilitated thousands of real estate closings.

In our experience, selling properties by sealed bid results in lower revenues and more hassle for towns than selling properties by live auction. The sealed bid process doesn't allow people to see what others are bidding, depriving them of the opportunity to put forth a competitive offer simply because they underestimated the value of the property at the outset. This often results in lower revenues for the municipality and sometimes prevents the most deserving people from acquiring the property. Plus, when selling properties by sealed bid, the town must devote precious resources to marketing the properties and to completing closing and post-closing legal paperwork.

With a live auction through NH Tax Deed & Property Auctions, however, the town is more likely to recoup what it's owed in less time and at a lower cost than with either sealed bids or other auction companies. It is no surprise, then, that *most municipalities that have hired us have hired us more than once*.

The proposal below explains our company's services and provides a suggested approach to selling Hooksett's municipal property. We also attach a contract for the town council's review and signature for auctioning the "Phase I" tax-deeded properties.

Please let us know if you have any questions. Additionally, Rick is planning to attend the town council meeting on December 7, 2022 to answer any questions about our company and the tax-deed auction process.

Thank you for your consideration.

Sincerely,



Richard D. Sager
Co-Owner



Weston R. Sager
Co-Owner

NH Tax Deed & Property Auctions at a glance

- Only company in New Hampshire to provide all-inclusive auction *and* legal services for municipal property auctions
- Home office in Ossipee, NH with remote offices in Wakefield, NH and Weare, NH
- Co-owners Rick Sager and Weston Sager both dual-licensed as auctioneers and lawyers in New Hampshire:
 - Combined 20+ years of municipal real estate auction experience
 - Combined 45+ years of legal experience (including municipal law, real estate law, auction law, and litigation)

Proposed auction approach

- Form of auction: We typically sell properties at absolute auction (i.e., no minimum bid). We find this generates greater interest in the auction without compromising sale values. It also all but guarantees that each property will be purchased and return to the town's property tax rolls.

However, if the town prefers to set minimum bids on one or more properties, we will accommodate this request.

- Properties to be sold at auction: We understand the town intends to sell 10 properties at one auction and then sell additional properties at one or more later auctions. We concur that this is a sound approach.

Nonetheless, the town council may want to consider grouping the properties in batches of 20-30 to generate more interest in each auction—we find more properties lead to more bidders and higher bids. This would also reduce the number of auctions needed to sell the entire inventory of tax-deed-acquired parcels.

- Auction schedule and location: We suggest holding the first auction in the first few months of 2023 and the next auction(s) in the summer or fall of 2023.

We recommend holding the live auctions on Saturday mornings to allow the greatest number of people to attend.

Our auctions typically draw large crowds. Consequently, a location in town that has ample seating and parking (such as a town hall or school gymnasium) is ideal.

Costs and expenses

- Hiring NH Tax Deed & Property Auctions *costs nothing to the town*
- We charge a 10% buyer's premium added to the final bid and paid by the purchaser to cover our fees and expenses
- Unlike our auctioneer competitors, we provide auction services, auction advertising, *and highly experienced legal support* (see more below)

Auction services included

- Respond to telephone and email inquiries from interested bidders
- Register absentee bidders who cannot attend the live auction
- Hold the live auction, which includes:
 - Arranging appropriate staff for the auction
 - Setting up the auction (including check-in desk, auction signage, PowerPoint slideshow of the properties, and video recording equipment)
 - Registering and checking-out bidders
 - Conducting the live auction (including calling the auction and recording bids)
 - Preparing and executing memoranda of sale for successful bidders

Auction advertising included

<u>Conventional Advertising</u>	<u>Electronic Advertising</u>
Place advertisements in the <i>Union Leader</i> and <i>Concord Monitor</i> newspapers	Create dedicated auction webpage on our website (nhtaxdeedauctions.com) with property information and documentation
Install auction signage on each property	Take photographs of the properties and upload them to the auction webpage
Mail notices to each property abutter	List the auction on third-party auction websites (such as AuctionZip.com)
Create custom auction flyer for posting in town offices	Email auction announcements to our proprietary list of interested bidders

Legal services included

NH Tax Deed & Property Auctions contracts with [Sager & Smith, PLLC](#) to provide the following legal services at no cost to the town:

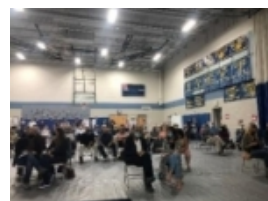
- Prepare deeds and related paperwork for closings
- Conduct closings, collect funds from purchasers, record deeds, and file necessary paperwork
- Pay the town sale proceeds as closings occur¹
- Settle excess proceeds actions (contact former owners, draft settlement documents, distribute proceeds, and, if necessary, file interpleader actions in state court)

The town may hire Sager & Smith, PLLC to provide additional legal services at a competitive rate. However, the town has the option to engage its town legal counsel for any reason.

Representative recent auctions

Northwood, NH (October 2021)

*Sold 30 properties in one auction,
generating over \$800,000 in sales*



Unity, NH (September 2022)

*Sold 7 properties for over 100%
of the total assessed value*



Ossipee, NH (December 2021)

*Sold a diverse set of 10+ properties
in a well-attended auction*



¹ Closings typically occur within 45 days of the auction.

Past auctions

*Since its founding in 2013, NH Tax Deed & Property Auctions has held auctions for the following municipalities—**most of them have hired us more than once:***

Albany, NH (2 auctions)	Wakefield, NH (4 auctions)	Eaton, NH
Barrington, NH (2 auctions)	Ossipee, NH (4 auctions)	Haverhill, NH (2 auctions)
Conway, NH	Grafton, NH (2 auctions)	Claremont, NH (2 auctions)
Unity, NH (2 auctions)	Northwood, NH	New Durham, NH
Hanover, NH	Tamworth, NH	Sandown, NH (forthcoming)

Company biographies



Rick Sager
(Co-owner)

Richard “Rick” Sager is the founder and co-owner of NH Tax Deed & Property Auctions and a licensed New Hampshire auctioneer. Rick has auctioned tax-acquired properties for New Hampshire towns and cities since 1987.

In addition to being an auctioneer, Rick is a practicing New Hampshire attorney at [Sager & Smith, PLLC](#) with more than 37 years of experience in municipal law and real estate law.

Rick is a graduate of Trinity College in Hartford, CT and University of New Hampshire Franklin Pierce School of Law in Concord, NH.



Weston Sager
(Co-owner)

Weston Sager is a co-owner of NH Tax Deed & Property Auctions and a licensed New Hampshire auctioneer. Weston assists in all aspects of the business with a focus on auction marketing.

Weston is a practicing lawyer at [Sager & Smith, PLLC](#). Before joining this firm, Weston worked as a municipal defense lawyer in Concord, NH, and as a corporate lawyer in New York, NY. Most recently, Weston served as an Assistant Attorney General in the New Hampshire Department of Justice.

Weston is a graduate of Dartmouth College in Hanover, NH and Northwestern University School of Law in Chicago, IL.



Karen Rines
(Assistant)

Karen Rines has extensive experience in real estate legal matters. She serves multiple roles for NH Tax Deed & Property Auctions, including answering questions from bidders and municipalities and assisting with the administration of live auctions.

In addition to her contributions to NH Tax Deed & Property Auctions, Karen works as a real estate paralegal at [Sager & Smith, PLLC](#).

Karen attended the University of New Hampshire in Durham, NH.



Heather Pratt
(Assistant)

Heather Pratt oversees the financial aspects of NH Tax Deed & Property Auctions. Among other responsibilities, Heather assures that auction proceeds are distributed accurately and efficiently.

In addition to her role at NH Tax Deed & Property Auctions, Heather works at [Sager & Smith, PLLC](#) as a litigation and business paralegal.

Heather holds an Associate Degree in Applied Science with a major in Office Information Systems.

Attachment A:

Proposed Auction Services Agreement for Phase I Properties



Richard D. Sager (Auctioneer License No. 6104)
Weston R. Sager (Auctioneer License No. 6224)

Address: 5 Courthouse Square, PO Box 385,
Ossipee, NH 03864

Telephone: (603) 301-0185

Web: www.nhtaxdeedauctions.com

Email: rick@nhtaxdeedauctions.com
weston@nhtaxdeedauctions.com

AUCTION SERVICES AGREEMENT

This Auction Services Agreement (this “Agreement”) is entered into on the date set forth below by and among the following parties:

Town of Hooksett, NH
35 Main Street
Hooksett, NH 03106
 (“Client”)

Legal Eagle Auctions, LLC
d/b/a
NH Tax Deed & Property
Auctions
5 Courthouse Square
PO Box 385
Ossipee, NH 03864
 (“Auctioneer”)

Sager & Smith, PLLC
5 Courthouse Square
PO Box 385
Ossipee, NH 03864
 (“Attorney”)

I. Overview of Services.

1. Client agrees to retain Auctioneer to market certain real estate and other property owned by Client (the “Properties”) and to sell such Properties by live public absolute auction¹ at the time and location set forth below (the “Auction”). Client further agrees to retain Attorney for legal services related to the Auction.
2. Auctioneer agrees to market the Properties and to sell such Properties at the Auction on behalf of Client with the goal of maximizing the value of the Properties and returning the Properties to private ownership. Auctioneer further agrees to retain Attorney for legal services related to the Auction.
3. Attorney agrees to provide legal services to Client and Auctioneer in connection with the Auction.

II. Property List.

A list of the Properties to be sold at the Auction is attached to this Agreement as Schedule A (the “Property List”). One or more Properties may be added to or removed from the Property List in accordance with this Agreement.

¹ Absolute auctions have no reserve and a property may sell for any amount.

III. Auctioneer's Responsibilities.

Auctioneer shall:

1. Collect information about the Properties from Client staff (see Section V).
2. Advertise at no cost to Client the Properties to be sold at the Auction:
 - a. List each Property with title and location information on Auctioneer's website (nhtaxdeedauctions.com).
 - b. Photograph each Property and post photos on Auctioneer's website.
 - c. List the Auction on additional auction websites.
 - d. Place auction advertisements in one or more newspapers with general circulation in the vicinity of Client.
 - e. Erect signage advertising the Auction on each of the Properties.
 - f. Send email to Auctioneer's proprietary list of past auction attendees and interested bidders.
 - g. Send letters and/or emails to each abutter of the Properties.
 - h. Compile and distribute an "auction flyer" with information about the Properties.
 - i. Conduct any other such advertising as Auctioneer reasonably believes will help generate interest in the Properties and the Auction.
3. Respond to telephone and email inquiries from interested parties.
4. Conduct the Auction at a date and time mutually agreed upon by Auctioneer and Client at a location within the Town of Hooksett, NH mutually agreed upon by Auctioneer and Client (the "Auction Location"). Auctioneer shall be responsible for:
 - a. Registration and qualification of bidders, including absentee bidders.²
 - b. Conducting the Auction in accordance with New Hampshire law.
 - c. Executing memoranda of sale for successful bidders and, if available, the back-up bidders.
5. Consult Attorney regarding legal issues as needed.

IV. Attorney's Responsibilities.

1. Attorney shall conduct the following legal services at no cost to Client:

² To qualify, a bidder must provide a \$1,000 deposit, which is applied to the successful bidder's purchase(s) or returned to bidder at conclusion of the Auction.

- a. Prepare deeds and related paperwork for closings.
 - b. Conduct closings, collect funds, record deeds, and file necessary paperwork.
 - c. Pay Client sale proceeds promptly as closings occur.³
2. Attorney shall provide legal services regarding excess proceeds as follows:
 - a. For every property sold that was taken by tax collector's deed, there is a possibility of excess proceeds. "Excess proceeds" means the amount generated at an auction sale which exceeds the sum of back taxes, interest, costs and penalty (see RSA 80:88 and RSA 80:90). Excess proceeds are not common to every auction sale.
 - b. If there are excess proceeds from a sale of a Property, and the Property is not subject to any valid pre-tax deed liens and the former owner(s) is/are easily identified and cooperative, Attorney shall, at no expense to Client, take all required actions to distribute the excess proceeds to the former owner(s).
 - c. If Attorney is required to file a "bill of interpleader" with the superior court (e.g., when the former owner's property is subject to valid pre-tax deed liens or when a former owner cannot be located), Attorney's costs and fees shall be paid solely from the amount of the excess proceeds in accord with RSA 80:88 at the rate of two-hundred fifty dollars (\$250) per hour, plus costs.
 - d. If Attorney is required to file a bill of interpleader with the superior court, and there are insufficient excess proceeds to reimburse Attorney for its fees and court related costs, Client shall reimburse Attorney for the unreimbursed portion of such fees and costs. In no event shall the amount reimbursed to Attorney by Client exceed one thousand five hundred dollars (\$1,500) plus court-related costs for each such bill of interpleader action.
3. Attorney may conduct other legal services for Client with Client's written consent. For such legal work, Attorney shall charge two-hundred fifty dollars (\$250) per hour, plus costs. Prior to undertaking any hourly legal work at Client's expense, Attorney shall obtain written authorization of Client. Such hourly legal work may include, by way of example, filing for specific performance against a defaulting successful bidder pursuant to Section VIII of this Agreement or eviction of a holdover tenant in a Property scheduled for the Auction.
4. Nothing herein precludes Client from engaging Client's regular legal counsel or other legal counsel to advise Client regarding this Agreement, the Properties, the Auction, or any other matter.

V. Client's Responsibilities.

Client shall:

³ Closings typically occur within 45 days of the Auction.

1. Certify to Auctioneer that Client is authorized by valid annual or special meeting to sell the Properties by public auction.
2. Identify the Properties in the Property List. Client may add Properties to the Property List prior to the Auction with Auctioneer's consent. Auctioneer may refuse to add additional Properties to the Auction if it believes there is insufficient time to adequately advertise the Properties or would otherwise adversely impact the Auction.
3. Send as necessary a certified mail notice to each former owner and mortgage holder whose property has been held by Client for less than 3 years, providing each former owner and mortgage holder an opportunity to redeem the property in compliance with RSA 80:89 (the "90-Day Letter").
4. Provide supporting documents for all Properties:
 - a. Tax assessment card(s).
 - b. Proof of mailing the notice of tax deeding to former owner(s), mortgage holders, and other required parties.
 - c. Proof of mailing and copies of all 90-Day Letters.
 - d. List, by property, each abutter's name, mailing address, and tax map/lot number.
 - e. Tax collector's deed to Client.
 - f. Deed to former owner (if available).
 - g. Calculation of amount of "back taxes, interest, costs and penalty" owed on each Property as of the date of the tax deed to Client, in accord with RSA 80:90, plus an interest amount through the Auction date, and a per diem interest amount.
 - h. Any other documentation reasonably required by Auctioneer and Attorney.
5. Allow potential bidders to walk the Properties "at their own risk," provided that potential bidders are forbidden from entering any structures on the Properties. Client may, at its sole discretion, schedule and oversee a preview for potential bidders to examine the interiors of one or more structures on the Properties.
6. Assist in advertising the Auction by posting a link to the Auction web page on Client's website (if possible) and by allowing Auctioneer to display one or more Auction advertisements in Client's building(s).
7. Assist in reestablishing Auction signage if it falls due to weather, human interference, or other causes.
8. Provide the Auction Location and assure that the Auction Location is accessible to Auctioneer and staff at least one hour before and at least one hour after the Auction start time. Client shall equip the Auction Location with tables and seating for up to 10 staff members and seating for no fewer than 100 attendees.

9. Designate a contact person (such as a town administrator or city clerk) that Auctioneer and Attorney may contact to answer questions, provide documents, and assist in coordinating the Auction.
10. Execute a power of attorney to be recorded in the registry of deeds by Attorney and that authorizes Attorney to sign deeds and related auction paperwork on Client's behalf.
11. Consult Attorney regarding legal issues as needed.

VI. Compensation.

1. Subject to the terms of this Agreement, Auctioneer and Attorney shall not charge Client for their respective services.
2. Auctioneer shall charge a buyer's premium of **ten percent (10%)** of the successful bid amount⁴ payable by the successful bidder for each auctioned Property. Auctioneer may adjust the buyer's premium if Client adds or removes one or more Properties prior to the Auction.
3. Notwithstanding Section VI.1, Client shall compensate Auctioneer in the following circumstances:
 - a. If one or more Properties included in the Property List are removed by Client prior to the Auction, Client shall pay Auctioneer a pre-auction charge of **three and one-half percent (3.5%)** of the net assessed value of the Properties.
 - b. If, without just cause, Client cancels the Auction or terminates the services of Auctioneer, Client shall pay Auctioneer a pre-auction penalty of **three percent (3%)** of the unequalized assessment of all Properties contained in the Property List.
 - c. Auctioneer may waive the fees in this Section VI.3 at its sole discretion.

VII. Absentee Bidders.

Auctioneer and its staff may represent absentee bidders at the Auction. Auctioneer shall announce, prior to bidding on a Property, that an absentee bidder will be bidding by proxy on the Property. Prior to accepting a bid from an absentee bidder, Auctioneer shall obtain a deposit of ten percent (10%) of the absentee bidder's highest bid prior to the Auction.

VIII. Default by Successful Bidder.

If a successful bidder fails to complete the sale by providing the required funds at closing:

⁴ This is also known as the "high bid."

1. Auctioneer, at its discretion, may keep the deposit collected from the successful bidder as liquidated damages, in which instance the Property shall remain in the name of Client. In the event Auctioneer decides to keep the deposit as liquidated damages pursuant to this subsection, and the deposit exceeds ten percent (10%) of the of the successful bid amount, Auctioneer shall remit the excess to Client; or
2. With the written approval of both Client and Attorney, Attorney shall seek specific performance of the sale of the Property. Nothing herein precludes Client from engaging Client's regular legal counsel or other legal counsel to seek specific performance on Client's behalf.

IX. Consent to Mutual Representation.

Attorney is representing Auctioneer and Client in connection with the Auction. Auctioneer and Client acknowledge and understand such mutual representation, as well as the extent and consequences thereof, and fully and freely authorize Attorney to conduct such mutual representation without reservation.

X. Miscellaneous.

1. This Agreement is to be governed by and construed in accordance with the laws of New Hampshire.
2. This Agreement may only be amended with the approval of all parties in writing.
3. This Agreement states the full agreement between the parties and supersedes all prior negotiations and agreements.
4. The descriptive headings in this Agreement are not intended to be part of or to affect the meaning or interpretation of this Agreement.
5. This Agreement may be executed in one or more counterparts, each of which is an original, and all of which constitute only one agreement between the parties.

Signature Pages Follow

The parties hereto have executed and delivered this Agreement as of the date hereof.

AUCTIONEER

Legal Eagle Auctions, LLC
d/b/a NH Tax Deed & Property Auctions



By: _____
Richard D. Sager, Co-Owner

Date: December 1, 2022

ATTORNEY

Sager & Smith, PLLC



By: _____
Richard D. Sager, Esq.

