



AGENDA

Town of Hooksett Town Council

Wednesday, March 8, 2023 at 6:00 PM

A meeting of the Town Council will be held Wednesday, March 8, 2023 in the Hooksett Municipal Building commencing at **6:00 PM**.

	Page
1. CALL TO ORDER	
2. PROOF OF POSTING	
3. ROLL CALL	
4. PLEDGE OF ALLEGIANCE	
5. AGENDA OVERVIEW	
6. PUBLIC HEARINGS	
7. SPECIAL RECOGNITION	
7.1. Hooksett Municipal Employee - New Hire	
8. PUBLIC INPUT - 15 MINUTES	
9. SCHEDULED APPOINTMENTS	
9.1. Carrie Hyde Hooksett Old Home Day September 16, 2023 Update	
9.2. Annual Update from the Parks and Recreation Advisory Board - Andy Janosz, Chair	5
Staff Report - SR-23-013 - Pdf	
9.3. Trash Subcommittee Update	7 - 16
Staff Report - SR-23-035 - Pdf	
10. CONSENT AGENDA	
10.1. To accept a donation of \$100.00 made by Grace Zacaroli to the Town of Hooksett for the Fire-Rescue Department in gratitude for EMS services rendered per RSA 31:95-b,III (b)	17
Staff Report - SR-23-028 - Pdf	
10.2. Accept State of NH Dept of Safety - Division of Fire Standards & Training & EMS funds reimbursed to the Town of Hooksett, NH in the amount of \$1281.31 for Hooksett Fire-Rescue Department department members overtime costs from January, 2023 training class, per NH RSA 31:95-b III(b).	19 - 20
Staff Report - SR-23-030 - Pdf	
11. NOMINATIONS AND APPOINTMENTS	
11.1. Matt St. Pierre - Alternate for Zoning Board of Adjustment	21 - 28
Staff Report - SR-23-031 - Pdf	
12. BRIEF RECESS	

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

13. OLD BUSINESS

- 13.1. Request to discuss potential Parks & Rec Projects - tabled 2/8/23

14. NEW BUSINESS

- 14.1. Purchase of Kubota Mower 29 - 30
[Staff Report - SR-23-029 - Pdf](#)
- 14.2. Petersbrook Clubhouse/Concession and Restrooms 31 - 51
[Staff Report - SR-23-034 - Pdf](#)
- 14.3. To approve the expenditure of \$8986.32 of impact fees from the Fire Impact Fee Account for the purchase of a base station radio for the Hooksett Emergency Operations Center, per RSA 674:21, V and Hooksett's Impact Fee Ordinance. 53 - 56
[Staff Report - SR-23-033 - Pdf](#)

15. APPROVAL OF MINUTES

- 15.1. Public: 2/22/23 57 - 67
[TC Minutes 02222023](#)
- 15.2. Non-Public: 2/22/23

16. TOWN ADMINISTRATOR'S REPORT

17. TOWN COUNCIL FUTURE AGENDA ITEMS

18. INFORMATIONAL ITEMS AND CORRESPONDENCE

19. SUB-COMMITTEE REPORTS

20. PUBLIC INPUT

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

22. ADJOURNMENT

PUBLIC INPUT

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

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

5. No one may speak during Public Input except the person acknowledged by the Chair. Direct questions or comments from the audience are not permitted during Public Input.

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

Town Council
STAFF REPORT



To: Town Council
Title: Annual Update from the Parks and Recreation Advisory Board - Andy Janosz, Chair
Meeting: Town Council - 08 Mar 2023
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

Hooksett's Town Charter requires Town Boards and Committees to come before Town Council annually and report on their activity. The Parks and Recreation Advisory Board have requested February 8th to formally brief the council on the Board's efforts, answers questions and promote coordination between the two bodies.

RECOMMENDATION:

Listen to an update from the Parks and Recreation Advisory Board.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Town council can take the opportunity to request that the Park and Recreation Advisory Committee examine creating recreational opportunities on the west side of the river.

Town Council STAFF REPORT



To: Town Council
Title: Trash Subcommittee Update
Meeting: Town Council - 08 Mar 2023
Department: Town Council
Staff Contact: Wendy Baker, Executive Assistant

BACKGROUND INFORMATION:

Information provided by Councilor Tsantoulis:

The subcommittee was formed at a regular TC meeting in the fall of 2022 after concerns were voiced by a few residents in private subdivisions. The speakers used the provided Public Input time to start the conversation which centered around the fact that their subdivisions were being treated unfairly because they are required to pay funds to their respective HOAs for private trash collection. I will take this time to say that at the start of this discussion, I was of the under the impression that the matter was without merit as the town's stance regarding the subject is well supported by both ordinances and established land use action. After more concerns were made at subsequent TC meetings the Council Chairman floated the idea of a subcommittee to address the issue.

The recorded minutes will show that the subcommittee was compromised of a mix of individuals from the various entities within the town in order to get a good perspective on the matter and to provide a general blueprint of the actual process. The minutes will support the previous statement. The first and second meeting was short on attendees from the condominiums. Their basic concern was that their property tax is the same as other properties in conventional subdivisions however, they do not receive the same level of service such as road plowing, paving, and trash collection etc. There was much discussion from committee members explaining the justification for this arrangement as well as the legal aspects of private property agreements at the planning level. The Town Planner gave detailed explanation to the attendees as to how the process plays out at the planning stage and the agreements set forth prior to so called acceptance of the subdivision. There was a combination of ideas and comments that all seemed to miss the central argument that the formation of a condominium subdivision in the Town of Hooksett, or any other town in NH was done with the same restrictions set in place prior to the first resident moving into their particular unit. There was also discussion regarding the so-called tipping fee reimbursement and its unique status in Hooksett. At times one could characterize the individual concerns of some condo residents to be lacking the basic understanding of the differences between a condominium subdivision and a conventional subdivision.

The third and final meeting in February was held and a noticeably larger group of attendees filled the room and provided input, much of which had been previously stated by others. There was discussion relative to the increased cost to the town if the town was to collect the additional subdivisions. Concerns were voiced that the additional costs would be spread out to the other tax payers that reside in conventional subdivisions. There was conversation specific to the issue at Berry Hill and the fact that trucks were able to serve most of the area during collection. How the actual process came about was also discussed. There were some testy exchanges from a handful of residents regarding the understanding of the rules and regulations for subdivisions and the acceptance of such at the time

of purchase. One resident went into detail and explained that prior to closing he was presented with a stack of papers and no time to read them. One resident floated the idea of a different rate for condo residents and that led to a general conversation about the State of NH being the so -called taxing authority. It would be fair to say that the meeting started to go off the rails when a committee member stated that he was in favor of the town picking up at the condos and that the residents should petition for that to happen. At this point it was becoming obvious that the meeting had run its course. There was a general consensus that further discussion was unwarranted.

A motion was made to make meeting three the last meeting and return the matter to the Town Council. The discussion centered around the fact that the committee had met its original charge and was now mired outside the intended scope. As the chairman of the subcommittee, I wish to state that I struggled accepting the basic premise of effecting change to the current arrangement, however I believe that we as a committee listened to residents and afforded them the opportunity to voice their concerns. There are many more questions and considerations on multiple levels and the subject matter is much more complex than originally presented.

RECOMMENDATION:

To discuss more at the Town Council level.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Read and discuss the report from the Trash Subcommittee

ATTACHMENTS:

[12.13.22 trash subcommittee minutes](#)

[01.24.23 trash subcommittee minutes](#)

[Trash Collection Subcommittee Feb. 21,2023](#)



TOWN OF HOOKSETT
ADMINISTRATION DEPARTMENT

35 MAIN STREET
HOOKSETT, NEW HAMPSHIRE 03106
TELEPHONE (603) 485-8472 WEBSITE www.hooksett.org FAX (603) 268-0049

Trash Collection Subcommittee

December 13, 2022

Attendees:

Recycling and Transfer Advisory Board – Raymond Bonney, John Giotas, Richard Bairam
Town Council- Timothy Tsantoulis, and Roger Duhaime
Staff Support- Leann McLaughlin, Andre Garron, Ben Berthiaume, Denise Cumings, Nicholas Williams

Meeting commenced at 2:22pm

Public Input: Fred Bishop, 34 Mammoth Road, Unit #26 – Would you consider having representation from the condo associations on this Board?

Ron Ducharme, Berry Hill- They have been picking up our trash for 1 ½ years. We had to change wording in our condo bylaws to accommodate and sign a waiver with town for road damage. At that time, we had Denise (Recycle & Transfer) come and assess the roadways, the only finding was one dead in road, we planned to accommodate the trash barrels at a specific spot. We pay the same taxes and do not receive trash pickup.

Roger Duhaime explained that this committee was put in place to look at this specific concern. Currently there are 1,100 condos and a total of 6,500 household in town. It is time to look at the changing housing market. This is the way all living situations are happening now due to affordability. This is the first meeting for this Subcommittee.

Andre Garron answered Mr. Bishops question. The council made the committee and decided who to have on the committee. He can readdress the committee members at the next TC meeting. Possible 2 at large (Community members).

Tim Tsantoulis asked what the difference in taxes is for a single family versus condo? Can we have the assessor at the next meeting to address this? It is in the bylaws for those condo associations to remove their own trash and own road maintenance. They pay less impact fee as well in the condos.

Andre Garron - We need to investigate the procedures of how condo associations are approved. We need to decide weather this is unique to Hooksett or not.

37 Roger Duhaime asked if the Town can handle it with current staffing and trucks? What would
38 we need to accommodate the condo associations? Can they decide to “hire” the town as an
39 option for pick up? What is the difference in the taxes between condos and single family? We
40 should compare how other towns handle this situation.

41 Timothy Tsantoulis requested that the Assessor be present at the next meeting We need
42 accurate amounts. Need to know tax differences/ explain market value differences.

43 Nicholas Williams explained the upcoming building and development of Hooksett condos in the
44 planning process. 2 categories 1- Vested, with permits and in the process. 2- Proposed no
45 permits listed yet but know it is works.

46	1. Vested –	Forest Oaks	20 units
47		University Commons	20 units
48		Martins Ferry	6 units (age restricted)
49		Mammoth Road	4 units
50		Granite Heights, Phase II North	105 units
51		Heads pond	condo/ single family combo
52	Proposed –	3 Dartmouth Street	16 units (55+)
53		99 Mammoth Road	74 units
54		Beaver Brook	200+ units additional

55 Condo impact fees are charged at a different rate –Road, Police, Fire, Parks & Rec, School (age
56 restricted housing is not charged for School Impact Fees). There is no separate impact fee
57 category for Recycle and Transfer.

58 Denise Cumings said that 185 condo units are currently picked up, if we add the other current
59 1,015 condos it would add 9 hours for 2 trucks (18 hours of manpower) each week. Still having
60 trouble with the old truck, new truck is consistent. We would have less time for vehicle
61 maintenance and will need new truck and staffing.

62 Andre Garron explained that developers make the choice to build condos. Building has
63 changed. We need to research some information. It will have a schematic impact to budgets.

64 Fred Bishop- Tim mentioned how other residential owners perceive trash pickup for condos,
65 how it will impact them. What is happening now is Condos, especially over 55 condos, are
66 subsidizing the rest of the town because we are paying thousands of dollars in taxes. You must
67 look at both sides of that issue. Developer comes in, makes a proposal to the Planning Board,
68 they look at it as “free money” in tax revenue and we don’t have to provide services. That is not
69 fair. I ask you to look at that. Look at trash pickup, trailer parks get trash picked up, you must
70 address that as well. I encourage you to appoint 1 or 2 members that own condos for firsthand
71 information.

72 Roger Duhaime - this is the new reality of the changing building trends. Person lives in Hooksett
73 for years now downsizes and moves to condos and lose things like trash pickup. We want to
74 keep it fair.

75 André Garron explained that a change in the membership of the committee will need to be
76 addressed with the Town Council.

77 John Giotas mentioned the barrels and the costs for those.

78 Denise Cummings asked about garden style condos, they can't have barrels and none of the
79 current fleet can pick up a dumpster.

80 Nicholas Williams asked that at the planning phase, they need a clear understanding of what
81 the issues are to mechanically move the equipment in the condos.

82 Denise Cumings answered that they have issues in small neighborhoods too, it's a large truck on
83 narrow roads, tight spaces, and no turn arounds.

84 André Garron reiterated that it starts with Planning. If we do pick up for everyone, it does
85 change the characteristics of these condos. Meaning they would not look like they do and that
86 will be a change in infrastructure requirements.

87 Denise Cumings answered Roger Duhaime's question regarding a truck picking up a small
88 dumpster, Denise explained that there are only side loads remaining. The truck that picked up
89 small dumpsters was retired as it would not pass inspection.

90 Ron Ducharme asked about hiring a subcontractor to remove trash from these properties. The
91 Town still provides trash pickup.

92 Roger Duhaime would rather see the Town hire an extra driver.

93 Ray Bonney explained there are drivers then there are trash truck drivers. The problem with
94 that is an outside contractor would have to be required to come to the Transfer Station
95 everyday before they start to verify they are completely empty. Some companies will pick up a
96 development or other trash outside of Hooksett and then pick up trash in Hooksett. Hooksett
97 then must pay for another towns trash. It may not sound like a lot but at the end of the year it
98 adds up. If we are going to pay a subcontractor, we want to make sure the truck is empty at the
99 start of the day.

100 Mr. Ducharme shared that they were paying Pinard \$24,500 (roughly) a year (\$19 per door with
101 107 units).

102 Richard Bairam motioned to adjourn, seconded by John Giotas. Motion carries. Meeting
103 Adjourned at 3:35pm

104 Minutes submitted by

105 Carrie Montoya



TOWN OF HOOKSETT
ADMINISTRATION DEPARTMENT
Donna J. Fitzpatrick, Human Resource Coordinator

35 MAIN STREET
HOOKSETT, NEW HAMPSHIRE 03106
TELEPHONE (603) 268-0060 WEBSITE www.hooksett.org FAX (603) 485-2439

Trash Collection Subcommittee
January 24, 2023

Attendees:

Recycling and Transfer Advisory Board – Paul Scarpetti, John Giotas, Richard Bairam
Town Council- Timothy Tsantoulis
Staff Support- Andre Garron, Ben Berthiaume, Denise Cumings, Nicholas Williams

Meeting commenced at 4:03pm

Public Input: Allen O' Brien (Cedar Management Group Representative) Covers both Granite Hill and Granite Heights Condos. He has been following since the 90's including the reimbursements and trash pickup. He is against condo trash pickup. He would like the amount of tonnage to be adjusted back to original. Currently is 21lbs per unit. Prior to the mandatory recycling it was 31lbs. The Town ordinance based on the maintenance of the roads and the density of the property. This change will impact both. Granite Heights has garage space to hold barrels, Granite hills has no place to store Barrels.

D Horristine - Is there a different tax rate for single family versus condos?

Tim Tsantoulis- Tax rate is the same bit but different evaluations. The Condo impact fees are different when they are built. Discussion over the difference of tax rate and impact fees.

D Horristine- Does anyone on the committee live in a condo?

Paul Scarpetti answered he lives in a detached townhouse.

D - So asked to bring in front of council to add person from a condo, so they had representation on the committee.

Fred Bishop, 34 Mammoth Road, Unit #26 – Would like it brought to council and Ron Ducharme offered last meeting.

Tim Tsantoulis- Will bring up on next town council agenda Feb. 18th, 2023.

Appointments:

John Duhamel - Town Assessor, Tim Tsantoulis asked for him to explain the assessment of market Value? Does a single family or a condo sell for more? Mr. Duhamel stated that condos are not assessed on any open land associated with condos. Where in a single-family home they have both home and land separately. In today's market they sell for what people pay for them. Will be doing a new evaluation of condos in the coming year.

Mary Ann Callister- Asked so my neighbor moved, her house went on market for \$345,000 and sold for \$375,000, Which value do you use for your evaluation?

John Duhamel- It is looking like 40% increase this year on average.

Andre Garron- Lets bring the focus back to the reason of this meeting, The Agreement signed is transposed in the condo documents. What is the next step, investigate how it will affect the budget? What ever the end results of this committee? The decision then needs to be carried out consistently.

Richard Bairam- This will affect how we approve condos moving forward. Will this change how we approve condos and how will it differ?

Tim Tsantoulis- Clarified to make sure understood.

49 River Village- Changes made to agreements that is why we are here. Ordinance change during pandemic
50 We are looking for parody and fairness.
51 Ron Ducharme- I volunteered last meeting to represent on this committee. We do have an agreement in
52 our condo docs, We changed them per your request. Even signed for truck to enter and no charge for
53 any road damage that may occur. It is disheartening when we were told a year later that we no longer
54 had pick up. We have class A roads – we received greenlight and then taken away a year and a half later.
55 Now there is no pickup again and had to find a sub-contractor to pick up again. Dec 26th 7 am pick up
56 was the final pick up. With everyone rushing out, a town worker said he doesn't agree w/ the trash
57 being removed from them. Please put on the agenda to add members (I volunteer). Ron stated he
58 purchased his condo unfinished. Explanation of impact fee- bought unfinished – cert of occupancy had
59 to pay impact fees. Water and rec impact fee was _\$3,500. Federal government change states that 20%
60 of units has to be offered to only one person in the household has to be over 55. When will we start
61 child impact fees, and will there be busses offered to these kids?
62 Fred Bishop- Then maybe to make it fair we should just no offer trash pick up to anyone.