Date: December 1, 2022

Accepted this ____ day of _____ by a majority of the town council:

CLIENT

Town of Hooksett, NH

By its town council:

James Sullivan, Chair

Timothy Tsantoulis, Vice-Chair

Randall Lapierre, Secretary

Alex Walczyk, Councilor

Roger Duhaime, Councilor

David Boutin, Councilor

John Durand, Councilor

David Ross, Councilor

Keith Judge, Councilor

Schedule A

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

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

NOTES:

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

Town Council
STAFF REPORT



To: Town Council
Title: Jay T. St. Jean or Representative, JSJ Auctions, LLC - Interview for Town Owned Property Auction Services
Meeting: Town Council - 04 Jan 2023
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

The Town Council requested representatives from auction companies be present to answer questions relative to the process. Attached is the proposal submitted by JSJ Auctions, LLC.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Town Council invited both auction houses in for an interview based on their respective proposals.

ATTACHMENTS:

[JSJ Auctions Proposal](#)



JSJAuctions, LLC

Letter of Transmittal

JSJAuctions
45 Exeter Road, Epping, NH 03042

Phone: 603-734-4348
Fax: 603-734-4349
Email: jay@jsjauctions.com
Website: www.jsjauctions.com

Jay T. St. Jean
Vice President

Hooksett Town Council
c/o Leann McLaughlin, Project Coordinator
Town of Hooksett, NH
35 Main Street
Hooksett, NH 03106

Dear Leann,

In response to your Request for Auctioneer Services we submit the enclosed proposal for Town Council's review. The enclosed proposal was written solely for The Town of Hooksett, NH and has been authorized by Jay T. St. Jean; Vice President of JSJAuctions.

St. Jean Auctioneers has been in the auction business for over 40 years and has sold thousands of pieces of real estate using the auction method of marketing. During the past 25 years St. Jean has worked with hundreds of lending institutions, law firms & Municipalities to assist in the sale of over 25,000 real estate auctions throughout New England.

St. Jean Auctioneers maintains an active electronic mailing list of over 7,500 individuals and known investors that buy property at auction. It is our opinion that this list along with our experience of conducting tax deeded property sales throughout New Hampshire and our proposed fee & marketing plan makes us a viable candidate to conduct tax deeded property sales for the Town of Hooksett, NH.

If you have any questions on these matters or if you would like to set up an in person interview, please do not hesitate to contact me.

Sincerely,

Jay T. St. Jean

Enclosure: Auction Proposal

Proposal For Auctioneer Services

Submitted by



45 Exeter Road, PO Box 400, Epping, NH
603-734-4348
www.jsjauctions.com

STATEMENT OF QUALIFICATIONS

1. Approach to Project:

St. Jean Auctioneers will view and walk each of the auction parcels at least 8 weeks prior to the proposed sale. Once this task is completed we will sit with the Board of Selectmen and express our opinion of auction value and/or concerns for each of the parcels targeted for the sale. Once St. Jean & the Town of Hooksett agree on which parcels will be sold at auction we will need to determine whether the parcels will be sold at absolute auction (no minimums, no reserves) or with reserve. St. Jean Auctioneers suggest selling the parcels on a Saturday morning after the holidays at Town Hall or another public location in the town. We believe that this day of the week and time of the year allows for the highest number of interested parties to be present at the sale.

Four to five weeks prior to the sale, St. Jean's marketing department will draft copies of the proposed newspaper display ads & one-page brochure and will forward copies to the town for approval or suggested changes. The ads will run in local & regional publications two and three weeks prior to the sale to allow sufficient time for interested parties to do their due diligence on parcels that may interest them. Our one-page brochure will be sent via electronic mail to over 7,500 individual email addresses on our in house eblast list four weeks prior to the sale. This same one-page brochure will also be mailed via first class mail to abutters to all auction properties (list to be supplied by the Town of Hooksett) and 200 copies will be supplied to the Town of Hooksett to distribute as they see fit in and around the Town of Hooksett. Approximately four weeks prior to the sale, St. Jean Auctioneers will post signs on all non-landlocked parcels and will post a detailed listing of the auction on our website where it will remain through the day of auction. St. Jean will also use an aggressive digital marketing campaign using social media platforms such as Facebook & Twitter to market the sale.

During the four weeks prior to the sale, St. Jean will maintain an active list of individuals who have expressed interest in the sale both through phone conversations and internet inquiries and will make that list available to the Town of Hooksett at all times. During this period, St. Jean will have one of their employees available to show any of parcels should any interested party make that request.

Day of auction, St. Jean's staff will arrive at the auction site one hour prior to the sale to register bidders and to answer any questions relative to the parcels or the auction process. Also during this time St. Jean will set up a PowerPoint presentation that will run throughout the auction with detailed information on the auction parcels. Also, larger tax maps will be made available for interested parties to view prior to the start of the sale. Before any interested party is presented with a bidder's number, St. Jean will verify that the individual(s) have sufficient deposit funds (cash or certified checks) to participate in the auction.

2. Tax deeded property sale experience:

Danbury 10-29-22			
	Assessed	Price	Property Description
Sale 1	\$102,900	\$30,000	3-BR Home
Sale 2	\$49,640	\$22,500	0.31± Acre Lot
Sale 3	\$42,000	\$55,000	5.7± Acre Lot
		Total: \$107,500	
Hollis 10-22-22			
	Assessed	Price	Property Description
	\$581,400	\$600,000	4-BR Home
Gilmanton 09-10-22			
	Assessed	Price	Property Description
Sale 1	\$108,500	\$105,000	6± Acre Lot
Sale 2	\$84,800	\$85,000	3.1± Acre Lot
Sale 3	\$16,700	\$42,000	10.1± Acre Lot
Sale 4	\$10,000	\$11,000	0.26± Acre Lot
Sale 5	\$4,700	\$5,000	0.48± Acre Lot
Sale 6	\$2,500	\$6,500	0.14± Acre Lot
Sale 7	\$2,600	\$8,000	0.14± Acre Lot
Sale 8	\$18,800	\$3,500	0.36± Acre Lot
Sale 9	\$10,000	\$10,000	0.49± Acre Lot
Sale 10	\$8,300	\$6,000	0.14± Acre Lot
Sale 11	\$8,600	\$6,000	0.34± Acre Lot
Sale 12	\$8,600	\$7,000	0.17± Acre Lot
		Total: \$295,000	
Winchester 08-20-22			
	Assessed	Price	Property Description
Sale 1	\$154,800	\$110,000	3-BR Home
Sale 2	\$77,600	\$28,000	Comm. Garage
Sale 3	\$53,300	\$23,000	Vacant 9.2± Acre Lot
		Total: \$161,000	
Boscawen 08-06-22			
	Assessed	Price	Property Description
	\$151,200	\$69,000	6-BR Home
Rumney 07-30-22			
	Assessed	Price	Property Description
	\$105,800	\$105,000	3-BR Home
Warner 06-25-22			
	Assessed	Price	Property Description
Sale 1	\$128,490	\$48,500	3-BR Home
Sale 2	\$84,420	\$20,000	3-BR Mobile Home
Sale 3	\$39,600	\$47,000	Vacant 33± Acre Lot
		Total: \$115,500	

Newbury 06-25-22			
	Assessed	Price	Property Description
	\$792,900	\$765,800	2-BR Island Home
Northfield 06-11-22			
	Assessed	Price	Property Description
Sale 1	\$176,300	\$192,000	Cape Home On 5.6± Acre
Sale 2	\$120,200	\$30,000	Cape Home On 1± Acre
		Total: \$222,000	
Acworth 06-04-22			
	Assessed	Price	Property Description
Sale 1	\$40,100	\$39,000	Vacant 12.9± Acre Lot
Sale 2	\$35,900	\$31,000	Vacant 4± Acre Lot
Sale 3	\$31,800	\$19,000	Vacant 20± Acre Lot
Sale 4	\$24,700	\$11,000	Vacant 0.87± Acre Lot
Sale 5	\$21,200	\$17,000	Vacant 5± Acre Lot
Sale 6	\$2,800	\$15,500	Vacant 3.72± Acre Lot
		Total: \$132,500	
Pittsfield 06-04-22			
	Assessed	Price	Property Description
	\$91,000	\$27,000	Vacant 10± Acre Lot
Derry 05-06-22			
	Assessed	Price	Property Description
	\$57,600	\$41,000	Vacant 0.18± Acre Lot
Salem 04-16-22			
	Assessed	Price	Property Description
Sale 1	\$412,700	\$330,000	3-BR Home
Sale 2	Removed From Sale		
Sale 3	Removed From Sale		
Sale 4	\$6,200	\$6,000	Vacant 0.18± Acre Lot
Sale 5	\$6,100	\$15,000	Vacant 0.12± Acre Lot
Sale 6	\$6,000	\$36,000	Vacant 0.11± Acre Lot
Sale 7	\$4,300	\$1,000	Vacant 0.08± Acre Lot
		Total: \$388,000	
Carroll 02-11-2022			
	Assessed	Price	Property Description
Sale 1	\$97,300	\$67,000	3-BR Home
Sale 2	\$67,800	\$8,500	4-BR Home
		Total: \$75,500	

Tamworth 01-29-2022

	Assessed	Price	Property Description
Sale 1	\$149,800	\$150,000	3-BR Home
Sale 2	\$32,400	\$17,500	0.45± Acre Lot
Sale 3	\$60,500	\$31,000	Vacant 5.9± Acre Lot
Sale 4	\$35,900	\$21,000	Vacant 0.97± Acre Lot
Sale 5	\$19,000	\$15,000	Vacant 8.4± Acre Lot
Sale 6	\$15,900	\$57,000	Vacant 0.52± Acre Lot
Sale 7	\$9,300	\$3,800	Vacant 0.28± Acre Lot
Sale 8	\$6,200	\$2,500	Vacant 0.28± Acre Lot
		Total: \$297,800	

New Ipswich 01-22-2022

	Assessed	Price	Property Description
Sale 1	\$199,300	\$61,000	2-BR Home
Sale 4	\$104,600	\$27,000	4-BR Home
Sale 6	\$42,600	\$56,000	Vacant 5.8± Acre Lot
		Total: \$144,000	

Derry 12-17-2021

	Assessed	Price	Property Description
	\$130,800	\$140,000	Vacant 1.12± Acre Lot

Warren 12-11-2021

	Assessed	Price	Property Description
Sale 1	\$142,300	\$13,500	Two Mobile Homes
Sale 2	\$47,100	\$47,000	Vacant 7.49± Acre Lot
Sale 3	\$44,200	\$15,000	Vacant 0.94± Acre Lot
Sale 4	\$16,200	\$16,000	Vacant 1.49± Acre Lot
Sale 5	\$19,400	\$4,500	Vacant 10.1± Acre Lot
Sale 6	\$23,700	\$41,000	Vacant 7± Acre Lot
		Total: \$137,000	

Winchester 12-04-2021

	Assessed	Price	Property Description
Sale 1	\$79,400	\$33,000	3-BR Mobile Home
Sale 2	\$51,600	\$45,000	Vacant 0.28± Acre Lot
Sale 3	\$47,900	\$47,000	Vacant 4.75± Acre Lot
		Total: \$125,000	

Alton 11-20-2021			
	Assessed	Price	Property Description
Sale 1	\$58,500	\$115,000	3-BR Mobile Home
Sale 2	\$103,900	\$65,000	2-BR Cottage
Sale 3	\$94,300	\$65,000	Vacant 0.61± Acre Lot
Sale 4	\$75,300	\$27,000	Vacant 0.27± Acre Lot
		Total: \$272,000	
Kingston 11-13-2021			
	Assessed	Price	Property Description
Sale 1	\$13,700	\$10,200	Vacant 1.3± Acre Lot
Sale 2	\$13,700	\$7,000	Vacant 0.3± Acre Lot
Sale 3	\$11,700	\$6,400	Vacant 0.1± Acre Lot
Sale 4	\$11,700	\$1,800	Vacant 0.11± Acre Lot
		Total: \$25,400	
Carroll 10-29-2021			
	Assessed	Price	Property Description
	\$241,640	\$230,000	Former Fire Station
Charlestown 10-02-2021			
	Assessed	Price	Property Description
Sale 1	\$38,500	\$26,000	3 BR Mobile Home
Sale 2	\$25,000	\$11,000	3-BR Mobile Home
Sale 3	\$34,200	\$23,000	Vacant 11± Acre Lot
		Total: \$60,000	
Manchester 11-06-2021			
	Assessed	Price	Property Description
	\$230,600	\$240,000	3-BR Home
Acworth 08-21-2021			
	Assessed	Price	Property Description
Sale 1	\$139,900	\$7,500	3-BR Duplex Home
Sale 2	\$85,300	\$41,000	3-BR Home
Sale 3	\$38,100	\$25,000	Vacant 5.23± Acre Lot
Sale 4	\$34,200	\$24,000	Vacant 5± Acre Lot
Sale 5	\$19,300	\$18,000	Vacant 11.5± Acre Lot
		Total: \$115,500	

Hinsdale 07-17-2021			
	Assessed	Price	Property Description
Sale 1	\$157,800	\$25,000	2-BR Multi-Family Home
Sale 2	\$112,900	\$90,000	3-BR Home
Sale 3	\$43,300	\$44,000	3-BR Mobile Home
Sale 4	\$86,400	\$70,000	Vacant 0.93± Acre Lot
Sale 5	\$24,800	\$13,000	Vacant 4± Acre Lot
Sale 6	\$37,300	\$5,500	Vacant 0.2± Acre Lot
		Total: \$247,500	
Concord 07-15-2021			
	Assessed	Price	Property Description
	\$144,800	\$125,000	3-BR Home
Salem 06-30-2021			
	Assessed	Price	Property Description
	\$186,500	\$290,000	Former Fire Station
Plaistow 09-16-2021			
	Assessed	Price	Property Description
	\$330,190	\$240,000	2-BR Home
Newbury 06-05-2021			
	Assessed	Price	Property Description
	\$126,600	\$135,000	3-BR Manufactured Home
Concord 03-18-2021			
	Assessed	Price	Property Description
	\$187,100	\$125,000	2-BR Home
Manchester 03-03-2021			
	Assessed	Price	Property Description
Sale 1	\$192,800	\$275,000	2-BR Detached Condo
Sale 2	\$155,700	\$180,000	3-BR Home
		Total: \$455,000	
Charlestown 05-01-2021			
	Assessed	Price	Property Description
Sale 1	\$151,700	\$100,000	2- BR Home
Sale 2	\$78,500	\$9,000	3-BR Home
Sale 3	\$102,800	\$43,000	2-BR Manufactured Home
Sale 4	\$30,800	\$21,000	2-BR Mobile Home
Sale 5	\$56,600	\$31,000	2-BR Mobile Home
Sale 6	\$23,000	\$20,000	Vacant 0.55± Acre Lot
Sale 7	\$15,200	\$13,500	Vacant 3.1± Acre Lot
Sale 8	\$39,900	\$19,000	3-BR Mobile Home
Sale 9	\$12,100	\$3,000	2-BR Mobile Home
Sale 10	Removed from Sale		
Sale 11	\$13,700	\$1,100	3 BR Mobile Home
		Total: \$260,600	

3. Ability & fitness to perform work on schedule:

St. Jean Auctioneers has a full & part time staff of 8 employees that are able to handle any size auction from single site to multi-parcel sales. Over the past 40 years we have conducted over 25,000 real estate auction sales; most of these sales were in conjunction with bank & municipality forced sales of real property. Working in tandem with attorneys for local, regional & national lending institutions, St. Jean has the experience and know how when it comes to meeting deadlines to ensure that the work is performed in a timely manner. St. Jean maintains a staff of 4 licensed auctioneers, 2 full time marketing professionals, 1 auction coordinator & 1 bookkeeper/webmaster. The St. Jean team of auction professionals is committed to serving each and every client to provide the highest return possible at the auction sale.

4. Fee Structure:

St. Jean Auctioneers utilizes the same fee structures/ad budgets for all Municipal Tax Deeded property sales. St. Jean Auctioneers charges the buyer(s) a 10% buyer's premium which covers our fee and all costs associated with conducting and marketing the properties for auction. The Town of Hooksett will not incur any commissions or fees in conjunction with this sale. The only exception being if the town rejects all of the bids at the sale or they fail to provide title to all properties at closing. Once a signed agreement has been received, we will schedule a meeting with town council to pick a date and go over the terms for the sale. **Again, no fees or expenses will be charged to the Town of Hooksett.**

Print & Electronic Marketing:

<u># Of Ads</u>	<u>Publication</u>
2	Manchester Union Leader
2	NH Sunday News
3	Concord Monitor

In addition to the above advertisements, a two-color, one-page E-blast brochure will be produced and forwarded electronically to over 7,500 individuals on our E-mail list who have expressed interest in town-owned property auctions. The one page brochure will also be mailed via first class mail to abutters of the auction properties (provided by the Town of Hooksett). The auction will be posted on our website approximately four weeks prior to the sale and will remain active on our site through the day of auction. In addition, St. Jean Auctioneers will furnish the Town of Hooksett with 200 copies of the one-page brochure for distribution in and around the Town Hall & other public gathering places.

Total approximate advertising: (paid by St. Jean)

\$2,500.00

Fees & Expenses:

- A. Third party bids and closes on properties at auction:
 - 1. 10% buyer's premium charged to buyer(s).
 - 2. All expenses and advertising paid by St. Jean Auctioneers.
 - 3. **NO FEES OR EXPENSES CHARGED TO THE TOWN.**
- B. Third party bids and fails to close on property:
 - 1. Town of Hooksett retains bidder's deposit.
 - 2. Fee of 50% of retained deposit(s) paid to St. Jean Auctioneers
 - 3. St. Jean sells property to second high bidder or re-auctions properties
- C. Town of Hooksett cancels entire sale once marketing effort commences or fails to deliver title to properties at closing:
 - 1. Flat fee of \$500.00 charged to Town of Hooksett
 - 2. Advertising paid by the Town of Hooksett
- D. If no bids are received on a particular property, no fee will be charged to the Town of Hooksett

5. References:

Dave Caron, Town Administrator
Town of Derry, NH
14 Manning Street
Derry, NH 03038
(603) 432-6100

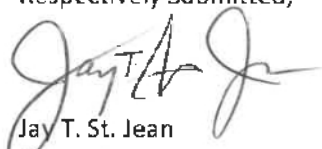
Dawn K. Enwright, Treasurer/Tax Collector
City of Concord, NH
41 Green Street
Concord, NH 03301
(603) 225-8540

Brenda Masewicz Adams, Tax Collector
City of Manchester
One City Hall Plaza, West Wing
Manchester, NH 03101
(603) 624-6575

Jim Tetreault, Town Clerk/Tax Collector
Town of Winchester
1 Richmond Road
Winchester, NH 03470
(603) 239-4951

Thank you for opportunity to submit our proposal and should the Town Council have any questions please do not hesitate to contact me.

Respectively Submitted,



Jay T. St. Jean
JSJAuctions, LLC.

6. Sample Marketing Materials & Sales Agreement

PUBLIC AUCTION

(12) TAX DEEDED SALES IN GILMANTON, NH

(3) LARGE PARCELS ★ (4) VACANT LOTS NEAR SAWYER LAKE

(5) VACANT LOTS NEAR SHELLCAMP POND



Saturday, September 10, 2022 @ 10:00 AM (Registration from 9:00 AM)

Sale to be held at: Gilmanton Town Offices, 503 Province Road, Gilmanton, NH

ID#22-154 - We are pleased to offer for the Town of Gilmanton at PUBLIC AUCTION, these (12) properties which were acquired by Tax Collector's Deed. These properties will be sold at PUBLIC AUCTION and appeal to investors, builders, or abutters!

SALE # 1:

**326 Allens Mill Road
(Tax Map 420, Lot 136)**

6+ acre parcel consisting of a dilapidated mobile home that will need to be removed within 30 days from closing as a condition of the sale. Additional features include a detached 1 car garage, multiple sheds, property is served by well & septic (cond. unknown). Assessed Value: \$108,500. 2021 Taxes: \$2,350. **DEPOSIT: \$5,000**

SALE # 2:

**805 Province Road
(Tax Map 414, Lot 85)**

3.1+ acre parcel that consists of a dilapidated mobile home w/ addition & shed that will need to be removed within 30 days from closing as a condition of the sale. Additional features include a detached 24' x 32' two-car garage and numerous outbuildings. Property is served by well & septic (condition unknown). Assessed Value: \$84,800. 2021 Taxes: \$1,993. **DEPOSIT: \$5,000**

SALE # 3:

**NH Rt. 106
(Tax Map 412, Lot 24)**

10.1+ acre rear lot located along the Belmont town line. Lot is wooded, contains wetlands and is rolling in topography. Assessed Value: \$16,700. 2021 Taxes: \$392. **DEPOSIT: \$2,500**

SAWYER LAKE PROPERTIES (4)



SALE # 4: Dock Road (Tax Map 122, Lot 122) - 0.26+ acre vacant wooded lot located on a private road near Sawyer Lake. Lot slopes slightly down off road and is rolling in topography. Assessed Value: \$10,000. 2021 Taxes: \$235. **DEPOSIT: \$2,500**

SALE # 5: Aspen Ave (Tax Map 118, Lot 27-1) - 0.48+ acre vacant heavily wooded lot located near Sawyer Lake that is sloping down from the road and appears to be wet. Assessed Value: \$4,700. 2021 Taxes: \$110. **DEPOSIT: \$1,000**

SALE # 6: Locust Ave (Tax Map 119, Lot 53) - Vacant 0.4+ acre lot located near Sawyer Lake at the top of Locust Ave, road is not complete. Lot doesn't have road frontage and is very steep. Assessed Value: \$2,500. 2021 Taxes: \$59. **DEPOSIT: \$1,000**

SALE # 7: Iris Ave (Tax Map 119, Lot 45) - 0.14+ acre rear lot located behind 20 Iris Avenue near Sawyer Lake, lot appears to be wooded and steep in topography. Assessed Value: \$2,600. 2021 Taxes: \$61. **DEPOSIT: \$1,000**

SHELLCAMP POND PROPERTIES (5)



SALE # 8: Valley Shore Drive (Tax Map 131, Lot 83) - Vacant 0.36+ acre unbuildable lot w/ 175' FF along Shellcamp Pond. Lot is wet, wooded and has a swampy waterfront. Assessed Value: \$18,800. 2021 Taxes: \$442. **DEPOSIT: \$2,500**

SALE # 9: Winter Street (Tax Map 130, Lot 42) - Vacant 0.49+ acre lot located on a private road. Lot is heavily wooded and is located near Shellcamp Pond. Assessed Value: \$10,000. 2021 Taxes: \$235. **DEPOSIT: \$2,500**

SALE # 10: Moccasin Path (Tax Map 133, Lot 18) - Vacant 0.14+ acre lot located on a private road. Lot is lightly wooded and is located near Shellcamp Pond. Assessed Value: \$8,300. 2021 Taxes: \$195. **DEPOSIT: \$1,000**

SALE # 11: Intervale Drive (Tax Map 130, Lot 51) - Vacant 0.34+ acre lot on a private road near Shellcamp Pond. Lot is relatively flat and wooded, appears to have a stream running through lot. Assessed Value: \$8,600. 2021 Taxes: \$202. **DEPOSIT: \$1,000**

SALE # 12: Buck Lane (Tax Map 132, Lot 96) - Vacant 0.17+ acre lot located on a private road near Shellcamp Pond. Lot is lightly wooded and slopes down slightly from the road. Assessed Value: \$8,600. 2021 Taxes: \$202. **DEPOSIT: \$1,000**

10% BUYER'S PREMIUM DUE AT CLOSING

PREVIEW: Properties with road frontage are marked, a drive-by is recommended. **TERMS:** All deposits by cash, certified check, bank treasurer's check or other payment acceptable to the Town of Gilmanton at time of sale, balance due within 45 days. **SALES ARE SUBJECT TO TOWN CONFIRMATION. THE TOWN OF GILMANTON RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS.**

Conveyance by Quitclaim Deed. Properties sold "AS IS, WHERE IS" subject to all outstanding liens, if any. Other terms may be announced at time of sale. All information herein is believed but not warranted to be correct. All interested parties are advised to do their own due diligence relative to the buildability/non-buildability of any lot and all matters they deem relevant.

PLOT PLANS, PHOTOS, BROCHURE, AND MORE DETAILS ARE AVAILABLE ON OUR WEBSITE




45 Exeter Road, Epping, NH 03042, NH Lic. #2279
603-734-4348 • www.jsjauctions.com

**(12) TOWN-OWNED PROPERTIES AT
PUBLIC AUCTION**

Town of
GILMANTON, NH
Saturday, September 10 at 10:00am
Registration begins at 9:00am

**(3) Large Parcels
(4) Vacant Lots Near Sawyer Lake
(5) Vacant Lots Near Shellcamp Pond**

Sale to be held at:
**Gilmanton Town Offices
503 Province Road
Gilmanton, NH**



10% BUYER'S PREMIUM
For more information please visit www.jsjauctions.com

VILL
47775 **James R. St. Jean** NAA
A U C T I O N E E R
www.jsjauctions.com ■ 603-734-4348 jsja.com

AGREEMENT AND DEPOSIT RECEIPT (SALES 3-12 ONLY)

THIS AGREEMENT made this 10th day of September, 2022 (the "Effective Date"), by and between the Town of Gilmanton, a municipal corporation organized under the laws of the State of New Hampshire, having a principal place of business at 503 Province Road, Gilmanton, New Hampshire 03237 (the "SELLER"), and _____ (the "BUYER"), having an address of _____.

WITNESSETH: That the SELLER agrees to sell and convey, and the BUYER agrees to buy certain real estate located in Gilmanton, New Hampshire, known as:

Map: 412 Lot: 024 Location: NH Route 106, Gilmanton, NH 03237 (Land Only)

PRICE: The SELLING PRICE is \$ _____, payable as follows:

The BUYER'S DEPOSIT, receipt of which is hereby acknowledged in the form of a check, in the sum of \$ _____; and

The BALANCE of the SELLING PRICE shall be payable at closing and tendered in cash or certified check in the amount of \$ _____.

BUYER'S PREMIUM DUE: The SELLING PRICE does not include the BUYER'S PREMIUM of ten percent (10%) of the SELLING PRICE, due to the Auctioneer at closing.

SELLING PRICE \$ _____ at % equals BUYERS PREMIUM \$ _____.

Payment of such an amount by the BUYER in accordance with the previous clause, by cash or certified check at closing, is a prior condition of the SELLER'S obligation to convey title.

This BUYER'S PREMIUM is in addition to the SELLING PRICE and is payable directly to the Auctioneer.

DEED: The SELLER agrees to furnish, at its own expense, a duly executed Quitclaim Deed, to the property.

POSSESSION AND TITLE: The property is sold in its AS IS, WHERE IS condition, without any warranty as to its use or condition whatsoever, subject to all tenants and rights of use or possession, limitations of use by virtue of prior land use approvals and/or interests secured or inuring to the benefit of abutters, third parties or members of the general public, or other matters of record which may impact the use of, or title to, the property, if any, including mortgages, equity lines of credit, liens, attachments, orders to cease and desist, and any State and Federal tax liens which have survived the Town's acquisition of the property. Further, the SELLER does not in any way warranty or guarantee the availability of any municipal land permits, including building permits, zoning approvals or any other similar permits. It shall be the responsibility of the BUYER to apply for any required permits to the appropriate departments of the Town of Gilmanton.

TRANSFER OF TITLE: Shall be given on or before forty-five (45) days after the Effective Date. The place and time of TRANSFER OF TITLE shall be determined by mutual agreement. Failing such mutual agreement, the time of transfer shall be as designated by the SELLER and shall occur at Gilmanton Town Hall, 503 Province Road, Gilmanton, New Hampshire 03237. Time is of the essence.

TITLE: If the BUYER desires an examination of the title, BUYER shall pay the cost thereof. BUYER acknowledges that TITLE shall be transferred by QUITCLAIM DEED. DEED and BUYER'S TITLE shall be subject to matters of record and as described in the section entitled POSSESSION AND TITLE above.

TAXES, UTILITIES: BUYER shall be responsible for any and all taxes and utilities assessed or incurred as of the **2022 tax year**.

RECORDING FEES AND TRANSFER TAX: BUYER shall be responsible for all recording fees and transfer taxes, which may be assessed with respect to this conveyance, and shall provide all necessary forms to the SELLER, and shall cause same to be filed as required by law. All fees and filings shall be completed with 15 days of closing.

RISK OF LOSS: Risk of loss from any cause shall be upon the SELLER until the transfer of the property covered hereby.

LIQUIDATED DAMAGES: If the BUYER shall default in the performance of his/her obligations under this AGREEMENT, the amount of the deposit and any additional deposit given by the BUYER may, at the option of the SELLER, become the property of the SELLER as reasonable liquidated damages. Further, all of the BUYER'S rights and interests in and to the AGREEMENT shall, without further notice or further consideration, be assigned to SELLER. Upon BUYER'S default or failure to close SELLER reserves this unqualified right to sell the property to the next highest qualified bidder.

ACKNOWLEDGES AND AGREES: That the sale of the property as provided for herein is made on an "AS IS" condition and basis with faults, latent or patent.

PRIOR STATEMENTS: Only this AGREEMENT fully and completely expresses the respective obligations of the parties, and the AGREEMENT is entered into by each party after opportunity for investigation, neither party relying on any statements or representation not embodied in this AGREEMENT. This AGREEMENT shall not be altered or modified except by written agreement signed and dated by both BUYER and SELLER.

MISCELLANEOUS: This instrument, which may be executed in duplicate, is to be construed as a New Hampshire contract. Any dispute under this AGREEMENT shall be resolved within the venue of the Belknap County Superior Court in the State of New Hampshire. This AGREEMENT shall be cancelled, modified or amended only by a written instrument signed by both the SELLER and the BUYER. This AGREEMENT shall be binding upon and inures to the benefit of the parties and their respective heirs, devisees, executors, administrators, successors, agents and assigns.

ADDITIONAL PROVISIONS:

WITNESS: The signatures of the above-mentioned parties on the dates as noted below.

TOWN OF GILMANTON

By: _____

Its: _____

Duly authorized

Date: _____

Witness: _____

BUYER

By: _____

Its: _____

Duly authorized

Date: _____

Witness: _____

Town Council STAFF REPORT



To: Town Council
Title: Lamberts Park Memorial Pathway
Meeting: Town Council - 04 Jan 2023
Department: Public Works
Staff Contact: Ben Berthiaume, Public Works Director

BACKGROUND INFORMATION:

The Parks and Recreation Advisory Board voted on November 15, 2022 for Marc Chagnon to move forward the Lambert Park Pavilion Paver project (see attached meeting minutes) with pricing and vendor presented. This project consists of providing the Town of Hooksett with a memorial brick paver pathway from the parking lot at Lamberts Park to the new pavilion. See attached picture with an overlay of the anticipated pathway and location for reference.

Pavers will be available for purchase by residents, businesses, or groups at a set rate per size (see attached order form for reference). The purchase of the bricks will be facilitated online with payment made electronically. All funds would be deposited into the Parks and Recreation Revolving fund and tracked accordingly. Paver inscriptions are laser etched and have limited characters based on the size of paver purchased (see attached sample order form). All paver inscriptions will be reviewed by a member of the Parks and Recreation Advisory Board as received for final approval. Paver inscriptions found to be defamatory or hateful will be rejected and the purchaser of the paver will be credited back minus any transaction fees. Purchasing of pavers will remain open until the P&R advisory board feels enough have been sold to cover all costs associated with the project. The goal is to raise more money than needed for the installation of this project and have all extra funds raised deposited into the Parks and Recreation Revolving fund to be reserved for future Parks and Recreation projects.

After sales are closed, the P&R advisory board will determine how many additional blank pavers of each size will be required to complete the pathway and will be purchased at a local retail store. All costs associated with the purchase of additional blank pavers will be paid out of the profits from the sale of the memorial pavers. Additional costs may be incurred with the need for IT support from Block 5 to set up the electronic purchase through the website. Any additional costs associated with Block 5 will be paid out of the profit the sale of pavers and will not result in additional costs to the town.

Installation of the paver pathway is anticipated to be performed by donation. In the event there is a lack of donated labor for installation, the Town's Parks and Recreation crews will assist with installation as needed.

FINANCIAL IMPACT:

Anticipated to be zero.

POLICY IMPLICATIONS:

None

RECOMMENDATION:

To approve Lamberts Park Memorial Pathway project.

SUGGESTED MOTION:

Motion to approve Lamberts Park Memorial Pathway project.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the suggested motion

ATTACHMENTS:

[111522 Parks & Rec Adv Brd Mtg Minutes](#)
[Lamberts Park Paver Docs](#)

1 Parks and Recreation Advisory Board
2 Meeting Minutes
3 November 15, 2022
4

5 6:00 PM - Meeting Called to Order

6 Attendance

7 Andy Janosz - Chair
8 Mark Chagnon - Member
9 Rudy Makara - Member
10 Alex Walczyk - Alternate Town Council Representative
11

12 Not in Attendance

13 Phil Arnone - Parks and Recreation Crew Chief
14 Keith Judge - Town Council Representative
15 Scott Evans - Member
16

17 Approval of October 18, 2022 Meeting Minutes

18 **Rudy - Motioned to approve the October 18, 2022 Meeting Minutes Meeting Minutes**

19 **Andy - Seconded the motion**

20 *Motion carried unanimously*
21

22 Public Input

23 No public input.
24

25 Appointments

26 None

27 Old Business

28 Lambert Park / Pavilion Paver Update - Mark Chagnon

29 Mark received a quote from a vendor that has provided pavers for the State Police. They provide a
30 website to purchase the pavers with laser scribing/printing, a PayPal account to process the transactions
31 and flyers for distribution/advertisement.

32 The vendor has suggested 2 sizes (and recommended sale price):

Size (inches)	Cost per unit	Recommended "sale" price
4 x 8	\$19.50	\$100.00
8 x 8	\$29.50	\$200.00

33

34 Mark explained that there is an option to purchase a smaller replica of the paver (not required, can be
35 added on to each order). Cost \$9.99; recommended sale price \$30.00.

- 36 Mark will work with the vendor to find out if there is any flexibility with the pricing / ordering. For
37 example: limited special for the first 75 pavers (4x8) to be sold at \$75.00 each (instead of \$100.00).
- 38 Mark will also remeasure the area to determine the number of pavers. Size of the walkway / entrance to
39 the Pavilion: 6 feet x 13 feet bleeds into an 8 feet x 13 feet area.
- 40 Mark made the suggestion to have the Hooksett emblem in the center of the walkway (four 8 x 8
41 pavers); this will depend on the pricing; the advisory board was open to the idea.
- 42 **Andy made the motion for Mark to move forward with the pricing and vendor; seconded by Rudy.**
- 43 *Motion carried unanimously.*
- 44 Donati Park Memorial Signs (upper parking lot)
- 45
 - Andy explained that the signs are completed and need to be installed.
- 46
 - Expected to be installed in August
- 47 Donati Park Bridge
- 48
 - Andy provided an update - Bruce Thomas (Town Engineer) has put out an RFP for the bridge
- 49 footings. No full ETA, yet; update to follow.
- 50
 - Bruce has kept Macy Industries involved with the timeline and they are understanding of the
- 51 timeline.
- 52
- 53 Lambert's Park
- 54
 - Andy explains that the board will review a potential bench, horseshoe pit and possibly a place to
- 55 play volleyball. He suggested a walkthrough - scheduled for June 25, 2022 at 6PM - open to the
- 56 public.
- 57
 - Andy also explained that the old BBQ pit might be the best place for a park sign (white/green
- 58 signs); this will be reviewed during the walkthrough.
- 59
 - Andy updated the group that he spoke with Tony Lacasse (from Hooksett Heritage Commission)
- 60 who explained that he found a lot of information - perhaps enough for 3 informational signs.
- 61
- 62 Staff Reports – Town Councilor, Parks and Rec, Conservation Commission, HYAA
- 63
 - HYAA - No updates
- 64
 - Parks & Recreation - parks are being prepped for the winter months as a majority of the sports
- 65 have or will be coming to a close.
- 66
 - Town Council - Alex let the advisory board know that land owned by the town is being reviewed;
- 67 he was unsure how much, if any, was on the west side of the river.
- 68 Public Input - None

New Business

- Lambert Park Horseshoe pits
 - Andy has been unable to successfully get ahold of Jeff Scott from the Boy Scouts (Troop 292)
 - Andy will reach out to Troop 603
 - Question: What will the town need to provide? This will likely depend on the options provided by the Boy Scouts
 - Horseshoes (physical shoes) - town could hold onto a set for use by reservation. Andy discussed this with Parks and Rec (Phil?) who would be able to keep the shoes at the clubhouse. He also explained that a sign could be put up with contact information on how they can be reserved.
- Rudy asked if Bocce would be an option. Typical bocce court size is 60 feet x 12 feet.

Action Items:

1. **Mark** will take measurements of the Pavilion walkway to determine the quantity of bricks needed
2. **Mark:** follow up with the paver vendor on pricing and a plan to move forward
3. **Andy:** Reach out to Boy Scout Troop 603 regarding Horseshoe pits for Lambert Park

Next meeting: December 20, 2022 at 6:00PM

Andy - Motioned to adjourn the meeting

Rudy - Seconded the motion

Motion carried unanimously

Meeting concluded at 6:43PM

Respectfully Submitted by: Alex Walczyk

HOOKSETT PARKS & RECREATION



ENGRAVED BRICK PROGRAM

Be a part of our
**COMMUNITY
WALKWAY**

LOVE THE DOG PARK!