63

64 Meeting Minutes approval

65 Motion to accept minutes – Richard Bairam

66 Second John Giotas wanted wording of line 55 added to “ Than a single family home.”

67 All agreed who attended prior meeting. Paul Scarpetti abstained.

68

69 Tim Tsantoulis- Asked about the info presented by Denise Cummings sheet of tonnage breakdown, truck
70 and staffing, break down of cost for all current and projected units.

71 Andree Garron- Explained the HOA and Tonnage breakdown.

72 Tim Tsantoulis- Besides adding members to this committee. What other information do we need for our
73 next meeting?

74 Andre Garron- Would like a proposal to compare a condo and a single-family neighborhood?

75 Fred Bishop – Radical level the grounds by not picking up anyone's trash and have an outside company
76 pick up everyone's.

77 Alen Obrien- We over see just over 600 units in town. Average house in town sales for \$100,000 more
78 then condos. And again, I would ask the Tonnage to go back to pre-mandatory recycle levels. But don't
79 think there should be trash pickup.

80

81 Motion to Adjourn- 4:58pm By Richard Bairam

82 Second by; John Giotas

83

84 Minutes submitted by

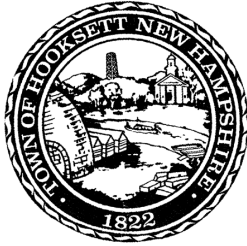
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86 Carrie Montoya.

87

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TOWN OF HOOKSETT
ADMINISTRATION DEPARTMENT
Donna J. Fitzpatrick, Human Resource Coordinator

35 MAIN STREET
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TELEPHONE (603) 268-0060 WEBSITE www.hooksett.org FAX (603) 485-2439

Trash Collection Subcommittee
February 21, 2023

Attendees:

Recycling and Transfer Advisory Board – Paul Scarpetti, John Giotas, Richard Bairam, Ray Bonnie
Town Council- Timothy Tsantoulis, Roger Duhaim, Keith Judge
Staff Support- Andre Garron, Ben Berthiaume, Denise Cumings, Nicholas Williams

Meeting commenced at 4:01pm

Public Input: Please change the spelling of names on last Minutes as follows. Diane Humelisine, and Marian Kolesar

Ron Duchaam- Disappointed that the council declined to allow a member from the condos to join this subcommittee. He stated again how as a town we started and stopped picking up Barry hills trash. The steps needed to allow this and it is wrong to not pick our trash up now. If not pick up then reimburse them for private pick up cost. If it is \$19 a door then it comes to \$25,680 with us paying taxes of \$900,000, it is a small price to pay.

Pam Cauldwell- Berry Hill Estates.. Who and why did they make the decision to stop taking our trash?

Tim Tsantoulis- The question should be how did we start picking up your trash? It is in the condo bylaws, and for the developer to be able to place more units on same size property. So this is one of the things that are agreed up on before the building even starts. We made a mistake in starting Barry hill collection in the start and then we had to fix it.

Pam Cauldwell- How about we put it on the Ballot for a vote?

Roger Duhaim- I was on the solid waste unit for years. We have 3 ppl on the truck, had to purchase bags. Brought to the town. And yes, this can too. And yes we can bring it to vote. This is a reason that people sell their big houses, for the conveniences of driveways plowed, shoveled, and we don't clean your roads. You can bring a petition to the town council for it to go on the Ballot.

Allen Obrien: (Cedar Management)- Happy that the council didn't add any condo members to the subcommittee. Conflict of interest. Is there another way for input, Yes thank you Roger for mention of a petition. Has anyone looked at the exact rate that is associated with trash pickup? Only town that still pays a reimbursement. Received an email from a member of the audience. Do I have permission to speak on their behalf, And yes all people involved are aware and support me in the meeting.

Roger Duhaim- Do you get a reimbursement now? Tipping Fee?

Allen Obrien: Yes we get a the tipping fee per pound

Tim Tsantoulis – this was stated and should be aware of this rule. That is what you signed up for? Condo and no condo members. You make tradeoffs to live in a condo.

Andre Garron- Read the passing of the ordinance.

Timothy Tsantoulis- How much is the Reimbursement look like?

Denise Cumings- covered the summery of the amounts of the current tipping fees and change in July.
(Sheet Attached)

50 Timothy Tsantoulis- We are one of the only communities that still reimburse.
51 Paul Scarpetti- We need to look at the Fairness, Safety, not just the money. We need to draw a line.
52 Roger Duham- When you get older would you rather a trash can or haul it to a dumpster?
53
54 Andre Garron- You bring up a good question. The Fundamentals about how they get approved, If we
55 change it there will we have to change all future condos. Petition can be brought in front of the council
56 but it is too late for this years ballot.
57 Timothy Tsantoulis- Ageing population need to set these rules upfront.
58 Pam Cauldwell- I resent Tims Remark of "We just have to deal with it" We have the right to question
59 that and we don't have to agree.
60 Roger Duham- If you want to put in the effort we can use volunteers in town, you can put forth a
61 petition.
62
63 Joe Penza- Moved into Berry Hills during the 18 months of trash pickup, but don't care either way.
64 Has the town looked at changing the tax rete for condos? The communities my parents live in has a
65 different tax rate per services used.
66 Tim ask John Durand (Town Assessor)- no answer for you. Across the state it is how it is done.
67 Andre Garron- Intriguing question. But the state has decided to only have meal and property tax not the
68 big one. We need ask the correct department to give us the answer to weather this is possible or not.
69 L Ferrel – River Village- \$800-\$900 Reimbursement versus 5,000 paid to Pinard. We pay a truck so any
70 truck can fit on our roads. Sorry that Barry hill lost their trash pickup. The Ordinance needs to be correct
71 and well written defined. And it was changed in the middle of the Pandemic.
72 Roger Duham – We need volunteers to write ordinances.
73 Andre Garron- Not Zoning Ordinance, But the HOA changed.
74 Nicolas Williams – Our town zoning ordinance are individual.
75 Loriane Ferrell- Mr Allen doesn't represent the condo owners.
76 Rose Olsen -Granite Woods- Joe Penza- Look at the tax rate, we get taxed without service provisions.
77 Ron Duchaam- There is a Senate Bill 63 will allow this to happen. It will make heads spin and it may be a
78 tax credit for tax holders.
79 Roger Duham- It may be making it good for you now, but harder for later.
80 Ron Ducham- We don't really read the 99 pages of documents, we didn't buy into it.
81 Paul Scarpetti- The condos are becoming more equal dollar values; we should explore the tax rate.
82 Timothy Tsantoulis-We will move this forward but not the tax of the committee.
83
84 Keith Judge- Motion to move forward in front of the full council.
85 Second by Roger Duham.
86
87 Pete Soucy- What are you bringing to the council?
88 Timothy Tsantoulis - We will bring forward the info that we have discussed, the original charge.
89 Keith Judge- Weather the trash can be pickup or not. And we don't have the authority to decide. But the
90 full council does.
91 John Giotas- What info will counselors need for reimbursement? Or the cost?
92 Timothy Tsantoulis- We will use the minutes, a synopsis of info covered and info that people brought up.
93 Allen Obrien- it isn't that the condos don't want this service. But previous times before town council the
94 tipping fee can change or eliminate the Tipping fees.
95
96 Restate of the motion- all agreed/ Motion passed.
97
98 Does this dissolve this committee? Yes.
99 Paul Scarpetti- Asking to poll for opinions.
100 Tim Tsantoulis- A lot more steps needed, we have come to the end of this committee.

101 Andre Garron- Committee has met its charge, clear what is needed to offer this service, Trash pick up
102 effects on our budget, what does Reimbursement look like, What changes does the Ordinance need to
103 have.
104 Tim Tsantoulis- We will bring before the council what we are charged as a subcommittee. We will also
105 bring forward the tax rate? To see who and where to start that process if we can.
106
107
108 Motion to accept minutes –
109 Line 32- Tim Tsantoulis- Will bring up on next town council agenda February 18th (not *) 2023
110 Line 44 -Transposed (transcribed) in the condo documents. What is the next step, Investigate how it will
111 affect our budget?
112 Line 71- Andre Garron- Explained the HOA and Tonnage Breakdown.
113 Names spelling in the public input.
114 All approved with above changes.
115
116 Motion to Adjourn- 5:30pm By Richard Bairam
117 Second by; John Giotas
118
119 Minutes submitted by
120
121 Carrie Montoya.
122
123
124

Town Council
STAFF REPORT



To: Town Council
Title: To accept a donation of \$100.00 made by Grace Zacaroli to the Town of Hooksett for the Fire-Rescue Department in gratitude for EMS services rendered per RSA 31:95-b,III (b)
Meeting: Town Council - 08 Mar 2023
Department: Fire and Rescue
Staff Contact: Regina Howard, Administrative Assistant

BACKGROUND INFORMATION:

Ms Grace Zacaroli sent a thank you card to the Hooksett Fire Rescue Department received on 2/10/2023 which expressed gratitude for services delivered to her/her family and included a check in the amount of \$100.00 as a donation to the Department.