 **CANDICE BROWN**

4" x 8" Donation: \$75

Order Today!
Prices Increase
January 30, 2023
4" x 8" \$100
8" x 8" \$200


**HAPPY RESIDENTS OF
HOOKSETT
SINCE 1975
JOHN & MARY
ROBINSON**



↑
ORDER ONLINE!

Donor's Name: _____ Date: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Please engrave our personalized brick as follows:

4" x 8" bricks can be personalized with up to 3 lines of text, 20 characters per line without logo or 16 characters with logo
8" x 8" bricks can be personalized with up to 5 lines of text, 20 characters per line with or without logo
ANY SYMBOL IS CONSIDERED ONE SPACE (PERIOD, COMMA, DASH). ALL TEXT IS CENTERED.

Line 1 (20 spaces total)

Line 2 (20 spaces total)

Line 3 (20 spaces total)

Line 4 (20 spaces total)

8"x8" Only

Line 5 (20 spaces total)

8"x8" Only

☐ Clipart Add \$25 ☐ Add ____ Mini Replica Brick(s) \$30 each



☐ HOOKSETT PARKS



☐ HOOKSETT SEAL



☐ HOOKSETT POLICE



☐ SUNSET



☐ HEART



☐ BUTTERFLY



☐ PAW PRINT



☐ SAILING



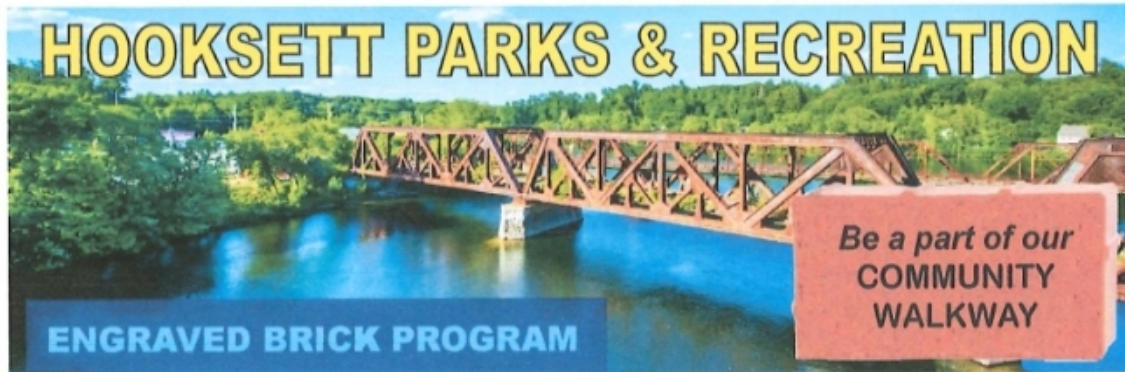
☐ USA FLAG

***Completed forms can be dropped off or mailed along with your tax deductible check to:**
 Hooksett Parks, Recreation & Cemeteries Division, 210 West River Road Hooksett, NH 03106
 Please make checks payable to: "Town of Hooksett".
 If you have questions, please call: (603) 485-5322

4EverBricks.com

401 E 4th St Bldg #2
 Bridgeport, PA 19405

800-955-8247 FAX: 888-870-1500
 Local: 484-322-5151
 info@4EverBricks.com



PROFIT CALCULATIONS - 100 BRICK DONATIONS

Typically, 70% of sales are 4" x 8" bricks and 30% are 8" x 8" bricks and
 60% of the donors choose clipart and 20% order replicas.
 You should be able to have 5 sponsors (local businesses).

<u>PRODUCT</u>	<u>DONATION</u>	<u>COST</u>	<u>PROFIT/ BRICK</u>	<u>SOLD</u>	<u>PROFIT/ ITEM</u>
4" x 8" BRICK (TEXT ONLY)	\$ 75.00	\$19.50	\$ 55.50	28	\$ 1,554.00
4" x 8" BRICK (WITH GRAPHIC)	\$ 100.00	\$28.50	\$ 71.50	42	\$ 3,003.00
8" x 8" BRICK (TEXT ONLY)	\$ 150.00	\$29.50	\$ 120.50	12	\$ 1,446.00
8" x 8" BRICK (WITH GRAPHIC)	\$ 175.00	\$38.50	\$ 136.50	18	\$ 2,457.00
				<u>100</u>	
12" x 12" BRICK WITH CUSTOM LOGO	\$ 500.00	\$89.50	\$ 410.50	5	\$ 2,052.50
REPLICA BRICKS	\$ 25.00	\$14.95	\$ 10.05	20	\$ 201.00

\$ 10,713.50

**Your campaign profit would be \$10,713.50
 for 100 total brick donations with 5 Sponsors!**



Town Council
STAFF REPORT



To: Town Council
Title: To accept a donation totaling \$300.00 from George and Daniel Bureau to the Town of Hooksett for the Family Services Department per RSA 31:95-b, III(b)
Meeting: Town Council - 04 Jan 2023
Department: Family Services
Staff Contact: Peter Flynn, Family Services Director

BACKGROUND INFORMATION:

Ongoing contribution from the Bureau family for assistance to needy families through the Family Services Department.

FINANCIAL IMPACT:

+\$300.00

POLICY IMPLICATIONS:

None

RECOMMENDATION:

To accept donated funds.

SUGGESTED MOTION:

To accept a donation totaling \$300.00 from George and Daniel Bureau to the Town of Hooksett for the Family Services Department per RSA 31:95-b, III(b)

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the suggested motion

Town Council
STAFF REPORT



To: Town Council
Title: To accept a donation totaling \$100.00 from Robert McGuiness to the Town of Hooksett for the Family Services Department per RSA 31:95-b, III(b)
Meeting: Town Council - 04 Jan 2023
Department: Family Services
Staff Contact: Peter Flynn, Family Services Director

BACKGROUND INFORMATION:

Contribution from Robert McGuiness for assistance to needy families through the Family Services Department

FINANCIAL IMPACT:

+100.00

POLICY IMPLICATIONS:

none

RECOMMENDATION:

To accept donated fund

SUGGESTED MOTION:

To accept a donation totaling \$100.00 from Robert McGuiness to the Town of Hooksett to the Family Services Department per RSA 31:95-b, III(b)

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the suggested motion

Town Council
STAFF REPORT



To: Town Council
Title: To accept a donation totaling \$1,000.00 from Russell Pelletier Construction Svcs, LLC to the Town of Hooksett for Family Services Department per RSA 31:95-b, III(b)
Meeting: Town Council - 04 Jan 2023
Department: Family Services
Staff Contact: Peter Flynn, Family Services Director

BACKGROUND INFORMATION:

Contribution from Russell Pelletier Construction Services, LLC. for assistance to needy families through the Family Services Department

FINANCIAL IMPACT:

+ \$1,000

POLICY IMPLICATIONS:

none

RECOMMENDATION:

To accept donated fund

SUGGESTED MOTION:

To accept a donation totaling \$1,000.00 from Russell Pelletier Construction Services, LLC. to the Town of Hooksett to the Family Services Department per RSA 31:95-b, III(b)

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the suggested motion

Town Council STAFF REPORT



To: Town Council
Title: Proposed New Zoning Article (Section 3.6F of the Town Charter) for the Hooksett Town Council to vote on Planning Board recommended Zoning Amendments - Next Step to place on the March 2023 Ballot
Meeting: Town Council - 04 Jan 2023
Department: Administration
Staff Contact: Wendy Baker, Executive Assistant

BACKGROUND INFORMATION:

Public hearing was held on September 28, 2022 for proposed amendment to paragraph F in Section 3.6 Ordinances in the Town Charter to provide the Hooksett Town Council authority to amend the Town's Zoning Ordinance(s). See attached public hearing notice as published in the Union Leader December 27, 2021 edition for details. The Town Council's zoning change sub-committee recommends amending the Town's charter to allow Town Council to adopt, amend or repeal zoning ordinances, historic district ordinances, or building codes after the planning board holds at least one public hearing in accordance with RSA 675:7. Presently, Town meeting votes to adopt, amend or repeal zoning ordinances, historic district ordinances, or building codes. If approved by Town Meeting, that responsibility would fall to Town Council.

Other communities, with a Council form of government, have the authority to adopt and amend zoning ordinances. The town of Londonderry Council has this authority. Their zoning ordinance adoption or amendment process is much the same. The process includes a public hearing by the Planning Board, after which the Board makes a recommendation to the Town Council. Following state law, RSA 674:1.V, which states, "the Planning Board may, from time to time, recommend to the local legislative body amendments of the zoning ordinance or zoning map or additions thereto."

The current Town Meeting process allows for one opportunity for Hooksett to propose amendments. An opinion that is shared by other communities, having Council vote on these matters provides more opportunity to implement zoning amendments recommended by the master plan. The public would also have more opportunities to be involved in the amendment process. Hooksett propose process states that "the planning board holds at least ONE public hearing..." If needed or warranted, the planning board could hold multiple public hearings on any proposed amendment. The propose charter amendment will not impact the planning board, or any other board, committee or commission, involvement in the zoning ordinance, building codes or historic district amendment process. The planning board has been the primary vehicle to present and recommend changes to the zoning ordinance and will continue to do so in accordance with RSA 674:1. V.

Legal Counsel has reviewed the proposed charter amendment, has stated that, "The wording in the first paragraph is satisfactory for its intended purpose. **"The Council may adopt, amend or repeal zoning ordinances, historic district ordinances, or building codes after the Planning Board holds at least one public hearing in accordance with RSA 675:7. The hearing must occur within [30 days] of Agenda Item #6.2. Page 7 of 197 the introduction of a proposed change, and conclude with a vote by**

the Planning Board on a recommendation. In addition, creation or amendment to zoning ordinances historic district ordinances or building codes may be petitioned for by no less than two percent (2%) of the voters of the town and shall be established or amended in accordance with the procedures outlined under RSA 675:4."

Suggested additional amendment by legal counsel:

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

After the Public Hearing the Town Clerk sent the amendment to the AG Office, DRA and SOS for review and approval. On November 18, 2022 we received approval in writing. See letter attached.

POLICY IMPLICATIONS:

If the Charter amendment is passed, changing the vote on the zoning amendments, building code and district ordinances, from Hooksett voters to the Town Council, then the following should also be amended in the Zoning Ordinance: HOOKSETT ZONING ORDINANCE Section 35 - Amendments. *Amend to the following:* This Ordinance may be amended by a majority vote of ~~any legal Town Meeting~~ Town Council, following the procedures set forth in the Town Charter, ~~when such amendment is published in the warrant calling for the meeting.~~ A public hearing must be held, notice of which shall meet the minimum requirements to RSA 675:7.

RECOMMENDATION:

Review approved language and move to place the Charter change on the March 2023 Ballot.

SUGGESTED MOTION:

Motion to move the proposed new Zoning Article (Section 3.6F of the Town Charter) for the Hooksett Town Council to vote on Planning Board recommended Zoning Amendments to the March 2023 Ballot

TOWN ADMINISTRATOR'S RECOMMENDATION:

This item was a result of a sub-committee established by Council to examine amending Hooksett's Charter to allow Town Council to review and decide on Zoning, Building Code and Historic Commission amendments in place of Town Meeting. These proposed amendments were before Council last year at this time. Council held a public hearing on January 5, 2022, and after the public hearing, voted to send the proposed amendments to the state agencies for review (i.e. AG, DRA and Secretary of State (SOS) office) as required by law. Last year, Hooksett ran out of time regarding getting the reply back from the State agencies in time to vote them on the 2022 March Ballot. This year, Hooksett sent the article up to the state for review and received a "No objections to the proposed amended articles".

ATTACHMENTS:

[AG Approval of Charter Changes 2023](#)

**ATTORNEY GENERAL
DEPARTMENT OF JUSTICE**

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

JOHN M. FORMELLA
ATTORNEY GENERAL



JAMES T. BOFFETTI
DEPUTY ATTORNEY GENERAL

November 18, 2022

Pamela Sullivan
Town Clerk
Town of Hooksett
35 Main Street
Hooksett, NH 03106

Re: Hooksett proposed charter amendments

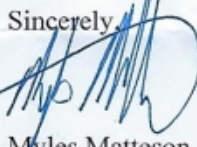
Clerk Sullivan:

Pursuant to RSA 49-B:4-a, on behalf of the Town of Hooksett you submitted a proposed charter amendment for review, received October 4, 2022.

Upon review, the New Hampshire Attorney General's Office, the Secretary of State's Office, and the Department of Revenue Administration, pursuant to RSA 49-B:4-a, do not object to the proposed amendments to the town charter relating to changing the Zoning Board of Adjustments number of alternates and the adoption and amending process for zoning ordinances, historic district ordinances, and building codes.

Please feel free to contact myself, Peter Roth of the Department of Revenue Administration, or Secretary of State David Scanlan if you have any questions.

Sincerely,


Myles Matteson
Deputy General Counsel
Election Law Unit
(603) 271-1119
myles.b.matteson@doj.nh.gov

CLERK'S OFFICE
HOOKSETT, NH
RECEIVED

11/28 2022

cc: David Scanlan, Secretary of State
Bruce Kneuer, Department of Revenue Administration
Peter Roth, Department of Revenue Administration

Town Council

STAFF REPORT



To: Town Council
Title: Proposed to amend Section 11.2 of the Hooksett Town Charter to follow RSA 673:6, I (a) and allow five (5) alternates on the Zoning Board of Adjustment
Meeting: Town Council - 04 Jan 2023
Department: Administration
Staff Contact: Wendy Baker, Executive Assistant

BACKGROUND INFORMATION:

Public hearing was held on September 28, 2022 for proposed amendment to Section 11.2 of the Hooksett Town Charter to follow RSA 673:6, I (a) to allow five (5) alternates on the Zoning Board of Adjustment.

The proposed amendment is as follows: Section 11.2 Zoning Board of Adjustments Amend to the following: There shall be a Zoning Board of Adjustment appointed by the Council, consisting of five (5) members each serving a three (3) year term and ~~three (3)~~ five (5) alternates each serving a three (3) year term. Such terms shall be staggered. The Council shall fill any vacancy for the period of the unexpired term. The Zoning Board of Adjustment shall have all the powers granted to such boards under state law." *This amendment follows RSA 673:6, I. (a) The local legislative body may provide for the appointment of not more than 5 alternate members to any appointed local land use board, who shall be appointed by the appointing authority. The terms of alternate members shall be 3 years.*

After the Public Hearing the Town Clerk sent the amendment to the AG Office, DRA and SOS for review and approval. On November 18, 2022 we received approval in writing. See letter attached.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

Review approved language and move to place the Charter change on the March 2023 Ballot.

SUGGESTED MOTION:

Motion to move the proposed amendment to Section 11.2 of the Hooksett Town Charter to follow RSA 673:6, I (a) and allow five (5) alternates on the Zoning Board of Adjustment to the March 2023 Ballot.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Town Council supported sending this proposed Charter amendment to the State Agencies (i.e. DRA, AG Office and Secretary of State) for review. Last year at this time, Hooksett did not receive a reply back from the State agencies for Council to vote to place on the March ballot. This proposed Charter amendment was proposed by the ZBA to address this quorum issues.

ATTACHMENTS:

[AG Approval of Charter Changes 2023](#)

**ATTORNEY GENERAL
DEPARTMENT OF JUSTICE**

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

JOHN M. FORMELLA
ATTORNEY GENERAL



JAMES T. BOFFETTI
DEPUTY ATTORNEY GENERAL

November 18, 2022

Pamela Sullivan
Town Clerk
Town of Hooksett
35 Main Street
Hooksett, NH 03106

Re: Hooksett proposed charter amendments

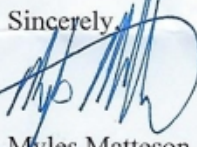
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Upon review, the New Hampshire Attorney General's Office, the Secretary of State's Office, and the Department of Revenue Administration, pursuant to RSA 49-B:4-a, do not object to the proposed amendments to the town charter relating to changing the Zoning Board of Adjustments number of alternates and the adoption and amending process for zoning ordinances, historic district ordinances, and building codes.

Please feel free to contact myself, Peter Roth of the Department of Revenue Administration, or Secretary of State David Scanlan if you have any questions.

Sincerely,


Myles Matteson
Deputy General Counsel
Election Law Unit
(603) 271-1119
myles.b.matteson@doj.nh.gov

CLERK'S OFFICE
HOOKSETT, NH
RECEIVED

11/28 2022

cc: David Scanlan, Secretary of State
Bruce Kneuer, Department of Revenue Administration
Peter Roth, Department of Revenue Administration

Town Council
STAFF REPORT



To: Town Council
Title: FY 2023-24 Budget and Warrant Articles
Meeting: Town Council - 04 Jan 2023
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

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

FINANCIAL IMPACT:

The tax rate impact is shown on each article.

SUGGESTED MOTION:

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

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

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the suggested motion

Town Council

STAFF REPORT



To: Town Council
Title: Accept Value over \$5,000.00 from multiple donors now and through the event for items to include but not limited to new clothing and toys to the Town of Hooksett for the Family Services Department to benefit Hooksett children and families for the 2022 holiday season per RSA 32:95-e, II
Meeting: Town Council - 04 Jan 2023
Department: Family Services
Staff Contact: Peter Flynn, Family Services Director

BACKGROUND INFORMATION:

Donations value over \$5,000.00 from multiple donors (see attached list) including new clothing and toys to the Town of Hooksett for the Family Services Department to benefit Hooksett children and families for the 2022 holiday season per RSA 31:95-e, II. A special Thank You to our Hooksett Food Pantry who also sponsors the Thanksgiving Food Drive to many Hooksett Families! Our Family Services Department assists with this program.

FINANCIAL IMPACT:

Donations

RECOMMENDATION:

Close Public Hearing and move to accept value over \$5,000.00 from multiple donors now and through the event for items to include but not limited to new clothing and toys to the Town of Hooksett for the Family Services Department to benefit children and families for the 2022 holiday season per RSA 31:95-e, II.