FINANCIAL IMPACT:

+100.00

POLICY IMPLICATIONS:

n/a

RECOMMENDATION:

Accept the donation as described above made to the Fire-Rescue Department

SUGGESTED MOTION:

Motion to accept the donation of \$100.00 from Grace Zacaroli to the Town of Hooksett for the Fire-Rescue Department in gratitude for EMS services rendered per RSA 31:95-b,III (b)

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion to accept the donation of \$100.00 from Grace Zacaroli.

Town Council
STAFF REPORT



To: Town Council
Title: Accept State of NH Dept of Safety - Division of Fire Standards & Training & EMS funds reimbursed to the Town of Hooksett, NH in the amount of \$1281.31 for Hooksett Fire-Rescue Department department members overtime costs from January, 2023 training class, per NH RSA 31:95-b III(b).
Meeting: Town Council - 08 Mar 2023
Department: Fire and Rescue
Staff Contact: Regina Howard, Administrative Assistant

BACKGROUND INFORMATION:

As previously approved by Council, HFR department members are participating in ongoing training classes at Division of Fire Standards & Training & EMS at the State which provide reimbursement funds to cover overtime and backfill for any participants.

FINANCIAL IMPACT:

\$1,281.31

POLICY IMPLICATIONS:

n/a

RECOMMENDATION:

Accept funds as described

SUGGESTED MOTION:

Motion to accept State of NH Dept of Safety - Division of Fire Standards & Training & EMS funds reimbursed to the Town of Hooksett, NH in the amount of \$1281.31 for Hooksett Fire-Rescue Department department members overtime costs from January, 2023 training class, per NH RSA 31:95-b III(b).

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion to accept State of NH Dept of Safety - Division of Fire Standards & Training & EMS funds reimbursed to the Town of Hooksett, NH in the amount of \$1281.31 for Hooksett Fire-Rescue Department department members overtime costs.

ATTACHMENTS:

[council minutes 7-27-22 NHFA training classes](#)

502 **Vote all in favor 6-0**

503

504 D. Boutin- the planning board voted unanimously to approve the CIP.

505

506 R. Lapierre- I don't think it forward projects costs and how they increase over time. I will
507 volunteer to be on the committee next time.

508

509 A. Garron- we do ask dept heads to use an escalator and project out cost due to inflation.

510

511 ***D. Boutin motioned to allow Hooksett Fire Rescue Department members access to***
512 ***NHFA funded training classes eligible for overtime and backfill reimbursement for the***
513 ***period of the next two years ending in 2024; seconded by R. Lapierre.***

514

515 **Vote in favor 6-0**

516

517 D. Nadeau- The New Hampshire Fire Academy announced State funded technical training
518 class. Department members can attend these classes at no cost to the Town, with overtime
519 and backfill being reimbursed from the State of NH

520

521 T. Tsantoulis so there is no cost for the training, and if an employee attends on their time off
522 they will be
523 compensated. There is no cost to the town for this. Due to staff shortages, there seems to be
524 some
525 manipulation of the system. Who choose who goes and who fills in?

526

527 D. Nadeau- we do.

528

529 ***Lapierre motioned to authorize the Chairman to sign budget Transfer #2022-02 in the***
530 ***\$102,800.00 to the Police budget from Fire and DPW's budgets.; seconded by D. Boutin.***

531

532 **Vote in favor 6-0**

533

534 ***J. Sullivan motioned to accept updates to Town Council Rules of Procedures; seconded***
535 ***by D. Boutin.***

536

537 **Vote in favor 6-0**

538

539 **Town Council Annual Report**

540

541 J. Sullivan- you have all received the annual report update with changes. We have done a lot
542 this year.

543

544 ***D. Boutin motioned to approve the town report as edited; seconded by T. Tsantoulis.***

545

546 **Vote in favor 6-0**

547

Town Council
STAFF REPORT



To: Town Council
Title: Matt St. Pierre - Alternate for Zoning Board of Adjustment
Meeting: Town Council - 08 Mar 2023
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

Matt St. Pierre has applied to take a position on the Zoning Board. The Zoning Board has one seat for an Alternate.

As a reminder, the Charter was changed to allow nominations and appointments at the same meeting so it is not necessary to waive the rules.

RECOMMENDATION:

Nominate and appoint Matt St. Pierre to the Zoning Board of Adjustment as an Alternate.

SUGGESTED MOTION:

Motion to nominate and appoint Matt St. Pierre to the Zoning Board of Adjustment as an Alternate with a term expiring June 30, 2026.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion to appoint Mr. Matt St. Pierre as an alternate to the ZBA.

ATTACHMENTS:

[Matt St. Pierre Application and Fraud Policy](#)



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 2/15/2023

Name: Matt St Pierre Phone: 603.277.0744

Address: 1257 Smyth Rd, Hooksett, NH 03106

Email Address: matt@hashtagdecks.com

Signature: 

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,

Attn: Administration Department or email to lmclaughlin@hooksett.org.

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

Role Preference

Alternate, Regular, or None?

<input type="checkbox"/> Conservation Commission	_____
<input type="checkbox"/> Economic Development Advisory Committee	_____
<input type="checkbox"/> Heritage Commission	_____
<input type="checkbox"/> Parks & Recreation Advisory Board	_____
<input type="checkbox"/> Planning Board	_____
<input type="checkbox"/> Recycling & Transfer Advisory Committee	_____
<input type="checkbox"/> Town Hall Preservation Committee	_____
<input checked="" type="checkbox"/> Zoning Board of Adjustment	<u>No Preference</u>
<input type="checkbox"/> Other (Please specify.)	_____

How long have you been a resident of Hooksett?

I have been a resident of Hooksett since April 2022 and have worked full time in Hooksett since 2016.

Why are you seeking this position?

I am a graduate from Norwich University with a B.S in Architecture. I think that the board and town would benefit from professional expertise dealing with the built environment. I am passionate about careful and well thought out plans and how those plans affect others.

Do you have any specific goals or objectives?

I would like to help applicants understand why the zoning board is in place and how when you are seeking relief from zoning laws you need to put yourself in the perspective of the property itself, not the owner or applicant. If the property could speak, what would it say its reason was that it could not follow the zoning ordinances in place. I think many applicants do not understand this portion of the application process.

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

I am a 2012 graduate from Norwich University where I studied Architecture and Art. I worked professionally for an architect in Manchester immediately following my graduation. I own and operate a small construction company locally and can interpret plans holistically. I can offer critical feedback fairly in relation to the zoning laws at hand.

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

I have owned and operated Hashtag Decks, LLC out of Hooksett, NH for five years however I have never needed to seek board approval for any projects in any town in those five years. I do not think that the scope of my work professionally will affect my ability to volunteer my time for the Hooksett zoning board.

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

I have volunteered for Credit Union's Kids at Heart foundation for the past 10 years providing personalized commemorative signs for Boston Marathon runners and their patient partners. I have been the marquee sponsor of the Manchester Conservation Commission Bike Tour the past two years.

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

Not Applicable

Town of Hooksett

35 Main Street
Hooksett, NH 03106

FRAUD POLICY

Recognition & Awareness Form

Acknowledgement:

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

Signature:  _____

Print Name: Matt St Pierre

Date Signed: 2/15/2023

Department Head Signature: _____

Town of Hooksett

35 Main Street
Hooksett, NH 03106

FRAUD POLICY

Section 1. Introduction

1.1 Financial accountability is a top priority for the Town of Hooksett. The Town's fraud policy formalizes the expectations of personal honesty and integrity required of Town officials and employees. The Town of Hooksett is committed to protecting its revenue, property, information and other assets from any attempt, either by members of the public, contractors, sub-contractors, agents, intermediaries or its own officials and employees, to gain by deceit, financial or other benefits at the expense of the Hooksett taxpayers.

Section 2. Purpose

2.1 The purpose of this document is to communicate municipal policy regarding the deterrence and investigation of suspected misconduct and dishonesty by officials or employees, and to provide specific instructions regarding appropriate action in case of suspected violations.

Section 3. Definition

3.1 There are three major categories of fraud, Asset Misappropriation, Corruption and Fraudulent Statements.

1) Asset Misappropriations – Theft or misuse of an asset.

- Cash
 - Fraudulent Disbursements – Perpetrator causes the Town to disburse funds through some trick or device (e.g. submitting false invoices, timesheets, expense reimbursement schemes, check tampering, etc.), or prevents the timeliness of the disbursement of funds.
 - Embezzlement – Perpetrator appropriates monies fraudulently to one's own use, as money or property entrusted in one's care.
 - Skimming – Cash is stolen from the Town before it is recorded on the Town's books and records.
 - Cash Larceny – Cash is stolen from an organization after it has been recorded on the Town's books and records.

- Inventory and all other assets.
 - Misuse – Misuse, misappropriation, misapplication, destruction, removal, or concealment of the Town's inventory or assets for personal use (e.g. Town vehicles, computers, supplies, etc.)
 - Larceny – Inventory or other assets are stolen from the Town.

2) **Corruption** – Wrongfully use influence in a business transaction in order to procure some benefits for themselves or another person, contrary to duty to employer or the rights of another.

- Conflicts of Interest – An undisclosed economic or personal interest in a transaction that adversely affects the Town.
- Bribery – The offering, giving, receiving or soliciting of anything of value to influence an official act or a business decision.
- Illegal Gratuities – A party who benefits from an official act or a business decision gives a gift to a person who made the decision. An illegal gratuity does not require proof of intent to influence.
- Economic Extortion – An official or employee demands that a vendor/contractor/etc. pay to influence an official act or a business decision.

3) **Fraudulent Statement** – Falsification of a Town record. Other similar irregularities is defined as any activity involving questionable behavior or business dealings by member of the public, contractors, vendors, agents or Town officials and employees, that put Town revenue, property, information and other assets at the risk of waste or abuse.

Section 4. Zero Tolerance

4.1 The Town of Hooksett has adopted a zero tolerance policy regarding fraud. No official or employee of the Town shall remove any Town of Hooksett assets from the property without proper authorization from the Town Administrator, misuse any Town assets for ones personal gain, or willfully misappropriate any Town of Hooksett asset. Any evidence supporting fraud, theft or embezzlement of Town of Hooksett assets and equipment may be subject to the following personnel actions including but not limited to: suspension, termination, and restitution.

Section 5. Reporting of Fraud or Corruption

5.1 Officials and employees shall read and understand this policy. Department Heads shall be responsible to communicate this policy to their staff.

5.2 Any Town of Hooksett official or employee who suspects or is aware of fraud being committed against the Town by anyone shall immediately report such activity to the Town Administrator. (If the Town Administrator is the alleged perpetrator the report shall be directed to the Hooksett Police Chief. If this occurs, the Chief will take the place of the Administrator in the process described below.)

Upon receiving such a report, the Town Administrator will immediately take the allegation to the Town's Legal Counsel and the Hooksett Police Prosecutor. The Administrator, Counsel and Prosecutor will decide the most prudent way to proceed. This may include, for example, parallel investigations for personnel or criminal issues or a decision that the investigation should be completely turned over to the Hooksett Police Department or the NH State Police.

Once a plan of action has been developed, the Town Council will be apprised of the situation in a non-public session.

5.3 All investigations will be conducted in confidence insofar as reasonably possible. The names or names of those communicating information about a fraudulent act or the name or names of those suspected of a fraudulent act will only be revealed when required by law in conjunctions with the investigation or legal action.

Section 6. False Allegations

6.1 False allegations of suspected fraud with the intent to disrupt or cause harm to another may be subject to disciplinary action up to and including termination of employment.

6.2 NH Whistleblowers' Protection Act (RSA 275-E) was established to protect the rights of officials or employee who report violation of law, or refuse to execute illegal directives, participate in investigations or hearings. For a full explanation of these rights the remedies, officials and employees should review this policy which should be displayed in a prominent location in their place of work.

Section 7. Prevention

7.1 Each department will maintain an internal control environment to protect the department and the Town from loss or other damages as a result of a fraudulent act.

Section 8. Corrective Actions and Discipline

8.1 Appropriate and timely action will be taken against those proven to have committed fraudulent act. These remedial actions may include, but are not limited to:

1. Disciplinary action (up to and including immediate termination of employment).
2. Restitution for all losses, including investigation and legal expenses, to the fullest extent of the law.
3. Institution of civil action to recover losses.
4. Where the Town of Hooksett elects to take corrective or disciplinary action, it will proceed under the procedures in place under the Personnel Plan or under any collective bargaining agreement for the respective employment classification.
5. The Town of Hooksett may take corrective or disciplinary action without awaiting the resolution of criminal or civil proceedings arising from fraudulent conduct.

Adopted by vote of the Council on this date, 5.23.12

James A Sullivan
McComa
John
Richard A. Boswell
Mr. James
Geraint H. Leach
James J. Levesque
John E. Lyth

Town Council
STAFF REPORT



To: Town Council
Title: Purchase of Kubota Mower
Meeting: Town Council - 08 Mar 2023
Department: Public Works
Staff Contact: Ben Berthiaume, Public Works Director

BACKGROUND INFORMATION:

The Public Works Department would like to purchase a new mower for Parks, Recreation & Cemetery Division. Highway Division has an old Toro mower, which will be sold through GovDeals. Parks & Recreation will be transferring an old Kubota mower to Highway. The new Kubota will be replacing this mower. The department received a quote from MB Tractor for \$16,989.22 through Sourcewell.

FINANCIAL IMPACT:

No tax impact. Funding to come from P&R New Equipment budget line item.

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Approve and consent the purchase of Kubota Mower from MB Tractor for \$16,989.22.

SUGGESTED MOTION:

Motion to approve and consent the purchase of Kubota Mower from MB Tractor for \$16,989.22

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion to the purchase of a Kubota Mower from MB Tractor for \$16,989.22

ATTACHMENTS:

[MB Tractor Mower Quotation](#)



www.MBTRACTOR.com

MB TRACTOR & EQUIPMENT

Route 125, P.O. Box 487

Plaistow, NH 03865

TEL: (603) 382-5031

Fax: (603) 382-1084

WWW.MBTRACTOR.COM

THE BEST TRACTORS
& EQUIPMENT ON EARTH!

SOLD TO *** emailed ***
TOWN67 TOWN OF HOOKSETT DPW
210 W.RIVER RD.
HOOKSETT, NH 03106

SHIP TO

QUOTATION

Sold By: ZJL PO #: ZD1211-72 Date 2/10/23 QUOTE PQ17942
Ship By: Tax #: 210 W.RIVER RD 10:23:01 PRT: 9 Open

Tax	D	Qty	Description	Price	Amount
			Group: 01		
			EQUIPMENT QUOTE		
N		1	KUBOTA ZD1211L-3-72 MOWER	20999.00	20999.00
N		1	SOURCEWELL DISCOUNT	4619.78-	4619.78
N		1	FRT.	210.00	210.00
N		1	PDI	400.00	400.00
** TOTAL EQUIPMENT QUOTE					16989.22

SOURCEWELL TURF PRODUCTS CONTRACT NUMBER 062117

Quotes are valid for thirty days. Prices are subject to change at vendors discretion. All prices quoted FOB vendor shipping point unless specifically noted.
Special order parts are to be prepaid in full in advance, charged to a valid open account, or billed to a credit card.
There are no returns of special order parts.
TRUCKING IS NOT COVERED BY THE MANUFACTURERS WARRANTY. TRUCKING COSTS ARE THE RESPONSIBILITY OF THE CUSTOMER.
Price on this sales quote is an estimate and is subject to being increased. Final pricing and applicable programs will be established at Delivery.
Order cancellation and refund of earnest money deposits are available in the event of a price increase between the date of the quote and the date of delivery.

** SUBTOTAL 16989.22

X _____ Charge Sale

Phone: (603) 668-8019

PAY THIS
AMOUNT



\$16989.22

Town Council

STAFF REPORT



To: Town Council
Title: Petersbrook Clubhouse/Concession and Restrooms
Meeting: Town Council - 08 Mar 2023
Department: Public Works
Staff Contact: Ben Berthiaume, Public Works Director

BACKGROUND INFORMATION:

At their meeting on October 12, 2022, the Town Council approved the Petersbrook Clubhouse proposal for \$500,000 to come out of the ARPA funds. The department received a proposal from CXT for \$287,799.80 for the concession and restrooms building. This amount is just for the building and does not include site work, electrical and plumbing. CXT is a Sourcwell vendor and the same vendor that installed the ADA restrooms at the Donati field.