SUGGESTED MOTION:

1) Waive Council Rules of Procedure to have public hearing and motion accepted same night. 2) Motion to accept donations for value over \$5,000.00 from multiple donors (see attached list) for items to include but not limited to new clothing and toys to the Town of Hooksett for the Family Services Department to benefit Hooksett children and families for the 2022 holiday season per RSA 31:95-e, II

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the suggested motions

ATTACHMENTS:

[Donation Acceptance -Jan. 2023](#)

Donor Name (cash & other donations)	Address	City	State	zip	Winter Cloth Gift cards	Cash donations
James Mazalewski & James O donnell	1465 Hooksett Rd	Hooksett	NH	03106		900
Denise Casico Bolduc	6 Sunrise Blvd	Hooksett	NH	03106		100

Donor Name Winter Clothing	Address	City	State	zip	Approx. cost
Salvation Army					\$10,000.00

Donor Name Christmas Gifts

Carolyn Taylor	52 Lantern Lane	Hooksett	NH	03106	\$200.00
Ruth Hanlon	57 Sagewood Circle	Hooksett	NH	03106	\$200.00
Mike Kotrlik Cub Scout Pack 292	28 Trent Rd	Hooksett	NH	03106	\$200.00
Jane Naleway	26 Grant Dr	Hooksett	NH	03106	\$100.00
Joan Lauterborn	38 Hunt St	Hooksett	NH	03106	\$100.00
Kathy Hughes	44 Fairfield Dr	Concord	NH		\$200.00
Michelle Zorawowicz	2 Sandy Lane	Hooksett	NH	03106	\$200.00
Brigid Cox Cub Scout Pack 292	45 Sherwood Dr	Hooksett	NH	03106	\$400.00
Kim Boyle	9 Woodstone Terrace	Hooksett	NH	03106	\$200.00
Marika Yakabovich	15 Doris Dr	Hooksett	NH	03106	\$100.00
David Bowen	7 Farrwood Dr	Hooksett	NH	03106	\$200.00
Pauline J Elliot Girl Scout troop #10026	68 S Bow Rd	Hooksett	NH	03106	\$100.00
Jennifer Stone	41 Sterling Ave	Hooksett	NH	03106	\$300.00
Michael Taylor C/O Admix	144 Harvey Rd	Londonderry	NH	03053	800.00
Dale Aumann Cawley Builders Club	38 Post Rd	Hooksett	NH	03106	\$300.00
Brook Ridge Ladies Group	3 Mailhouse Rd	Hooksett	NH	03106	\$300.00
Michele Sampson	22 Post Rd	Hooksett	NH	03106	\$300.00
Melanie Godbout C/O Hooksett Memorial	5 Memorial Drive	Hooksett	NH	03106	\$400.00
Bob Camire C/o N E Document Systems	750 E Industrial Dr	Manchester	NH	03109	\$500.00
Melissa Shessier	15 Nancy Lane	Hooksett	NH	03106	\$200.00
Barbara & Bob Thinnies	58 Lindsay Rd	Hooksett	NH	03106	\$600.00
Lindsey & Chris Marley	40 Churchill Dr	Hooksett	NH	03106	\$100.00
Jennifer Roy	141 West River Rd	Hooksett	NH	03106	\$600.00
Benjamin Roy	141 West River Rd	Hooksett	NH	03106	\$200.00
Pam St Germain	28 Main St	Hooksett	NH	03106	\$300.00
Susan & Katey Auger	31 Mammoth Rd	Hooksett	NH	03106	\$200.00

Max Auger	90 Rockland Ave	Portland	ME	04102	\$100.00
Cheri Wolff	1465 Hooksett Rd #143	Hooksett	NH	03106	\$200.00
Lea Maguire c/o Cawley Middle School	89 Whitehall Rd	Hooksett	NH	03106	\$600.00
Above & Beyond Childcare	1461 Hooksett Rd	Hooksett	NH	03106	\$600.00
Amy Gioseffi	7 Autumn Run	Hooksett	NH	03106	\$100.00
Matthew Harding	32 Martins Ferry Rd	Hooksett	NH	03106	\$200.00
Mary Go Round	13 Morgan Dr	Hooksett	NH	03106	\$300.00
Debbie Odonnel					\$100.00
Denise Cascio Bloduc	6 Sunrise Blvd	Hooksett	NH	03106	\$100.00
Linda Szelog @ Little Apples	Hooksett Rd	Hooksett	NH	03106	\$100.00
					\$9,700.00

Town Council
STAFF REPORT



To: Town Council
Title: Accept donations that value in total over \$10,000.00 from multiple donors for the "Light Up the Village" event to the Town of Hooksett Heritage Commission per RSA 31:95-b, III (a)
Meeting: Town Council - 04 Jan 2023
Department: Administration
Staff Contact: Wendy Baker, Executive Assistant

BACKGROUND INFORMATION:

Donations came in to help the Heritage Commission light the village area for the holidays in the "Light Up the Village" event on December 9, 2022.

FINANCIAL IMPACT:

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

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Move to accept donations that value in total over \$10,000.00 from multiple donors for the "Light Up the Village" event to the Town of Hooksett Heritage Commission per RSA 31:95-b, III (a)

SUGGESTED MOTION:

- 1) Motion to waive Council Rules of Procedure to have a Public Hearing and motion to accept in the same night.
- 2) Motion to accept donations that value in total over \$10,000.00 from multiple donors for the "Light Up the Village" event to the Town of Hooksett Heritage Commission per RSA 31:95-b, III (a)

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the suggested motions

ATTACHMENTS:

[Light up the Village](#)

Light Up the Village

R Collins	\$ 25.00	Craft Sale
A Lacasse	\$ 150.00	
A Lacasse	\$ 1,020.00	
T Miller	\$ 25.00	Craft Sale
M Wells	\$ 500.00	
Harnisch Realty Group	\$ 500.00	
A Lacasse	\$ 1,500.00	
W Gehris	\$ 500.00	
Barrett Insurance	\$ 250.00	
Manchester Sand & Gravel	\$ 2,000.00	
JR Mechanical LLC	\$ 300.00	
Fidelity	\$ 1,000.00	
Dead River Company	\$ 500.00	
C Klocek	\$ 50.00	
Starr Cleaning LLC	\$ 50.00	
B Shields	\$ 25.00	
J Scott	\$ 25.00	
L Currier	\$ 50.00	
J Morgan	\$ 25.00	
J Stone	\$ 100.00	
B Boston	\$ 25.00	Craft Sale
Merrimack County Savings Bank	\$ 150.00	
Kenna Gendron Agency LLC	\$ 150.00	
R Szollar	\$ 150.00	
Foy Law Office	\$ 500.00	
R Szollar	\$ 500.00	
T Huppe	\$ 25.00	
Hooksett Head School Society	\$ 150.00	
Cash	\$ 624.00	
	<u>\$ 10,869.00</u>	

Town Council **STAFF REPORT**



To: Town Council
Title: Accept a one-time bridge payment of \$284,293.86 from the New Hampshire Department of Transportation for maintenance, construction and reconstruction of municipally owned bridges.
Meeting: Town Council - 04 Jan 2023
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The New Hampshire Department of Transportation is providing a one-time bridge payment of \$284,293.86 from for maintenance, construction and reconstruction of municipally owned bridges.

The funding is based the population each town and the bridge deck area of the bridges owned by each town. The page of the Bridge Funding Distribution Chart with Hooksett's allocation is attached.

FINANCIAL IMPACT:

Additional funds available for bridge projects, including the Lilac Pedestrian Bridge inspection, and the Donati Park Pedestrian Bridge footing design.

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Accept the check for \$284,293.86 from the New Hampshire Department of Transportation

SUGGESTED MOTION:

Motion to waive Town Council rules to motion same night as public hearing.

Motion to accept the check for \$284,293.86 from the New Hampshire Department of Transportation

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the suggested motions

ATTACHMENTS:

[000 Bridge Funding Distribution Chart](#)

[000 Hooksett One Time Bridge Payment - 2022](#)

5/23/2022

Municipal Bridge - Funding Distribution

Funding to be distributed \$36,000,000

TOWN NAME	MUNICIPAL BRIDGE COUNT	MUNICIPAL DECK AREA [SF]	POPULATION 2022 (BGA)	AREA PER CAPITA	50% by Deck Area	50% by Population	DISTRIBUTION 50% Deck Area 50% Population
Hillsborough	21	19,123	6,054	3.16	\$ 131,628	\$ 81,030	\$ 212,658
Hinsdale	4	10,337	4,086	2.53	\$ 71,155	\$ 54,689	\$ 125,844
Holderness	1	536	2,161	0.25	\$ 3,689	\$ 28,924	\$ 32,613
Hollis	4	1,608	8,165	0.20	\$ 11,068	\$ 109,285	\$ 120,353
Hooksett	3	12,346	14,891	0.83	\$ 84,985	\$ 199,309	\$ 284,294
Hopkinton	6	14,766	5,785	2.55	\$ 101,640	\$ 77,429	\$ 179,070
Hudson	10	48,319	25,753	1.88	\$ 332,597	\$ 344,692	\$ 677,288
Jackson	5	4,331	862	5.02	\$ 29,812	\$ 11,537	\$ 41,349
Jaffrey	11	10,423	5,465	1.91	\$ 71,745	\$ 73,146	\$ 144,892
Jefferson	5	2,620	1,146	2.29	\$ 18,035	\$ 15,339	\$ 33,373
Keene	35	59,284	23,650	2.51	\$ 408,069	\$ 316,544	\$ 724,612
Kingston	10	3,951	6,303	0.63	\$ 27,196	\$ 84,363	\$ 111,559
Laconia	15	69,008	16,792	4.11	\$ 475,006	\$ 224,753	\$ 699,759
Lancaster	12	12,719	3,558	3.57	\$ 87,550	\$ 47,622	\$ 135,172
Landaff	5	1,629	429	3.80	\$ 11,214	\$ 5,742	\$ 16,956
Langdon	5	6,154	705	8.73	\$ 42,357	\$ 9,436	\$ 51,793
Lebanon	18	62,188	14,352	4.33	\$ 428,058	\$ 192,095	\$ 620,152
Lee	5	2,738	4,548	0.60	\$ 18,847	\$ 60,873	\$ 79,720
Lempster	7	3,427	1,196	2.87	\$ 23,586	\$ 16,008	\$ 39,594
Lincoln	1	14,291	1,773	8.06	\$ 98,373	\$ 23,731	\$ 122,104
Lisbon	11	17,259	1,702	10.14	\$ 118,800	\$ 22,780	\$ 141,581
Litchfield	4	2,048	8,758	0.23	\$ 14,097	\$ 117,222	\$ 131,319
Littleton	5	26,963	6,003	4.49	\$ 185,592	\$ 80,347	\$ 265,939
Londonderry	9	5,394	26,946	0.20	\$ 37,127	\$ 360,659	\$ 397,786
Loudon	14	15,434	5,781	2.67	\$ 106,236	\$ 77,376	\$ 183,612
Lyman	8	3,310	556	5.95	\$ 22,786	\$ 7,442	\$ 30,227
Lyme	11	6,685	1,748	3.82	\$ 46,014	\$ 23,396	\$ 69,410
Lyndeborough	3	2,330	1,747	1.33	\$ 16,038	\$ 23,383	\$ 39,421
Madbury	2	481	1,865	0.26	\$ 3,314	\$ 24,962	\$ 28,276
Madison	4	2,259	2,688	0.84	\$ 15,549	\$ 35,978	\$ 51,527
Manchester	34	414,242	111,614	3.71	\$ 2,851,366	\$ 1,493,900	\$ 4,345,266
Marlborough	11	7,252	2,161	3.36	\$ 49,916	\$ 28,924	\$ 78,840



William Cass, P.E.
Commissioner

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Andre Briere
Deputy Commissioner

December 14, 2022

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

ADMINISTRATION
DEPARTMENT

DEC 20 2022

TOWN OF HOOKSETT NH

**Re: Hooksett Special One Time Bridge Payment – in Accordance with Senate Bill 401
Payment for Maintenance, Construction and Reconstruction of Municipally Owned Bridges**

Dear Mr. Garron:

The following is notification of a one-time bridge payment being made available to your municipality in State Fiscal Year 2023 based on the passage of Senate Bill (SB) 401 effective July 2022. SB 401 directs the Department to divide and distribute a \$36 million one-time payment between all New Hampshire municipalities that have municipally owned bridges per state definitions. Fifty percent (50%) of the distribution is based on your municipality's percentage of statewide municipal bridge deck surface area and the remaining fifty percent (50%) of the distribution is based on your municipality's percentage of statewide population. This one-time bridge payment is not related at all to the quarterly block grant aid payments that a municipality receives. This payment can only be used on the maintenance, construction, or reconstruction of municipally owned bridges.

This one-time payment is anticipated to be available to the Town of Hooksett during the month of December 2022 as follows:

December 2022 Actual Bridge Payment: \$284,293.86

Happy holidays and please contact me at 271-6472 if you have any questions.

Sincerely,

C. R. Willeke

C. R. Willeke, PE
Municipal Highways Engineer
Bureau of Planning and Community Assistance

CRW/dmp

Town Council **STAFF REPORT**



To: Town Council
Title: Summit View Subdivision Request for Street Approval and Release of Security Checks Totaling \$330,190
Meeting: Town Council - 04 Jan 2023
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The developers of the Summit View subdivision also known as Churchill Drive and Old Mill Lane are requesting that the Town of Hooksett accept the roadway and release the Security Checkstotaling \$330,190 (\$175,766 for Churchill Drive, and \$154,424 for Old Mill Lane).

FINANCIAL IMPACT:

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

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Accept the Summit View Subdivision which is Churchill Street and Old Mill Lane and release the Security Checks, totaling \$330,190.

SUGGESTED MOTION:

Motion to waive Town Council rules to motion same night as public hearing.

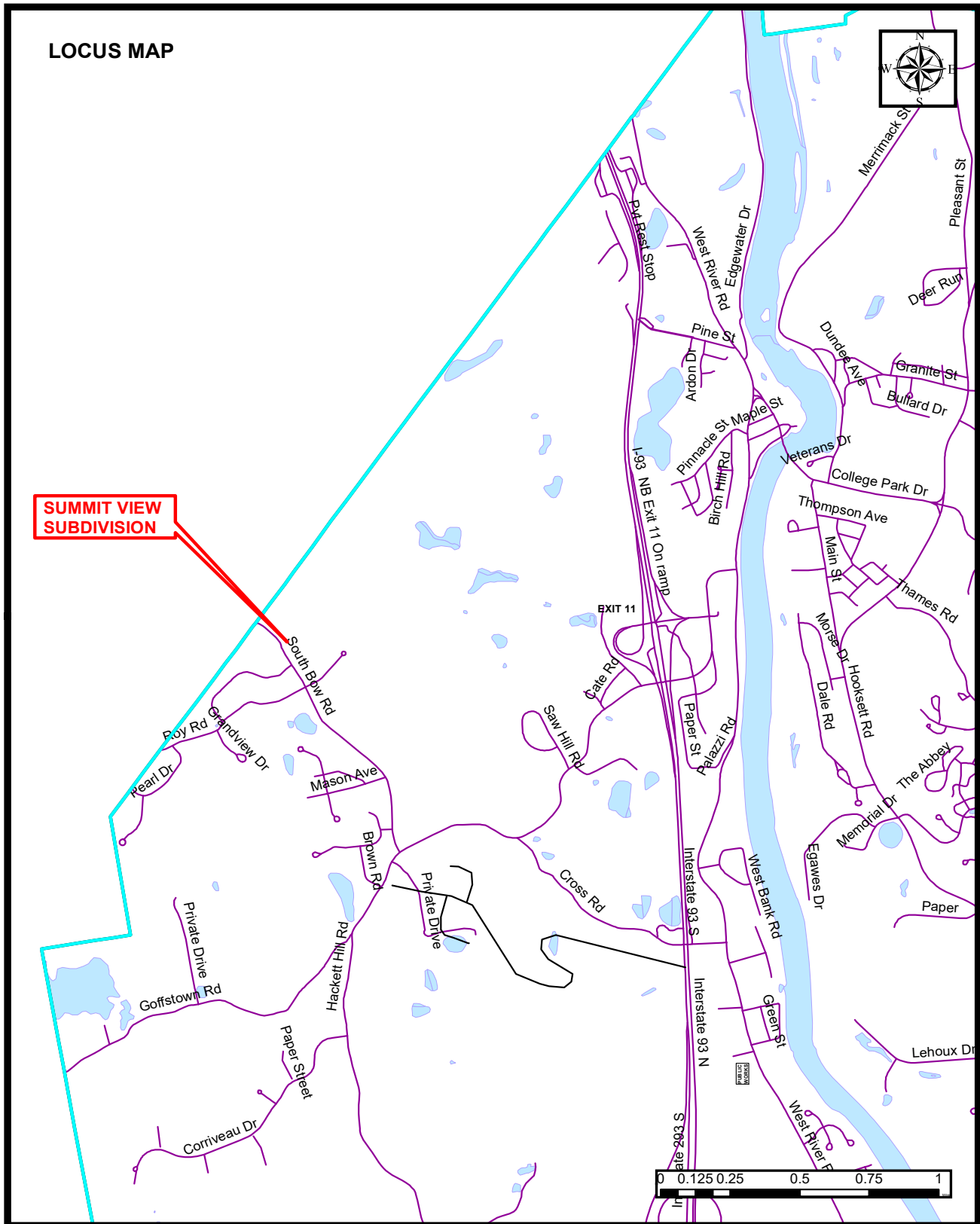
Motion to accept the Summit View Subdivision which is Churchill Street and Old Mill Lane and release the Security Checks totaling \$330,190 (NHPDIP #211 - \$175,766 for Churchill Drive, and NHPDIP #235 - \$154,424 for Old Mill Lane).