FINANCIAL IMPACT:

\$287,799.80 to be funded from ARPA funds.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

To approve and consent acceptance of proposal from CXT for a Keystone 23' X 26' structure for Petersbrook Clubhouse/Concession and Restrooms in the amount of \$287,799.80 to be funded from ARPA funds.

SUGGESTED MOTION:

Motion to approve and consent acceptance of proposal from CXT for a Keystone 23' X 26' structure for Petersbrook Clubhouse/Concession and Restrooms in the amount of \$287,799.80 to be funded from ARPA funds.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the motion to approve the proposal from CXT for the Clubhouse/Concession and Restroom project in the amount of \$287,799.80. Town Council committed the amount of \$500,000 of ARPA Funding to the project. Given the cost of the actual building, will \$212,220 be enough to complete the project (i.e. site work, water and sewer)?.

ATTACHMENTS:

[TC Minutes 101222](#)
[Petersbrook Precast Building](#)

468 **J. Sullivan Nay**

469

470 **Vote failed 2-6**

471

472 T. Tsantoulis- I'm voting on this because we have hard number so this.

473

474 R. Lapierre- I think we need to establish the club house first then the lighting. Since the club house
475 needs to come first which is required for the lighting project.

476

477 K. Judge- I think we need to establish the club house first then the lighting. In speaking with HYAA
478 there's a possibility id we get the club house built first we may be able to bring in some profits to help
479 offset the lightening.

480

481 D. Ross- we have to remember what has already been funded and what is left. We had also asked the
482 TA to report back on funding for water. These are recovery funds. We have other things that are far
483 more important and do not fit the category of recovery.

484

485 A. Garron- my understanding is that we did have a water project on the ARPA list, but it was removed.
486 We have contacted the state to see what we could do in order to provide a funding source to helping
487 individuals with this water issue.

488

489 **D. Boutin motioned that we move to approve the Petersbrook Clubhouse proposal for \$500,000**
490 **seconded by K. Judge.**

491

492 **Roll Call Vote #13**

493 **K. Judge Aye**

494 **D. Boutin Aye**

495 **T. Tsantoulis Aye**

496 **R. Lapierre Aye**

497 **A. Walczyk Aye**

498 **R. Duhaime NP**

499 **J. Durand Nay**

500 **D. Ross Nay**

501 **J. Sullivan Aye**

502

503 **Vote in favor 6-2**

504

505 J. Sullivan- This will improve the facilities and makes sense for ARPA funds.

506

507 T. Tsantoulis- this is a quality-of-life issue. Other communities come here to use our facilities. There are
508 long term effects on outdoor facilities and sports in youth.

509

510 R. Lapierre- this also includes paving the parking lot. It will improve Petersbrook and its usage.

511

512 D. Ross- this will do nothing to affect the quality of life like covid had an effect. This is not a recovery
513 project. To use this for this project is wrong the number of people who will benefit from this project is
514 not the majority.

ORDERING INFORMATION



CXT® Precast Concrete Products manufactures restroom, shower and concession buildings in multiple designs, textures and colors. The roof and walls are fabricated with high strength precast concrete to meet all local building codes and textured to match local architectural details. All CXT buildings are designed to meet A.D.A. and to withstand heavy snow, high wind and category E seismic loads. All concrete construction also makes the buildings easy to maintain and withstand the rigors of vandalism. The buildings are prefabricated and delivered complete and ready-to-use, including plumbing and electrical where applicable. With thousands of satisfied customers nationwide, CXT is the leader in prefabricated concrete restrooms.

1. ORDERING ADDRESS(ES): CXT Precast Concrete Products, 606 N. Pines Road, Suite 202, Spokane Valley, WA 99206

2. ORDERING PROCEDURES: Fax 509-928-8270

3. PAYMENT ADDRESS(ES):

Remitting by check:

CXT, Inc., PO Box 676208, Dallas, TX 75267-6208

Remitting by ACH or wire transfer:

Beneficiary: CXT, Inc.

Beneficiary Bank: PNC Bank, Pittsburgh, PA

Account: 1077766885 ABA/Routing: 043000096

Email remittance details to AR@lbfooster.com

4. WARRANTY PROVISIONS: CXT provides a one (1) year warranty. The warranty is valid only when concrete is used within the specified loadings. Furthermore, said warranty includes only the related material necessary for the construction and fabrication of said concrete components. All other non-concrete components will carry a one (1) year warranty. CXT warrants that all goods sold pursuant hereto will, when delivered, conform to specifications set forth above. Goods shall be deemed accepted and meeting specifications unless notice identifying the nature of any non-conformity is provided to CXT in writing within the specified warranty. CXT, at its option, will repair or replace the goods or issue credit for the customer provided CXT is first given the opportunity to inspect such goods. It is specifically understood that CXT's obligation hereunder is for credit, repair or replacement only, F.O.B. CXT's manufacturing plants, and does not include shipping, handling, installation or other incidental or consequential costs unless otherwise agreed to in writing by CXT.

This warranty shall not apply to:

1. Any goods which have been repaired or altered without CXT's express written consent, in such a way as in the reasonable judgment of CXT, to adversely affect the stability or reliability thereof;

2. To any goods which have been subject to misuse, negligence, acts of God or accidents; or

3. To any goods which have not been installed to manufacturer's specifications and guidelines, improperly maintained, or used outside of the specifications for which such goods were designed.

5. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): All prices subject to the "Conditions of Sale" listed on the CXT quotation form.

Customers are responsible for marking exact location building is to be set; providing clear and level site, free of overhead and/or underground obstructions; and providing site accessible to normal highway trucks and sufficient area for the crane to install and other equipment to perform the contract requirements. Customer shall provide notice in writing of low bridges, roadway width or grade, unimproved roads or any other possible obstacles to access. CXT reserves the right to charge the customer for additional costs incurred for special equipment required to perform delivery and installation. Customers will negotiate installation on a project-

by-project basis, which shall be priced as separate line items. For more information regarding installation and truck turning radius guidelines please see our website at <http://www.cxtinc.com>.

In the event delivery of the building/s ordered is/are not completed within 30 days of the agreed to schedule through no fault of CXT, an invoice for the full contract value (excluding shipping and installation costs) will be submitted for payment. Delivery and installation charges will be invoiced at the time of delivery and installation.

Should the delivery and installation costs increase due to changes in the delivery period, this increase will be added to the price originally quoted, and will be subject to the contract payment terms.

In the event that the delivery is delayed more than 90 days after the agreed to schedule and through no fault of CXT, then in addition to the remedies above, a storage fee of 1-1/2% of contract price per month or any part of any month will be charged.

****Customer is responsible for all local permits and fees.**

6. DELIVERY CHARGE: All prices F.O.B. origin prepaid and added to invoice. CXT operates three (3) manufacturing plants in the United States and will deliver from the closest location on our carriers.

7. PAYMENT TERMS: All orders are cash in advance. At CXT's discretion, credit may be given after approval of credit application. Payment to CXT by the purchaser of any approved credit amount is net 30 days after submission of invoice to purchaser. Interest at a rate equal to the lower of (i) the highest rate permitted by law; or (ii) 1.5% per month will be charged monthly on all unpaid invoices beginning with the 35th day (includes five (5) day grace period) from the date of the invoice. Under no circumstance can retention be taken. If CXT initiates legal proceeding to collect any unpaid amount, purchaser shall be liable for all of CXT's costs, expenses and attorneys' fees and costs of any appeal.

8. LIMITATION OF REMEDIES: In the event of any breach of any obligations hereunder; breach of any warranty regarding the goods, or any negligent act or omission of any party, the parties agree to submit all claims to binding arbitration. Any settlement reached shall include all reasonable costs including attorney fees. In no event shall CXT be subject to or liable for any incidental or consequential damages. Without limitation on the foregoing, in no event shall CXT be liable for damages in excess of the purchase price of the goods herein offered.

9. DELIVERY INFORMATION: All prices F.O.B. origin prepaid and added to invoice. CXT operates three (3) manufacturing plants in the United States and will deliver from the closest location on our carriers. Use the information below to determine the origin:

- F.O.B. 6701 E. Flamingo Avenue, Building 300, Nampa, ID 83687 applies to: AK, CA, HI, ID, MT, ND, NV, OR, SD, UT, WA, WY.

- F.O.B. 901 North Highway 77, Hillsboro, TX 76645 applies to AR, AZ, CO, IA, KS, LA, MN, MO, MS, NE, NM, OK, TX.

- F.O.B. 362 Waverly Road, Williamstown, WV 26183 applies to AL, CT, DE, FL, GA, IL, IN, KY, MA, MD, ME, MI, NC, NH, NJ, NY, OH, PA, PR, RI, SC, TN, VA, VT, WI, WV.