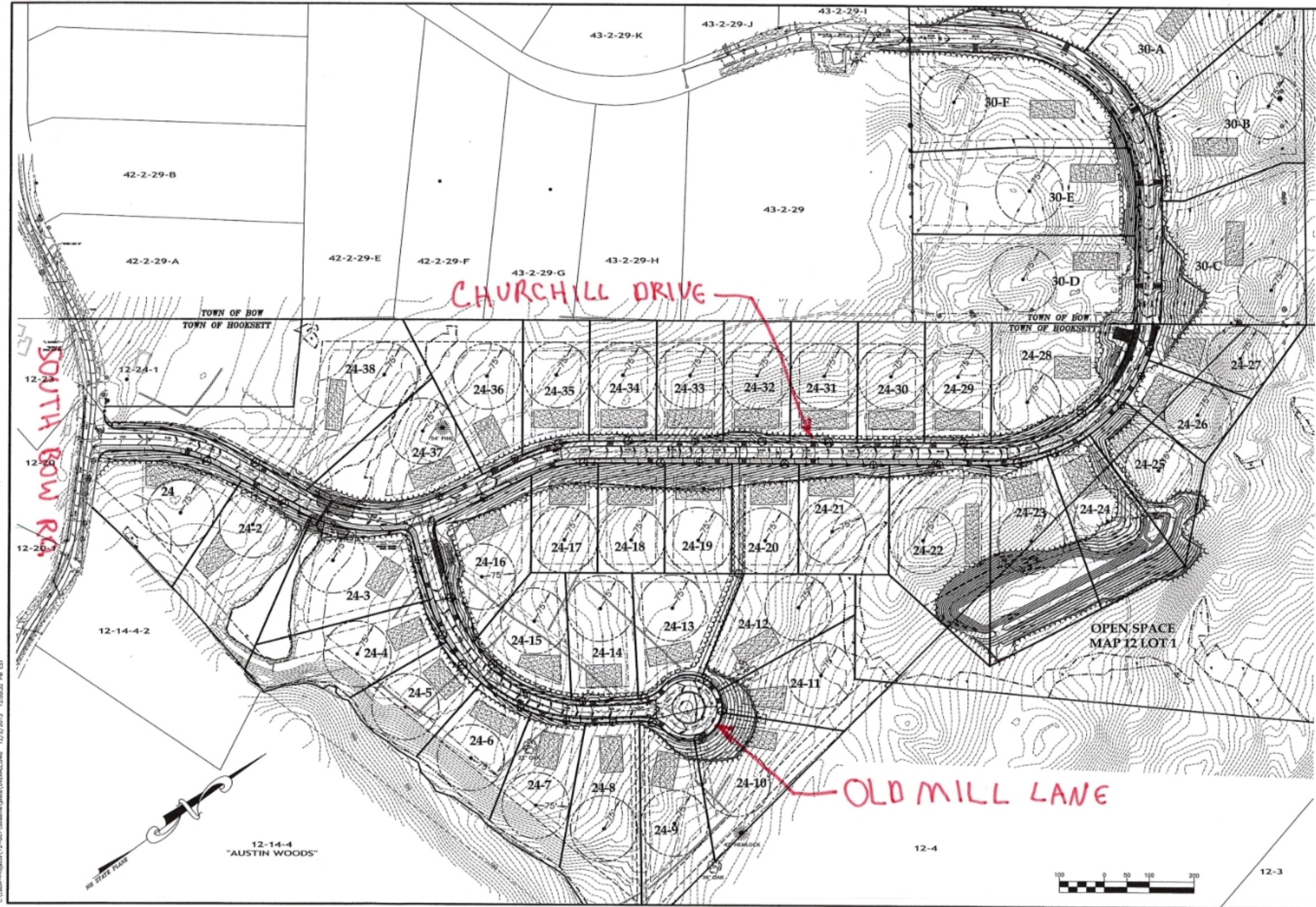
TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the suggested motions

ATTACHMENTS:

[000 Locus Map](#)
[000 Summit View Subdivision Plan](#)
[000 Memo Site Walkthrough](#)
[Summit View Acceptance Photos](#)





PREPARED FOR:
STERLING HOMES, LLC
724 EAST INDUSTRIAL PARK DRIVE - UNIT 13
MANCHESTER, NEW HAMPSHIRE 03109

MAP 12 LOTS 1 & 24
AND MAP 43 BLK 2 LOT 30
PROJECT OVERVIEW
SUMMIT VIEW
SOUTH BOW ROAD
HOOKSETT/BOW NEW HAMPSHIRE

ENGINEER OF RECORD
KMA
KMA ENGINEERING ASSOCIATES, INC.
Civil Engineering Land Surveying Professional Seal
100 Commerce Park North, Suite 100, Bedford, NH 03110
Phone (603) 887-8881 Fax (603) 887-8882
long beach
P.O. BOX 74
Derry, NH 03038
(603) 294-0361

NO.	DATE	REVISION DESCRIPTION
8	08-08-14	REVISED PER CONDITIONS OF APPROVAL
5	03-08-14	REVISED PER MUNICIPAL REVIEW
4	01-22-14	REVISED PER MUNICIPAL REVIEW
3	11-28-13	REVISED PER ENGINEERING REVIEW
2	10-28-13	REVISED DRAINAGE LAYOUT
1	10-02-13	ADDED A PROPOSED TREE LINE

**Town of Hooksett
Community Development**

Memo

To: File
From: Bruce A. Thomas, P.E., Town Engineer
Cc:
Date: December 22, 2022
Re: Summit View Walkthrough

BAT

A walk-thru was conducted at the referenced site on October 4, 2022. The following were in attendance: Ben Berthume, Keith Martel and Bruce Thomas.

Churchill Drive and Old Mill Lane were inspected. All punchlist items noted at the meeting have been completed to my satisfaction. I will be recommending approval of the roadway at the January 4, 2023 meeting of the Town Council.



















Town Council STAFF REPORT



To: Town Council
Title: To Approve the purchase of a 2023 Chevrolet Tahoe PPV, all related emergency and K9 equipment and graphics, to replace the Hooksett Police Department K9 Vehicle. Purchase was approved by voters as special warrant article #16 during the 2022 election.
Meeting: Town Council - 04 Jan 2023
Department: Police Department
Staff Contact: Janet Bouchard, Police Chief

BACKGROUND INFORMATION:

In March, 2022 Hooksett voters voted yes to warrant article #16, which was to raise and appropriate the sum of \$71,000.00 to be used to purchase and outfit a new vehicle for the Hooksett Police K9 Unit. The following information is attached. This purchase is for a 2023 Chevrolet Tahoe from MacMulkin Chevrolet for the purchase price of \$42,656.00. They will provide us with a \$500.00 trade-in credit for Unit#091, which has a rotted frame and will no longer pass inspection, leaving the price to MacMulkin as \$42,156.00. This is a NH State Bid Price. The vehicle is in stock.

We were only able to obtain two bids for the outfit of vehicle. Our current vendor, Ossipee Mountain Electronics, who currently performs our cruiser upfits, was \$27,580.20. Global Public Safety was \$26,859.55. We would seek permission to use Ossipee Mountain electronics even though the price is higher, due to our long-standing relationship with them, their reputation, and the quality of the past work they have performed for the Hooksett Police Department. Ossipee Mountain Electronics price is also a NH State Bid Price.

The cost for graphics is \$950.00, for Turn One Graphics, a local Hooksett business.

FINANCIAL IMPACT:

\$70,686.20. (\$71,186.20 - \$500.00 (vehicle trade-in) = \$70,686.20.

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Motion to approve the purchase of a 2023 Chevrolet Tahoe from MacMulkin Chevrolet for \$42,656.00, and receive a \$500.00 trade-in credit for a 2009 Chevrolet Impala. Also, to approve the purchase and installation of all related emergency and K9 equipment from Ossipee Mountain electronics for \$27,580.20 and to approve the installation of graphics from Turn One Graphics for the amount of \$950.00.

SUGGESTED MOTION:

Motion to approve the purchase of a 2023 Chevrolet Tahoe from MacMulkin Chevrolet for \$42,656.00, and receive a \$500.00 trade-in credit for a 2009 Chevrolet Impala. Also, to approve the

purchase and installation of all related emergency and K9 equipment from Ossipee Mountain electronics for \$27,580.20 and to approve the installation of graphics from Turn One Graphics for the amount of \$950.00.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the suggested motion

ATTACHMENTS:

[K9 Tahoe](#)



Hooksett Police Department
15 Legends Drive
Hooksett, NH 03106

Memo

M E M O R A N D U M

TO: Chief Janet Bouchard
FROM: Dispatch Supervisor R Belanger
DATE: December 20, 2022
RE: 2023 Chevy Tahoe PPV

Chief Bouchard,

Please see the attached quotes for a 2023 Chevy Tahoe PPV color black.

The total cost for the Tahoe on NH State Bid through MacMulkin Chevrolet is \$42,156.00. That's with them giving us \$500.00 off for the trade of Car 091 a 2009 Chevy Impala Cruiser packed that has failed NH State Inspection in September of 2022.

The cost for equipment from OME which is NH State Bid is \$27,580.20.

The cost for Graphics from Turn One Graphics is \$950.00

The total cost of this project is \$70,686.20. I did attempt to get three quotes for the upfit of the vehicle and I was only able to obtain two quotes. One quote from our current vendor, Ossipee Mountain Electronics who currently does all our cruiser upfits. Their price was \$27,580.20. The second quote was from Global Public Safety, their quote was \$26,859.55. Their quote was \$720.65 less. I would like to use Ossipee Mountain Electronics even though their bid is \$720.65 higher. The Town has a great working relationship with them, and they always go the extra step because we are repeat customer. I feel that we should continue to use them as this project is still under budget.

It should also be noted that there have been at least 4 price increases since we started this project. Prices seem to be increasing every 3 to 6 months. I currently have these prices locked in until January 31, 2023. I was advised by the vendors if we don't lock the price in by that date, there could be another significant price increase that would put us over the Warrant Article of \$71,000.00.

Please let me know if you have any questions.

Handwritten signature of Richard A. Belanger.
Richard A. Belanger
Communication Supervisor



MacMulkin Chevrolet

Paul LaRoche Jr | 603-888-1121 | paul@thompsonauto.net

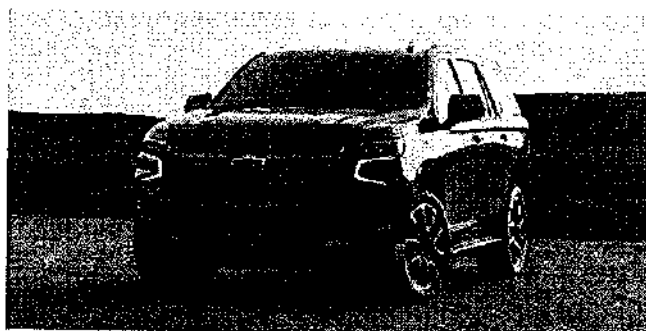
HOOKSETT PD

Prepared For: RICHARD BELANGER

603-624-1560 EXT 327

rbelanger@hooksettpolice.org

[Fleet] 2023 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (13)





MacMulkin Chevrolet

Paul LaRoche Jr | 603-888-1121 | paul@thompsonauto.net

Date : December 19, 2022

Price Breakdown:

2023 Chevrolet Tahoe PPV	\$42,656.00
Trade 2009 Impala 2G1WS57M49116458	-\$500.00
Total Due	\$42,156.00

Thank You Paul

Paul LaRoche Jr
Commercial Sales Manager
MacMulkin Chevrolet-Cadillac
Nashua NH 03060
603-562-6741 Cell

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 18226. Data Updated: Dec 18, 2022 7:12:00 PM PST.

Dec 19, 2022

Page 2

\$1,073.00 cheaper NH State Bid

GM Vehicle Locator			
Detail Report for Customer			
MACMULKIN CHEVROLET CADILLAC 3 MARION DR. NASHUA, NH, 03060 603-888-1121			
Customer/Company:		Sales Consultant:	
Address:			
Vehicle #1: 2023 Chevrolet Tahoe	VIN/Order #	MSRP	Stock #
	1GNSKLED1PR234354	\$62,365.00	N/A
Additional Vehicle Information			
GM Marketing Information			
<p>Body Style: CK10706-4WD PEG: 1FL-Commercial / Fleet Preferred Equipment Group Primary Color: GBA-Black Trim: H1T-1WT/1FL-Cloth, Jet Black, Interior Trim Engine: L84-Engine: 5.3L, EcoTec3 V-8, DI, Dynamic Fuel Mgt, V V T Transmission: MHU-Transmission, 10sp, 10L80 Gen 2</p> <p>Options: 1FL-Commercial / Fleet Preferred Equipment Group 5J3-Calibration, Surveillance Mode Int. Lighting (SEO) 5J9-Calibration, Taillamp Flasher, Red/White (SEO) 5LO-(SEO) Calibration, taillamp flasher, Red/Red 5T5-Seal Trim Override, Front Cloth/Rear Vinyl (SEO) 5Y1-Seats, Driver/Pass Front Individual, No Console (SEO) 6C7-(SEO) Lighting, Red/White front, aux dome 6J7-(SEO) Flasher System, Headlamp and taillamp 7X3-(SEO) Spotlamp, Left-hand LED 9C1-Police Package A2X-Power Seat Adjuster (Driver's Side) AMF-Remote Keyless Entry Package AT6-Seat, 2nd row 60/40 Bench, manual ATD-Seat Delete: Third Row ATH-Keyless Open & Keyless Start AY0-Airbags-frontal, front seat side-impact and roof-rail AZ3-Seats, Front 10/20/40 Split-Bench, Full Feature BCV-(SEO) Calibration, Rear Door Auto Lock Disable BG9-Floor Covering: Rubberized Vinyl, Black BTV-Remote Engine Starting Pkg BVE-Assist Steps, Black C6G-GVW Rating 7600 Lbs CJ2-Climate Control, Electronic - Multi-zone DLF-Mirrors, O/S: Power, Heated GBA-Black GU5-Rear Axle: 3.23 Ratio H1T-1WT/1FL-Cloth, Jet Black, Interior Trim IOR-Chevrolet Infotainment, 7" Color Screen K34-Cruise Control KC4-Cooler, Engine Oil KI4-120 Volt Electrical Receptacle, In Cab KNP-Transmission Cooling System</p> <p>KX4-Alternator, 250 AMP L84-Engine: 5.3L, EcoTec3 V-8, DI, Dynamic Fuel Mgt, V V T MHU-Transmission, 10sp, 10L80 Gen 2 N37-Steering Column, Manual Tilt & Telescoping NC7-Emissions Override, Federal NE1-CT/MA/MD/ME/NJ/NY/OR/PA/RV/T/WA Emissions PXT-Wheels: 20" Steel R6J-Ship Thru Code Acknowledgement RC1-Skid Plate RNO-Wheel, 20" Full size spare, steel T8Z-Buckle-To-Drive TB4-Liftgate, Rear, manual U2J-SiriusXM Satellite Radio, Delete UD5-Parking Assist, Front & Rear Sensors UDA-Communication system, deactivated UOD-Driver Info Display UK3-Radio Controls -Steering Wheel USR-USB Data ports, 2 within center console UT7-(SEO) Ground studs, aux, cargo area inside liftgate UTJ-Theft Protection System, Unauthorized Entry UV8-Rear Vision Camera, HD V03-Cooling system, extra capacity V53-Luggage rack side rails - none VK3-Front License Plate Mounting Provisions VPV-Ship thru charge: Kerr Industr., Arlington, TX VQ2-Holdback N/A, Dealer Fleet Assistance WUA-Fascia, Front, custom XCS-TIRE ALL 275/55R20 SL 113V BW AL3 VAR1 YK6-SEO Processing Option Z56-CHASSIS PACKAGE POLICE CONVERSION Z82-Trailer Package</p>			

Disclaimer:

GM has tried to make the pricing information provided in this summary accurate. Please refer to actual vehicle invoice, however, for complete pricing information. GM will not make any sales or policy adjustments in the case of inaccurate pricing information in this summary.

Your PRICE : 42,656.00

Thank You
 TAVEL



Quote QTE014121
Date 11/15/2022
Page 1 of 2

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

Ship To
Hooksett Police Dept Attn: Chief Janet Bouchard 15 Legends Dr Hooksett, NH 03106

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

Item	Quantity	Item Number	Description	Unit Price	Ext Price
1	1.00	C399	Siren, CenCom CORE, Amplifier w/OBDII Cable PROMO CODE #IEXD0722	3,562.85	3,562.85
2	1.00	CCTL6	Siren Control Head, WCX, with Rotary Knob	0.00	0.00
3	1.00	C399K6	Install Kit, CORE, 2021 Chevy Tahoe	0.00	0.00
4	1.00	SA315P	Speaker, Siren, Whelen Nylon Composite, 123dB	0.00	0.00
5	1.00	SAK70	Bracket, Siren Speaker, Psngr or Drvr, 21 TAH	0.00	0.00
6	1.00	BSFW54Z	InnerEdge FST WCX, 10Lmp, TUs, 21 TAH	0.00	0.00
7	12.00	ISDE	LED, DUO B/W, for InnerEdge FST BSSP2XBW	0.00	0.00
8	1.00	OEWS54	Outer Edge, Horiz, for 6 OEION's 2 Pc, 21+Tahoe	0.00	0.00
9	5.00	OEIONB	LED, SOLO, for Outer Edge, BLUE	0.00	0.00
10	1.00	OEIONR	LED, SOLO, for Outer Edge, RED	0.00	0.00
11	1.00	CANLITEB	Sensor, WeCan, Lights, Black-Housing	56.00	56.00
12	2.00	CFM16	Module, Expansion, 16 Outputs, CORE	199.90	387.80
13	2.00	TCRWX5		781.20	1,562.40
14	2.00	TCRB54A	Tracer, Running Board Mnt., 21+ Tahoe	72.10	144.20
15	2.00	TCRWXPF	Tracer, WCX DUO, Primary Lthd, B/W	38.50	77.00
16	8.00	TCRWXSE	Tracer, WCX DUO, Secondary Lthd, B/W	38.50	308.00
17	2.00	LINSV2B	V-Series LED, Combo Warn/Puddle, Under Srfc Mnt, BLU	205.10	410.20
18	1.00	ISVRKT54	Mount, Under Mirror, LINSV2, 21 TAH, pair	23.10	23.10
19	2.00	V23BTPB	V-Series LED, Combo TD/Pud/Warn, Srfc Mnt, BLUE	235.90	471.80
20	4.00	I2E	LED, ION DUO, Univ Mnt, Blk Hsing, BLUE/WHI	136.50	546.00
21	2.00	IONK1B	Mounting Bracket, Swivel, ION - BLACK	29.40	58.80
22	2.00	VTX609R	LED, VERTEX Lighthouse, Mtg 1" Hole, RED	95.20	190.40
23	1.00	TLI2E	ION, T-Series DUO, Surface Mt, BLU/WHITE	132.30	132.30
24	1.00	TLI2D	ION, T-Series, DUO, Linear, Surface Mount, RED/WHI	132.30	132.30
25	2.00	TLN1B	ION, T-Series Mini, Solo, Surface Mt, BLUE	104.30	208.60
26	2.00	3SRCCDCR	LED, Compartment Light, WHITE/RED, 3 LED's Each	68.60	137.20
27	1.00	C-DMM-3019	Computer Mnt, Heavy Duty Dash, 21 TAH	401.60	401.60
28	1.00	C-MM-220	Adapter Plate, Patrol PC Rhino Tab Dock	33.00	33.00
29	1.00	PKG-MD-ARM-0606	Mount, Keyboard, Swvl Arm & Side Pole, 6"	247.35	247.35
30	1.00	C-KRM-202	Mount, Keybrd, Quick Rel Slide and Adapter	131.00	131.00
31	1.00	C-CHTAHN3-211-TR-PP	Truck Vault	4,315.00	4,315.00

Quoted By: _____	Accepted By: _____	Date: _____	26,700.20
*** Continued ***			0.00
			880.00
			27,580.20

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



Quote QTE014121
 Date 11/15/2022
 Page 2 of 2

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

Ship To
Hooksett Police Dept Attn: Chief Janet Bouchard 15 Legends Dr Hooksett, NH 03106

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

Item	Quantity	Item Number	Description	Unit Price	Ext Price
32	1.00	K9-C26-B	K9 Transport System, 21+ Tahoe, BLACK	3,199.00	3,199.00
33	1.00	K9-A-104	K9, Fan Kit, 10", either side, w/GLard	420.10	420.10
34	1.00	K9-A-103	K-9 Water Container w/Mount	68.05	68.05
35	1.00	HP-5020	K9 Hot-N-Pop Pro HeatAlarm w/W nDrp&DoorPop	1,499.00	1,499.00
36	1.00	AWD-7040	WatchDog, for Pro Alarm Systems, S/N required	899.00	899.00
37	1.00	8K0534TAH21	Push Bumper, PB400, 2021+Tahoe, Aluminum	458.15	458.15
38	1.00	C-VS-1012-TAH-1	Console, 22", 21 Tahoe PPV	594.35	594.35
			C-EB25-XTL-1PLD APX ES		
			C-EB40-CCS-1PD CCTL6		
			C-FP-35D 3.5" Filler		
			C-FP-51I 5" Filler		
39	1.00	C-ARM-105	Armrest, Console, Side Mount w/Flip Up Pad	174.75	174.75
40	1.00	C-CUP2-1004	Cup Holder, Dual, Self Adjusting, 4" Fixed	54.00	54.00
41	1.00	C-DMT-TAH	Tray, Dashboard Mounting, 2" TAH	56.10	56.10
42	1.00	MMSU-1	Clip, Magnetic Mic Hangup System, Single	39.95	39.95
43	1.00	1104302	Cellular Gateway, RV55, WiFi NA LTE-Adv Pro	949.00	949.00
44	1.00	6001117	Antenna, Sharkee, 6-in-1 AirLink(SH-T900)	385.00	385.00
45	1.00	75456	Stinger LED HL DS w/ Std. 12V DC Chgr	180.00	180.00
46	1.00	74102	Charger Holder, Strion, Base Only	32.95	32.95
47	1.00	22051	Charger Cord, 12V DC Cigarette Lighter	12.90	12.90
48	1.00	162213-BK	Seat Cover, TigerTough, 21+ TAH, Driver's, BLACK	199.00	199.00
49	1.00	B402	Fire Extinguisher	98.00	98.00
50	1.00	818	Bracket, B402 Fire Extinguisher	29.00	29.00
51	1.00	MISC-	Wire, wire ties, fuses, fuse holders, loom, etc.	215.00	215.00
52	1.00	LABOR	LABOR	3,600.00	3,600.00
			Install equipment into a new 2021 Chevy Tahoe K9 vehicle.		
Quoted By: _____ Accepted By: _____ Date: _____				Subtotal	26,700.20
PRICE QUOTE GOOD FOR 30 DAYS DELIVERY: 120 DAYS ARO TERMS: NET 30 DAYS FOB				Additional Discount	0.00
				Freight	880.00
				Total	27,580.20

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



5 Executive Drive
Hudson NH 03051
603.617.7178

Quote

To:

Hooksett Police Department
15 Legends Dr
Hooksett, NH 03106-1848

From:

Shirley Breer
5 Executive Drive
Hudson, NH 03051
Phone: 603.617.7178

Summary

Total Amount:	\$26,859.55	Quote ID	QUO-07068-F9D1K4
Shipping Method:		Date:	11/21/2022
Payment Terms:		Expiration Date:	12/21/2022
Contract:			

Shipping Information

Ship To:

5 Executive Dr
Hudson, NH 03051

Bill To:

15 Legends Dr
Hooksett, NH 03106-1848

Vehicles

Vehicle ID	VIN	Tag	Year	Stock/Unit Number	Make/Model
------------	-----	-----	------	-------------------	------------

Details

Product ID	Description	Quantity	Price	Sub Total
B5FW54Z	I-E FST WCX S/D 10-LT TAHOE	1.00	\$1,295.00	\$1,295.00
BK0534TAH21	PB100 VS Bumper Full Bumper Aluminum	1.00	\$595.00	\$595.00
LINSV2B	SURFACE MT LINZ V-SERIES BLUE	2.00	\$205.00	\$410.00
LSVBKT54	LINSV MIRROR MT KIT 2021 TAHOE	1.00	\$25.00	\$25.00
V23BTPB	V2 SERIES LIGHT BLUE/BLACK	2.00	\$235.40	\$470.80
C-VS-1012-TAH-1	Standard 9" Wide Medium Angled 22" Vehicle-Specific Console for 2021 Chevrolet Tahoe Police Pursuit Vehicle	1.00	\$595.00	\$595.00
C-ARM-103	Armrest for top mount, console, large pad	1.00	\$130.00	\$130.00
CUP2-1001	Internal cup holders	1.00	\$53.00	\$53.00
MMSU-1	Magnetic Mic Single Unit..1 Single Unit Conversion Kit	1.00	\$30.00	\$30.00
75812	Stream Light 75812 Stinger DS LED..with DC charger	1.00	\$140.00	\$140.00
TM 5502UDB TAH	TM-5502 Series Tablet & Keyboard Mount Double Post (500-0015)	1.00	\$960.00	\$960.00
OEWS54	ION OUTEREDGE WC SOLO 21 TAHOE	1.00	\$1,250.00	\$1,250.00
TCRHDS	TRACER DUD 5-LAMP HOUSING	2.00	\$950.00	\$1,900.00
TCRB54A	TRACER MTG KIT 2021 TAHOE OVER	2.00	\$65.80	\$131.60
I2E	DUO LINEAR ION BLUE/WHITE BLK	4.00	\$126.00	\$504.00
VTX609R	VERT-EX SUPER-LED LIGHT RED	2.00	\$89.95	\$179.90

TLI2E	ION T-SERIES LINEAR DUO B/W	1.00	\$125.00	\$125.00
TLI2D	ION T-SERIES LINEAR DUO R/W	1.00	\$125.00	\$125.00
TLM1B	MINI ION T SERIES LIGHT BLUE	2.00	\$98.00	\$196.00
3SRCCDCR	3' ROUND SPLIT RED/WHIT COMPART	2.00	\$67.00	\$134.00
C399	CENCOM CORE WCX CONTROL CENTER	1.00	\$1,201.57	\$1,201.57
CCTL6	WeCanX KNOB/SLIDE CONTROL HEAD	1.00	\$250.00	\$250.00
C399K6	OBD II CANPORT KIT TAHOE/SUB	1.00	\$100.00	\$100.00
CEM16	WeCanX 16 OUTPUT EXPANSION MOD	1.00	\$200.00	\$200.00
CANLITE8	CANTROL EIGHT SENSOR BLACK	1.00	\$51.10	\$51.10
SA315P	SA315P SPEAKER, BLACK PLASTIC	1.00	\$260.00	\$260.00
SAKL	SA-315 MCUNT KIT UNIVERSAL	1.00	\$35.00	\$35.00
EZPF_TAH_2021	E/Z Rider K-9 Insert for 2021 Tahoe...125 aluminum body..Double walled front with 3/4" bars for added protection..Mill finish aluminum for easy cleaning surface..Punched Grate style rear window for clear rear view..Punched Grate style window guards in re...	1.00	\$3,050.00	\$3,050.00
AAP-05	Window guard & K9 Transport fan option	1.00	\$120.00	\$120.00
AAP-09B	Fan Guard K9	1.00	\$185.00	\$185.00
HP-5020	K9 Hot-N-Pop® PRO Temperature Alarm & Door Opening System Includes Horn Activation, Siren Activation, Light Activation, Dual Window Drop and One Door Pop Remote with Holster. PLEASE STATE MAKE, MODEL & YEAR WHEN ORDERING!	1.00	\$1,265.00	\$1,265.00
AWD-7040	AceWatchDog™ for use with Pro Alarm Systems AceWatchDog™ Server Service is \$168.00 Per Year and the First Year is Included with New Unit. More Info: www.acek9.com/awd.html	1.00	\$825.00	\$825.00
	HA-CMD-P CO Detector- not available	1.00	\$0.00	\$0.00
C-CHTAHN3-211-TR-C123B3	Tahoe Investigator Custom C123B3 Vehicle Year: 2021+ 3rd Seat Removed HAVIS K9 Insert Installed Three Drawer Investigator Locks: Push Button with Key Override Black Composite Drawer Fronts Exterior Carpet: Black Interior Carpet: Grey 3 Long Dividers - Bottom Drawer	1.00	\$4,095.00	\$4,095.00
P-956	Foam for M-Size SUV Foam Knife and Pen Included	1.00	\$185.00	\$185.00
P-591	LED Drawer Lighting w/Batt Open Market	2.00	\$45.00	\$90.00
T622138	2021 Special Service Tahoe With IronBand Driver's Bucket - Black Tactical	1.00	\$200.00	\$200.00
110-073	Sierra Wireless Airlink MP70 + WiFi- LTE-A-Pro-NA-DC Cable	1.00	\$827.08	\$827.08
SH-T900	6 in 1 Sharkfin	1.00	\$405.00	\$405.00
466425	Fire Extinguisher 5lb	1.00	\$65.50	\$65.50
20702	SL-20L - 12V DC Smart Charge (NIMH)	1.00	\$155.00	\$155.00
Shop	Shop Supplies	1.00	\$395.00	\$395.00
LABOR-INSTALLATION	Installation	1.00	\$3,650.00	\$3,650.00
			Total Tax	\$0.00
			Total	\$26,859.55

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Turnone Graphics LLC
 53 FARMER RD
 HOOKSETT, NH 03106 US
 6036247563
 nhsignguy@gmail.com

Estimate

ADDRESS

Richard Belanger
 Hooksett Police Department
 15 Legends Drive
 Hooksett, New Hampshire
 03106

SHIP TO:

Richard Belanger
 Hooksett Police Department
 15 Legends Drive
 Hooksett, New Hampshire
 03106

ESTIMATE #	DATE
1006	11/30/2022

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
11/30/2022	Police Cruiser Graphics	Cruiser Graphics for 2023 Chevy Tahoe	1	950.00	950.00

Quote for Cruiser Graphics for 2023 Chevy Tahoe.

TOTAL

\$950.00

Accepted By

Accepted Date

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, December 7, 2022**

The Hooksett Town Council met on Wednesday, December 7, 2022, at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 07 Dec 2022 to order at (6:04) pm.

PROOF OF POSTING

Human Resource Coordinator Donna Fitzpatrick provided proof of posting.

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor Timothy Tsantoulis, Councilor Alex Walczyk, Councilor Randall Lapierre, Councilor John Durand, Councilor Keith Judge, and Councilor David Ross.

Absent: Councilor Roger Duhaime and Councilor David Boutin.

PLEDGE OF ALLEGIANCE

Moment of silence give to Jacqueline Duhaime.

Moment of silence given to all those who lost their lives when Japan attacked Pearl Harbor.

AGENDA OVERVIEW- Given by J. Sullivan.

PUBLIC HEARINGS

J. Sullivan opened the following Public Hearings at 6:05 pm.

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

J. Bouchard- this is for the prior year to accept the funds for the officer assigned to the FBI task force.

D. Durand- the officers regular pay does that come out of your budget?

J. Bouchard- yes it does. He is assigned to that task force but works cases in Hooksett.

J. Sullivan closed the Public Hearing at 6:40 pm

6.2 Public Hearing per RSA 674:40-a for Hemlock Hills Subdivision (1,200' of Laurel Road) - Request for Street Approval.

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90

B. Thomas- the contractor has completed the 1st phase on the subdivision. The contractor is requesting that the Town approve that phase. I have been inspecting all along and I approve.

6.3 Public Hearing per RSA 674:40-a for Autumn Frost (Marigold Way) - Request for Street Approval (See New Business Item for Approval 14.3)

B. Thomas- the contractor has completed the 1st phase on the subdivision. The contractor is requesting that the Town approve that phase. I have been inspecting all along and I approve, and I approve the release of the performance bond.

6.4 Public Hearing to obtain comments regarding the retention or sale of 10 town owned properties.

Dave- I live in Manchester I still have interest in one of these properties and I thank you for moving forward.

J. Sullivan- for clarification we are deciding whether to keep or sell the properties and then move onto the next steps.

Greg Powers- I am a real estate agent with Keller Williams. I represent the Hebert's for the sake of 14 Highland St. it is a landlocked parcel as the Town owns 16 Highland Street. I am just wondering what the rational would be in retaining that property.

A. Garron- this project has been an ongoing project from 2 administrators ago. The reason we did not move forward was we needed to establish a process. The reason why we would consider retaining it is due to their may be a public need for it. It went through the internal review, and it was determined that there was not a public need for these 10 properties.

D. Ross- tonight we are deciding whether to retain or not to retain.

G. Powers- I only ask about retaining since I want to know what battle I may have ahead of me. If you look at the property it has no use to anyone but the abutters. I hope you will consider selling that property.

T. Tsantoulis- we have to follow proper law regarding the sale of property.

Lisa Terry- I am an abutter to 15 Highland Street. I am concerned about opening that up and someone coming up and hitting my house.

Lori Seir-pleasant Street. I just want to get clarification on what you are saying. You are interested in selling these properties on these lists.

J. Sullivan- If we decided to not retain Mr. Garron can explain that process.

A. Garron- this has been an ongoing project for a long time. We've done our internal due diligence to make sure the 3 years buy back period has expired. It has gone thru an internal review that they have

91 no use to the public. Next step would be how will we dispose of these properties and my
92 recommendation would be to go to auction, through the auction process.

93
94 Lori- what is the access to these parcels? I understand a ROW has now expired.

95
96 A. Garron- it should be noted that what is before the council is just the parcels. Not the ROW. We only
97 took over the deeds and not the ROW.

98
99 I live at 3 Edgewater Drive- there are 2 properties next to mine. I've been trying to purchase the
100 property since I bought the property 7 or 8 years ago. There have been issues with trespassing. I am
101 interested in cleaning up the area and make it safe cause it is currently falling.

102
103 Mary Scott- 51 pleasant Street I own the first 2 lots I am concerned what kind of auction you will have
104 on this. Depending on the type of bid that you accept could lower our property values.

105
106 A. Garron- I believe it will be an absolute bid. The auction house will go in and get the highest bid
107 possible.

108
109 T. Tsantoulis- I don't understand your concern with property value.

110
111 M. Scott- if I sold my property on the open market for a good value and then the lots above me sold at
112 auction for a lot less what will that do to my property values.

113
114 D. Ross- we have not made the decision on the public auction yet. There is certainly a bottom floor.

115
116 A. Garron- ross made comment about the overage. The law is very clear on where the extra money
117 goes. We are only owed what is due in back taxes and administrative fees. It then goes to interpleader
118 to find heirs then if it is not claimed it would go back to the town.

119
120 D. Ross- let our town be the beneficiaries. We are just the trustees.

121
122 J. Durand- do you have to use an auction, or can you use a realtor?

123
124 A. Garron- there seems to be 2 ways that are the preferred means to sell these properties. The sealed
125 bid and auction. This is just 10 out of many that we will be discussing. Many communities have used
126 the auction avenue.

127
128 J. Sullivan- why don't we hold off on closing the PH until we get to new business.

129
130 **SPECIAL RECOGNITION**

131
132 **BICENTENNIAL MOMENT-** J Sullivan presented a PowerPoint on Bataan TO IWO Jima, Hooksett Bud
133 Locke and Rene Gagnon. The full PowerPoint can be found on the Towns website.

134
135 **Hooksett Municipal Employee - New Hire**

136
137 A. Garron- we have 3 new employees we'd like to welcome to the Hooksett Family.

138 Cameron Perkins, Jeffery Mayer, Thor Palmer, and Matt Gordon and Samuel Marnell have left
139 employment.

140

141 **PUBLIC INPUT - 15 MINUTES**

142

143 Lindsey Marlyee 40 Churchill Drive- our road has not yet been accepted yet. The developer has some
144 outstanding issues. I know the road was just paved and a crosswalk put in place. We currently have 6
145 school aged kids that we have to drive down to another road for them to get the school bus and it is
146 getting dangerous. I am hoping we can find a creative solution to solve this problem.

147

148 B. Thomas- the subdivision has been under construction for a few years. Everything has been complete
149 except for a fence at the gate around a detention pond. The only reason it is not on the agenda is due
150 to the fence not being finished. I have no problem with this. I see that the garbage trucks are going up
151 there.

152

153 J. Sullivan- we need a PH to approve this road. We can schedule this for a January meeting. In the
154 meantime, they have a month to put this up.

155

156 B. Thomas- I think they are looking for a waiver.

157

158 Lindsey- I absolutely want to hold the contractor responsible, but I want the SAU to bring a bus up and
159 get the kids.

160

161 J. Sullivan- maybe the SAU can make a waiver based on the recommendations now.

162

163 R. Lapierre- B. Thomas has indicated that the Trash truck goes down the road and is the town plowing?

164

165 Lindsey Marlyee- the developer plows the trash and the Bow buses drive down the road to get kids and
166 it is hard to see another towns bus drive down and get kids.

167

168 B. Thomas- we have an arrangement that once the houses are occupied trash can be collected.

169

170 T. Tsantoulis- is there a bond on the road that we are holding?

171

172 B. Thomas- yes, we are.

173

174 J. Durand- my fear on that is I don't feel our town engineer should not be making any decisions to the
175 school board cause if we do then we are accepting responsibility.

176

177 **CONSENT AGENDA**

178

179 **T. Tsantoulis motioned to accept the consent agenda as presented; seconded by A. Walczyk.**

180

181 **Vote in favor 7-0**

182

183 10.1 Accept the donation of \$1,000.00 from the Rice Family Charitable Fund to the Town of Hookset
184 Conservation Commission fund per RSA 31:95-b: III (b).

185

186 10.2 Accept donations up to \$9,999.00 for the "Light Up the Village" event to the Town of Hooksett
187 Heritage Commission per RSA 31:95-b: III (b).

188

189 10.3 Accept a donation of a granite bench to be placed in Veteran's Park in memory of Kathie Northrop
190 (estimated value of \$700) from Robert Schroeder to the Town of Hooksett for the Heritage Commission
191 per RSA 31:95-e, II.

192

193 **NOMINATIONS AND APPOINTMENTS**

194

195 ***A. Walczyk motioned to nominate and appoint in the same night, Matt Barrett to the TIF***
196 ***Committee with a term expiring June 30, 2025. Seconded by T. Tsantoulis.***

197

198 ***Vote in Favor 7-0***

199

200 **New Business**

201

202 **14.8 Next Steps for Town Owned Properties**

203

204 J. Sullivan closed the Public Hearing at 7:12 pm

205

206 ***R. Lapierre motioned to approve the sale of the 10 town owned properties as presented today***
207 ***per RSA 41:14-a, seconded by K. Judge.***

208

209 R. Lapierre- the reason these 10 properties were brought forward they were no brainers, we followed
210 the RSA they went to a public hearing I think they are good test properties.

211

212 K. Judge- I agree they have been properly vetted.

213

214 T. Tsantoulis- we are doing this legally. We have been kicking this down the road for a long time. Sitting
215 on these does not make sense.

216

217 D. Ross- to be clear we are just moving these onto the next steps. We have not yet decided on how to
218 sell these.

219

220 **Roll Call Vote #2**

221 ***R. Duhaime NP***

222 ***J Durand Aye***

223 ***D. Ross Aye***

224 ***R. Lapierre Aye***

225 ***A. Walczyk Aye***

226 ***D. Boutin NP***

227 ***K. Judge Aye***

228 ***T. Tsantoulis Aye***

229 ***J. Sullivan Aye***

230

231 ***Vote in favor 7-0***

232

233

T. Tsantoulis motioned that we sell these 10 properties via a tax deeded auction. Seconded by J. Durand.

234

235

236

Vote in favor 6-0

237

238

J. Sullivan- is there going to be a minimum bid?

239

240

A. Garron- it is not with the auction house we are recommending do not have a minimum bid. We received 2 quotes from companies. I believe they are absolute bids with no minimum bid. Also, they handle all the contracting and the paperwork after the sale. The other one we would have to use legal to do the paperwork.

241

242

243

244

245

T. Tsantoulis- auctioneers work off commission so it is to their advantage to get the most of these bids, that's why I am in favor of handing them off to the auction companies.

246

247

248

D. Ross- again JSJ Auctions has been around forever, and they state in their letter that they can have reserves. We want to do this responsibly. Let's not try to brush our way through this. Let's take this slowly.

249

250

251

252

R. Lapierre- I am in favor of moving it to the auction process but believe we should move it to an RFP process. They are working off commission and I'd expect to follow that.

253

254

255

A. Garron- we did not send out RFP, we solicited service via recommendations from other communities.

256

257

258

Leann- the cost is on the buyer and not the town, unless that company did not have in house services to do in house deeding. I would recommend if you had questions then you invite them in.

259

260

261

A. Garron- the reason why we are recommending NH Tax Deed & Property Auctions. They take the town through the entire process and make sure the deeds are finalized. One has minimal costs, and one has some costs.

262

263

264

265

J. Durand- I'm assuming that the one that takes you through the whole process costs more. I like what she said and invite them both in here.

266

267

268

J. Sullivan- I certainly want to maximize the amount that we get.

269

270

G. Powers- my only caution is setting a reserve is if it is not met you have not accomplished anything, and you are still turning it over again. If you can at least recoup some money and start generating tax money.

271

272

273

274

A. Garron- right now based on our solicitation, why not have them both some and plead their case. I can't say we have addressed this process. I think deciding on what route to go is important. Now we just have to establish a house on how we are going to get us there. I'd suggest a non-public meeting before, ask the questions that you want and then we can go from there.

275

276

277

278

279 J. Sullivan- maybe we can invite them in before our next meeting in NP.

280

281 ***J. Sullivan motioned to invite the 2-auctioneer house in for a non-public at our next meeting***
 282 ***starting at 5:00 with a half hour interview with both seconded by T. Tsantoulis.***

283

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

285

286 T. Tsantoulis- tax bills went out today and will present a surprise to many. If residents find out that we
 287 have been sitting on town property for over 10 years and not collecting taxes, they won't be happy. I am
 288 in favor of moving on these, we have a responsibility to the residents.

289

290 ***14.1 T. Tsantoulis motioned to waive the rules of procedure and vote the same night of a public***
 291 ***hearing and accept funds from the Federal Bureau of Investigations received for overtime***
 292 ***reimbursement of \$19,344.90 to the Town of Hooksett during Federal Fiscal Year 2022 (10/1/2021***
 293 ***– 9/30/2022) and deposited back into the Hooksett Police Department's overtime line per RSA***
 294 ***31:95-b (IIIa).***

295

296 ***Roll Call Vote #3***

297 ***D. Boutin NP***

298 ***D. Ross Aye***

299 ***A. Walczyk Aye***

300 ***J. Durand Aye***

301 ***R. Duhaime NP***

302 ***T. Tsantoulis Aye***

303 ***R. Lapierre Aye***

304 ***K. Judge Aye***

305 ***J. Sullivan Aye***

306

307 ***Vote in favor 7-0***

308

309 ***14.2 Hemlock Hills Subdivision (1,200' of Laurel Road) - Request for Street Approval***

310

311 ***A. Walczyk motioned to waive the rules of procedure and vote the same night as a Public***
 312 ***Hearing and accept Laurel Road; seconded by J. Durand.***

313

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

315

316 ***14.3 Autumn Frost (Marigold Way) - Request for Street Approval and Release of Subdivision***
 317 ***Performance Bond of \$200,000.00***

318

319 ***A. Walczyk motioned to waive the rules of procedure and vote the same night as a Public***
 320 ***Hearing and accept the Autumn Frost Subdivision (Marigold Way) and release \$200,00***
 321 ***performance bond; seconded by R. Lapierre.***

322

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

324

325

326

327 **OLD BUSINESS**

328

329 **13.1 Town Personnel Plan Updates - 1) Compensatory Time, 2) Flex Time and 3) Benefits-end of**
 330 **employment.**

331

332 ***T. Tsantoulis motioned to approve the amendments to the Town Personnel Plan as submitted***
 333 ***for 1) Compensatory Time, 2) Flex Time and 3) Benefits-end of employment. seconded by K.***
 334 ***Judge***

335

336 **Vote in Favor 7-0**

337

338 A. Garron- currently comp time/flex time is currently in the personnel plan and the language is
 339 confusing. We wanted the wording to be the same across all documents.

340

341 D. Ross- does this increase the amount of payroll costs to the town?

342

343 A. Garron- no, currently we have this in the policy, this is just clarity.

344

345 D. Fitzpatrick- so the comp time instead of getting paid 1.5 hrs they can just take off 1.5 hour early. The
 346 leave has to be approved by the department so that it does not impact operations.

347

348 T. Tsantoulis- both amendments to the policy require department head approval.

349

350 D. Fitzpatrick- it is appealing to an employee for quality of life when we can accommodate an
 351 employee's time and schedule. It allows them a little leeway to adjust schedule if need to as long as
 352 they are still putting in the 40 hours a week.

353

354 J. Durand- this is for non-union employees?

355

356 D. Fitzpatrick- correct it is for non-union employees.

357

358 A. Garron- for benefiting the wording is to put working into place as to what is current practice.

359

360 D. Ross- it is sad that we are just doing this now. I remember when we lost an important department
 361 head because they could not get here exactly at 8:00.

362

363 ***14.3 T. Tsantoulis motioned to Motion to accept the Autumn Frost Subdivision (Marigold Way)***
 364 ***(previously done in prior motion above) and release \$200,000 Subdivision Performance Bond to***
 365 ***the Bond Safeguard Insurance Company #5031268. Seconded by A. Walczyk***

366

367 **Vote in favor 7-0**

368

369 **13.2 To discuss modifications of Town Ordinance # 00-26 "Signage Regulations of Town Roads"**

370

371 A. Garron- this had been augmented by the input received before. The next step in this would be if you
 372 agree to the wording and formatting, we can move onto a PH.

373

374 ***T. Tsantoulis motioned to approve the attached ordinance #00-26 and schedule a Public Hearing***
 375 ***on January 4th for the ordinance; seconded by A. Walczyk.***

376

377 ***Vote in favor 7-0***

378

379 T. Tsantoulis- we are a bedroom community. I don't think it is in the best interest of the residents to
 380 have commercial vehicles left on the roads parked for long periods of time, unless business is being
 381 conducted. It poses a hazard, and I think our next steps would be to move to a PH.

382

383 A. Walczyk- Chief do you think this has any teeth to be enforced.

384

385 J. Bouchard- I worked with Dana and we already had parking citations, and we are ready to go once it
 386 passes.

387

388 D. Ross- I see that part B there may be some commercial vehicles that are there visiting someone. I
 389 think that having in excess of hours should be placed. Officers should take note of how long a vehicle is
 390 parked.

391

392 J. Bouchard- most of this is left up to the discretion of the police officer. We're not going to ticket right
 393 away.

394

395 A. Garron- I thought that was one of the items that the council wanted to keep.

396

397 D. Ross- I pointed out that maybe a commercial vehicle is parked to eat or take a nap or visit someone.
 398 You should have a time limit on how long you can park at one time.

399

400 J. Bouchard- most of the ones we looked at with other towns, you need to look at well if they were there
 401 for an hour were they blocking traffic for an hour? Were they stopping a school bus from doing a drop
 402 off. Then you can see someone move then move and go around the block and then return. They will
 403 always find loopholes.

404

405 T. Tsantoulis- police officers are allowed to use their discretion. This leaves the opportunity for the
 406 police officer to use their discretion.

407

408 J. Bouchard- what we would normally do with this, is there is an educational piece of this. Letting
 409 people know that there is a new ordinance in town and they cannot park there.

410

411 **13.3 FY 2023-24 Budget and Warrant Articles**

412

413 C. Tewksbury- the police union contract that you approved at the last meeting the article needs to be
 414 moved to the ballot. Then we need to decide who will 1st and 2nd it.

415

416 ***J. Sullivan motioned to move to the ballot the police contract seconded by T. Tsantoulis.***

417

418 ***Vote in favor 7-0***

419

420 T. Tsantoulis and R. Lapierre will speak to the motion.

421

422 **NEW BUSINESS**

423

424 **14.4 HVAC & Plumbing Support Bid Acceptance**

425

426 A. Garron- the DPW is seeking the support services for HVAC and plumbing support in the Town on an
427 as needed basis, an RFP was placed, and Ben is here with his recommendations.

428

429 B. Berthiaume- we put this out to bid. There was a wide range of quotes received. Northern Peabody,
430 LLC had the most appealing bid. We want to move forward with them for a 2-year contract with an
431 option to renew if we like their services.

432

433 T. Tsantoulis motioned to approve and consent to award the HVAC & Plumbing Support bid to Northern
434 Peabody, LLC for the amount stipulated above; seconded by A. Walczyk

435

436 **Roll Call Vote #4**

437 **A. Walczyk Aye**

438 **R. Lapierre Aye**

439 **D. Ross Aye**

440 **R. Duhaime NP**

441 **J. Durand Aye**

442 **K. Judge Aye**

443 **T. Tsantoulis Aye**

444 **D. Boutin NP**

445 **J. Sullivan Aye**

446

447 **Vote in favor 7-0**

448

449 **14.5 Proposed Winter Weekend Schedule at Recycle and Transfer Station and Closing Saturday,**
450 **December 24, 2022**

451

452 **K. Judge motioned to close the Recycle and Transfer Station for Saturday December 24, 2022,**
453 **seconded by D. Ross**

454

455 **Vote in favor 7-0**

456

457 **K. Judge motioned to pay the affected staff for that Saturday December 24 closure as we are**
458 **choosing to close for the day; seconded by A. Walczyk.**

459

460 **Roll Call Vote #5**

461 **T. Tsantoulis Aye**

462 **D. Ross Nay**

463 **R. Duhaime NP**

464 **A. Walczyk Nay**

465 **R. Lapierre Nay**

466 **K. Judge Aye**

467 **J. Durand Nay**

468 **D. Boutin NP**

469 **J. Sullivan Nay**

470

471 **Vote fails 2-5**

472

473 K. Judge- I know we appreciate getting the day off I know they will to, and getting paid for it.

474

475 J. Durand- with all due respect to Judge he is a teamster rep and I think his motion is unethical. And I
476 find it suspect.

477

478 ***T. Tsantoulis will motion to adjust the pay for the individuals on that day however the***
479 ***individuals who are not working should not get time and a half. However, if we are taking away***
480 ***the pay opportunity for the part time staff they should get paid. No Second. Motion fails.***

481

482 J. Durand- they are requesting this day off why should we pay them for it. we are here to protect the
483 taxpayer.

484

485 K. Judge- with all due respect we are here to protect our employees that work

486

487 D. Ross- this is not an authority that we have or should have. that is administration. They asked for the
488 day off. Let's leave it the way it is.

489

490 J. Sullivan- was it from your group to request the day off.

491

492 B. Berthiaume- yes, they requested the day off and the recycling and transfer committee also
493 recommended it.

494

495 A. Garron- this vote has been taken in the past for past holidays that fall on a weekend.

496

497 A. Walczyk- is it possible to provide a cost of what this would be.

498

499 B. Berthiaume- it would only be one part time employee there. It would be about \$100 and change.

500

501 J. Durand- then next week you have New Year's off, and you will set a precedent. Then we will have a
502 grievance.

503

504 **A. Walczyk motioned to approve the weekend schedule for the winter for the Recycling and**
505 **Transfer station as presented; seconded by T. Tsantoulis.**

506

507 A. Walczyk- this makes sense from a financial standpoint and a moral standpoint. It was voted on by
508 the advisory committee and passed unanimously.

509

510 T. Tsantoulis- the individuals have asked for this because they have been short staffed and are burnt
511 out and want some time off.

512

513 B. Berthiaume- in the winter we are using transfer staff to also plow and do the trash runs, so there is
514 not much time off for them. We will also be losing staff. It will give the employees a breather by not
515 having to work that Saturday.

516

517 J. Durand- again you are setting another precedence. Residents work during the week and only have
518 Saturday to go to the dump. We have to provide the service to the residents on the weekend. Everyone
519 is short staffed, and I feel for you.

520

521 J. Durand- I also see that many will be unhappy with this but maybe more needs to be done with
522 advertising. We need to focus on filling these positions. You start it now it will never end.

523

524 **Roll Call Vote #6**

525 **J. Durand Nay**

526 **R. Lapierre Aye**

527 **K. Judge Aye**

528 **D. Boutin Np**

529 **D. Ross Nay**

530 **T. Tsantoulis Aye**

531 **A. Walczyk Aye**

532 **R. Duhaime NP**

533 **J. Sullivan Nay**

534

535 **Vote passes 4-3**

536

537 **14.6 Rescue Tool Purchase**

538

539 ***R. Lapierre motioned to approve purchasing Auto Extrication Equipment from Fire Tech and***
540 ***Safety in the amount of \$43,142.00 for Fire-Rescue Department using the Rescue Equipment***
541 ***Capital Reserve Account. seconded by T. Tsantoulis.***

542

543 **Roll Call Vote #7**

544 **D. Ross Aye**

545 **K. Judge Aye**

546 **R. Lapierre Aye**

547 **R. Duhaime MP**

548 **A. Walczyk Aye**

549 **J. Durand Aye**

550 **T. Tsantoulis Aye**

551 **D. Boutin NP**

552 **J. Sullivan Aye**

553

554 **Vote in favor 7-0**

555

556 **14.7 Vehicle Stabilization Struts & Airbags Purchase**

557

558 ***D. Ross motioned to approve purchasing Vehicle Stabilization Struts and Airbag System from***
559 ***Industrial Protection Service in the amount of \$22,105.00 for Fire-Rescue Department using the***
560 ***Rescue Equipment Capital Reserve Account seconded by J. Sullivan.***

561

562 A. Walczyk- the fact that we are taking money out of this account are we worried about the funds?

563

564 S. Colburn- no we are fine financially. This will be the last purchase for a while.

565

566 **Roll Call Vote #8**

567 ***R. Lapierre Aye***

568 ***R. Duhaime NP***

569 ***T. Tsantoulis Aye***

570 ***A. Walczyk Aye***

571 ***J. Durand Aye***

572 ***D. Ross NP***

573 ***D. Boutin NP***

574 ***K. Judge Aye***

575 ***J. Sullivan Aye***

576

577 ***Vote in favor 7-0***

578

579 **APPROVAL OF MINUTES**

580

581 ***T. Tsantoulis motioned to approve the public minutes of the November 16, 2022, meeting;***

582 ***Seconded by R. Lapierre.***

583

584 ***Vote in Favor 6-0-1***

585

586 ***R. Lapierre motioned to approve the Non-Public minutes of the November 16, 2022, meeting;***

587 ***Seconded by T. Tsantoulis.***

588

589 ***Vote in Favor 6-0-1***

590

591 **TOWN ADMINISTRATOR'S REPORT**

592

593 A. Garron- Granite YMCA Community Service Award Town of Hooksett and Hooksett SAU on

594 December 15, do we have a council member able to attend?

595 Light up the village will be taking place this weekend on Friday between 5-9.

596 Tax Bills were mailed out today the tax rate was set.

597 Martine Ferry Interviews will start.

598 Charter changes have come back from the AG's office and DRA with a no objection to the Hooksett

599 Charter amendments.

600 DPW site is now considered a certified training site and there is some savings in having it designated

601 as a certified training site. We appreciate that we have a certified instructor at our site.

602 Fire Department Boot Drive raised \$3,774.50 towards MDA and in partnership with Concord FD they

603 were able to raise a total of \$15,784.75.

604 Towards the end of our Union Negotiations the FD have offered an open invitation to view a fire and

605 rescue operations station.

606 The RFP project for the Solar Project has been advertised and LeAnn and Ben were able to host 1 of

607 the firms interested in this project. We had a site walk of the area. hopefully we will get all those RFP

608 back towards the end of January.

609

610 **SUB-COMMITTEE REPORTS**

611

612 A. Walczyk- Parks N Rec Committee is looking for donations for brick at the Pavilion.

613

614 **TOWN COUNCIL FUTURE AGENDA ITEMS**

615

616 D. Ross- yes, a discussion on what our response will be to the appeals board.

617

618 A. Garron- the ZBA did have a meeting on the decision made by the Housing Board. There was one
619 element that was made during that decision on that appeal. If it does not come back to the towns favor
620 legal. the hardship was one of the items that we felt they didn't have the depth of reasoning behind that.

621

622 **NON-PUBLIC SESSION NH RSA 91-A:3 II**

623

624 **J. Sullivan motioned to enter non-public session per NH RSA 91-A:3 II (a) at 9:04 pm;**
625 **seconded by T. Tsantoulis.**

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

630 **Roll Call Vote #9**

631 **J. Durand Aye**

632 **D. Boutin NP**

633 **D. Ross Aye**

634 **R. Duhaime NP**

635 **K. Judge Aye**

636 **A. Walczyk Aye**

637 **T. Tsantoulis Aye**

638 **R. Lapierre Aye**

639 **J. Sullivan Aye**

640

641 **Vote in favor 7-0**

642

643 **J. Sullivan motioned to adjourn the non-public session of 12/7/2022 at 9:17 p.m.;**
644 **seconded by R. Lapierre.**

645

646 **Vote in favor 7-0**

647

648 **R. Lapierre motioned to seal the non-public minutes of 12/7/2022; seconded by T.**
649 **Tsantoulis.**

650

651 **Roll Call Vote #10**

652 **K. Judge Aye**

653 **T. Tsantoulis Aye**

654 **R. Lapierre Aye**

655 **D. Ross Aye**

656 **D. Boutin NP**

657 **J. Durand Aye**

658 **A. Walczyk Aye**

659 **R. Duhaime NP**

660 **J. Sullivan Aye**

661

662 **Vote in favor 7-0**

663

664

665 **ADJOURNMENT**

666

667 ***Chair Sullivan motioned to adjourn the meeting at 9:18pm. Seconded by T. Tsantoulis.***

668

669 ***All in favor 7-0***

670

671 Respectfully submitted,

672

673 *Alicia Jipson*

674

675 Alicia Jipson

676 Recording Clerk

677