- Prices exclude all federal/state/local taxes. Tax will be charged where applicable if customer is unable to provide proof of exemption.

Rev. 05/11/2022

KEYSTONE — 23' x 26'

Keystone with chase has two multiuser restrooms with a concession. Standard features include simulated barnwood textured walls, simulated cedar shake textured roof, interior and exterior lights, vitreous china fixtures in restrooms, 30-gallon water heater, three compartment stainless steel sink in concession area, roll-up concession window, off loaded, and set up at site.



CXT
800.696.5766
cxtinc.com

Price Per Unit			
Base Price		\$	\$
Added Cost Options			Click to Select
Final Connection to Utilities (per section)		\$	
Optional Wall Texture (per section) - <i>choose one</i>	Split Face Block (\$5,500) Custome Texture (\$7,000)		
Optional Roof Texture (per section)	Ribbed Metal	\$	
Insulation and Heaters (per section)		\$	
Stainless Steel Water Closet (each)	Qty:	\$	
Stainless Steel Lavatory (each)	Qty:	\$	
Stainless Steel Urinal (each)	Qty:	\$	
Electric Hand Dryer (each)	Qty:	\$	
Electronic Flush Valve (each)	Qty:	\$	
Electronic Lavatory Faucet (each)	Qty:	\$	
Electronic Urinal Valve (each)	Qty:	\$	
Paper Towel Dispenser (each)	Qty:	\$	
Toilet Seat Cover Dispenser (each)	Qty:	\$	
Sanitary Napkin Disposal Receptacle (each)	Qty:	\$	
Baby Changing Table (each)	Qty:	\$	
Skylight in Restroom (each)	Qty:	\$	
Marine Grade Skylight in Restroom (each)	Qty:	\$	
Stainless Steel Lavatory in Concession (each)	Qty:	\$	
Composite Mop Sink in Concession (each)	Qty:	\$	
Marine Package (excluding fiberglass doors and frames) (per section)		\$	
Exterior Mounted ADA Drinking Fountain w/Cane Skirt (each)	Qty:	\$	
2K Anti-Graffiti Coating (per section)		\$	
Optional Door Closure (each)	Qty:	\$	
Fiberglass Entry and Chase Doors and Frames (each)	Qty:	\$	
Timed Electric Lock System (2 doors- does not include chase door) (each)	Qty:	\$	
Exterior Frostproof Hose Bib with Box (each)	Qty:	\$	
Total for Added Cost Options:			\$
Custom Options:			\$
Engineering and State Fees:			\$
Estimated One-Way Transportation Costs to Site (quote):			\$
Estimated Tax:			\$
Total Cost per Unit Placed at Job Site:			\$

Estimated monthly payment on 5 year lease



This price quote is good for 60 days from date below, and is accurate and complete.

CXT Sales Representative

Date

I accept this quote. Please process this order.

Company Name

Company Representative

Date

OPTIONS

Exterior Color(s) (For single color mark an X. For two-tone combinations use W = Walls and R = Roof.)

<input type="checkbox"/> Amber Rose	<input type="checkbox"/> Berry Mauve	<input type="checkbox"/> Buckskin	<input type="checkbox"/> Cappuccino Cream
<input type="checkbox"/> Charcoal Grey	<input type="checkbox"/> Coca Milk	<input type="checkbox"/> Evergreen	<input type="checkbox"/> Georgia Brick
<input type="checkbox"/> Golden Beige	<input type="checkbox"/> Granite Rock	<input type="checkbox"/> Hunter Green	<input type="checkbox"/> Java Brown
<input type="checkbox"/> Liberty Tan	<input type="checkbox"/> Malibu Taupe	<input type="checkbox"/> Mocha Caramel	<input type="checkbox"/> Natural Honey
<input type="checkbox"/> Nuss Brown	<input type="checkbox"/> Oatmeal Buff	<input type="checkbox"/> Pueblo Gold	<input type="checkbox"/> Raven Black
<input type="checkbox"/> Rich Earth	<input type="checkbox"/> Rosewood	<input type="checkbox"/> Sage Green	<input type="checkbox"/> Salsa Red
<input type="checkbox"/> Sand Beige	<input type="checkbox"/> Sun Bronze	<input type="checkbox"/> Toasted Almond	<input type="checkbox"/> Western Wheat
Special roof color # _____			
Special wall color # _____			
Special trim color # _____			

Rock Color

Basalt
Mountain Blend
Natural Grey
Romana

Roof Texture

Cedar Shake
Ribbed Metal

Wall Texture(s) (For single color mark an X. For top and bottom textures use T = Top and B = Bottom.)

<input type="checkbox"/> Barnwood	<input type="checkbox"/> Horizontal Lap	Can only be used as bottom texture	
<input type="checkbox"/> Split Face Block	<input type="checkbox"/> Board & Batt	<input type="checkbox"/> Napa Valley Rock	<input type="checkbox"/> River Rock
<input type="checkbox"/> Stucco/Skip Trowel	<input type="checkbox"/> Brick	<input type="checkbox"/> Flagstone	

(Textures not included in CXT's quote are additional cost.)

Door Opener

Non-locking ADA Handle
Privacy ADA Latch
Pull Handle/Push Plate

Deadbolt

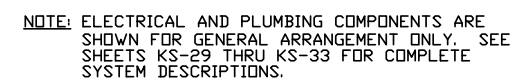
Accessible Signage

Men
Women
Unisex

Toilet Paper Holder

2-Roll Stainless Steel
3-Roll Stainless Steel

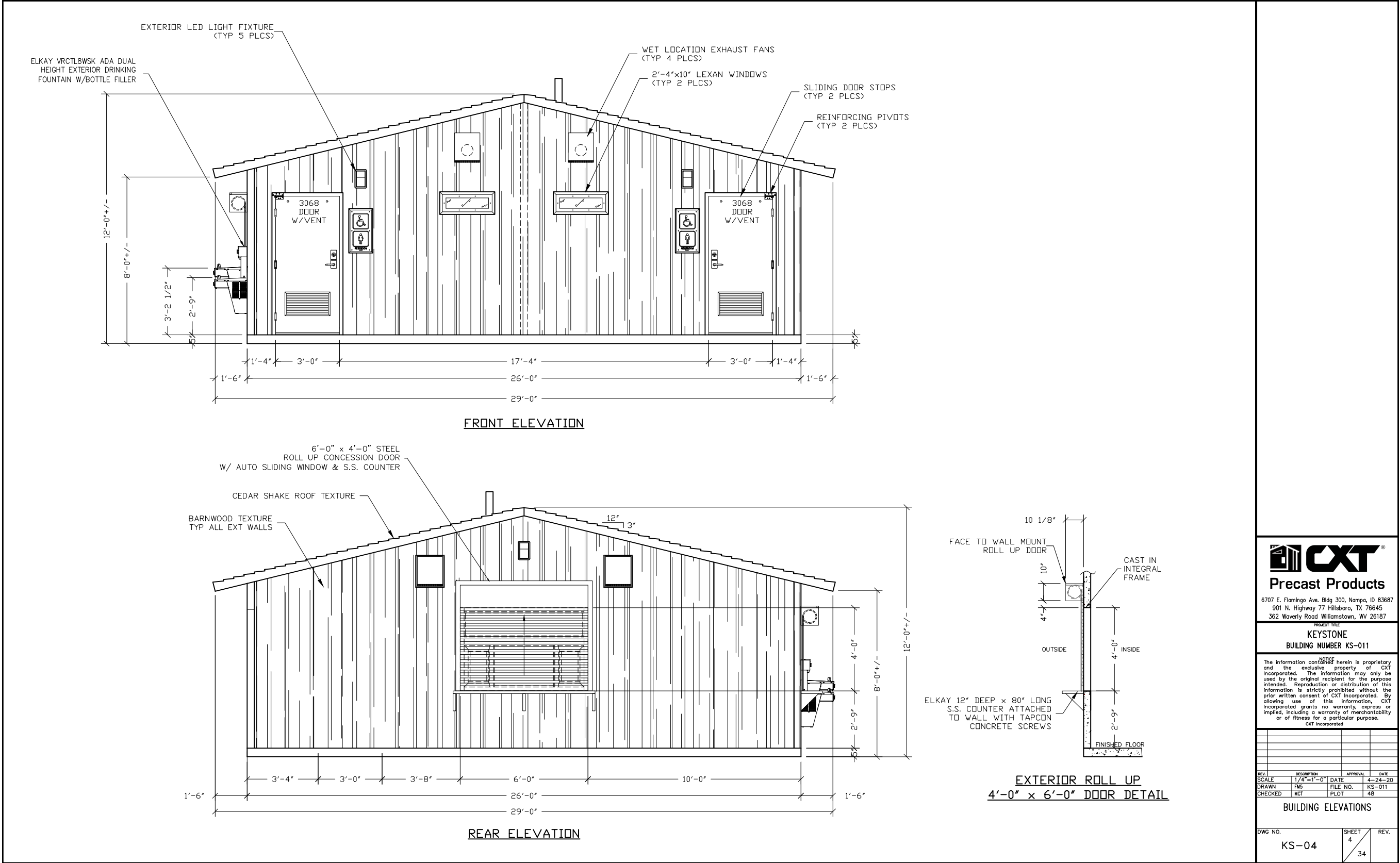
Notes:

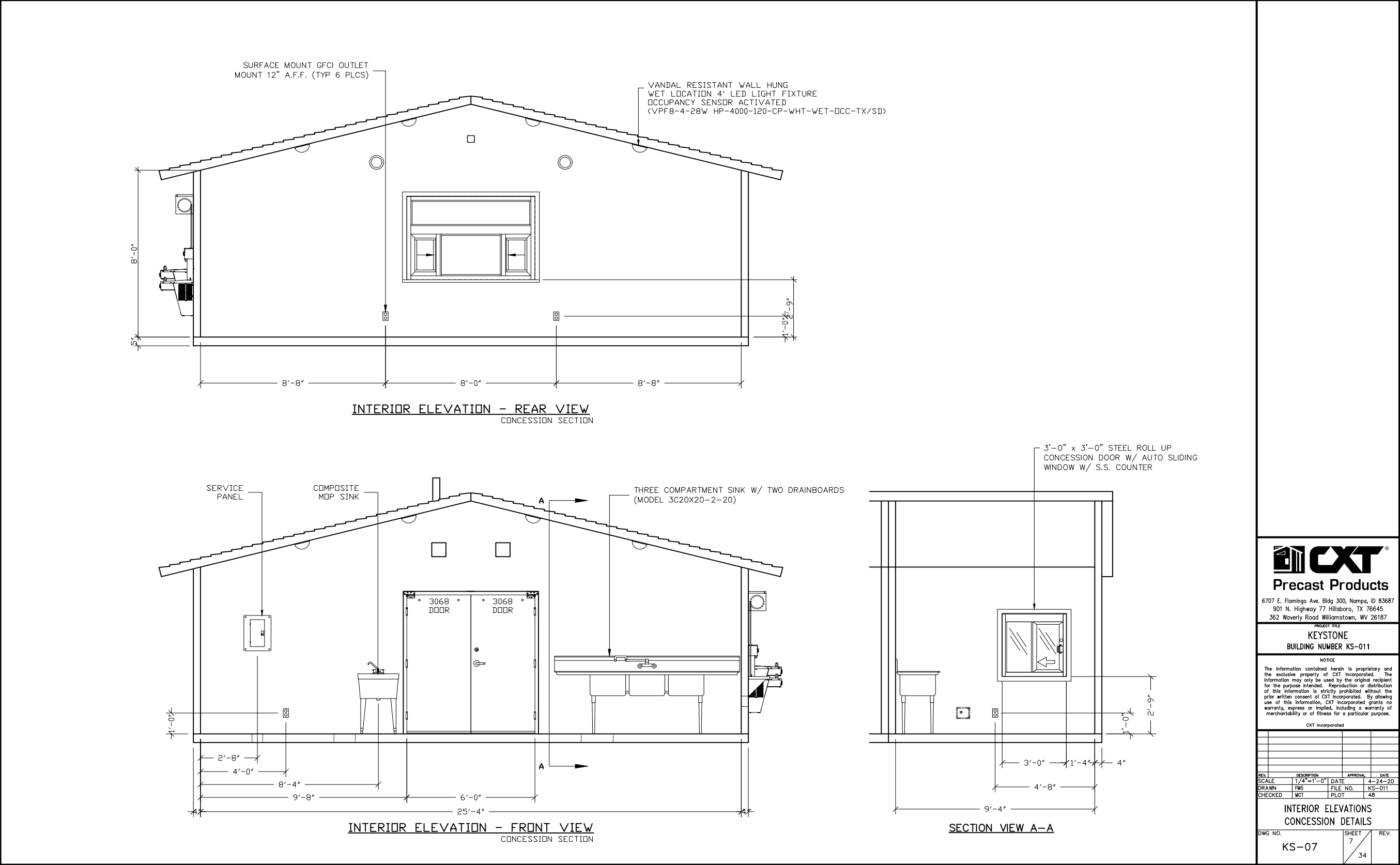


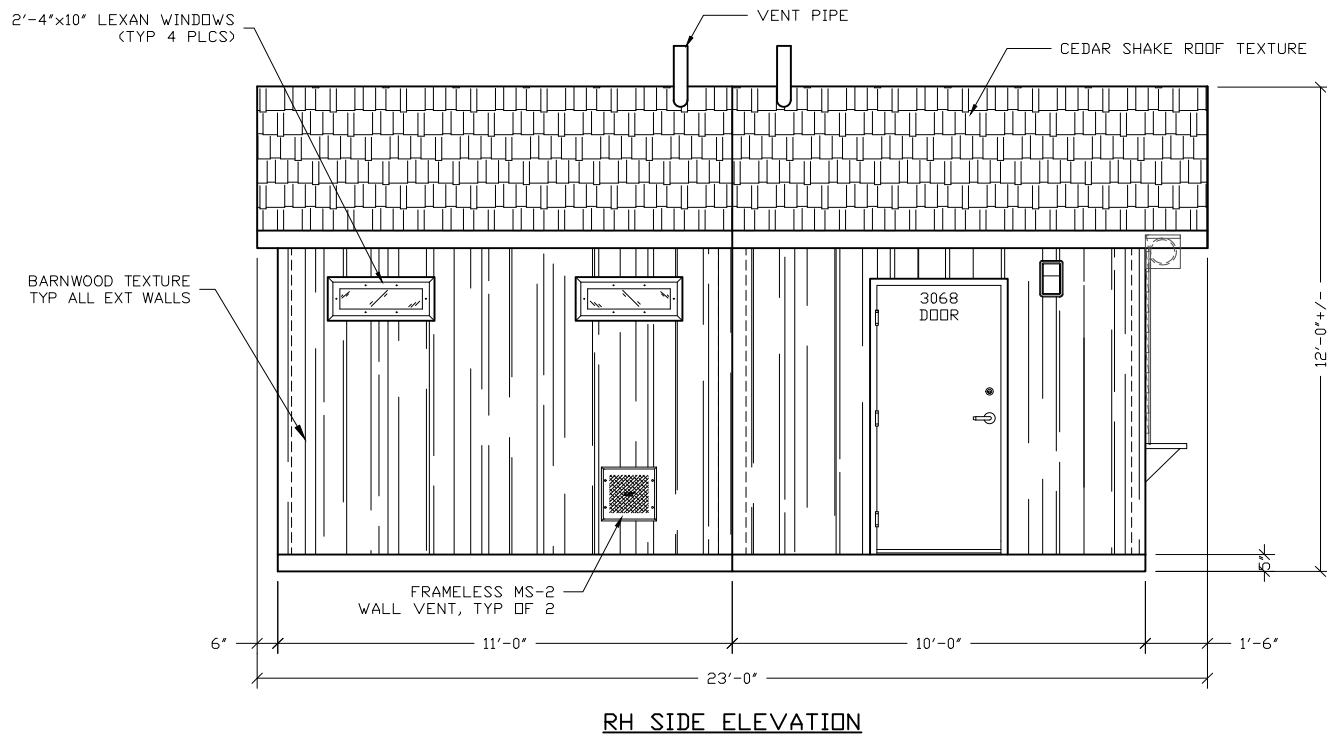
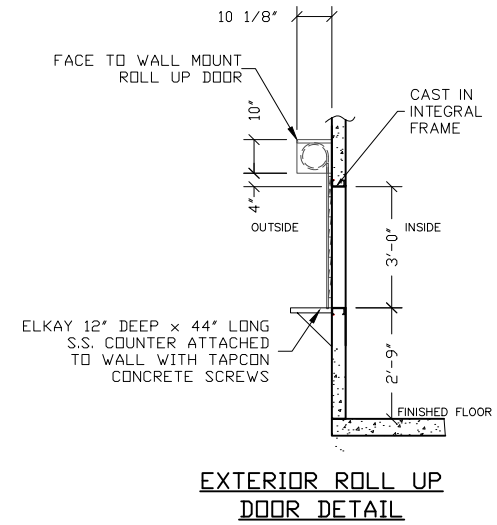
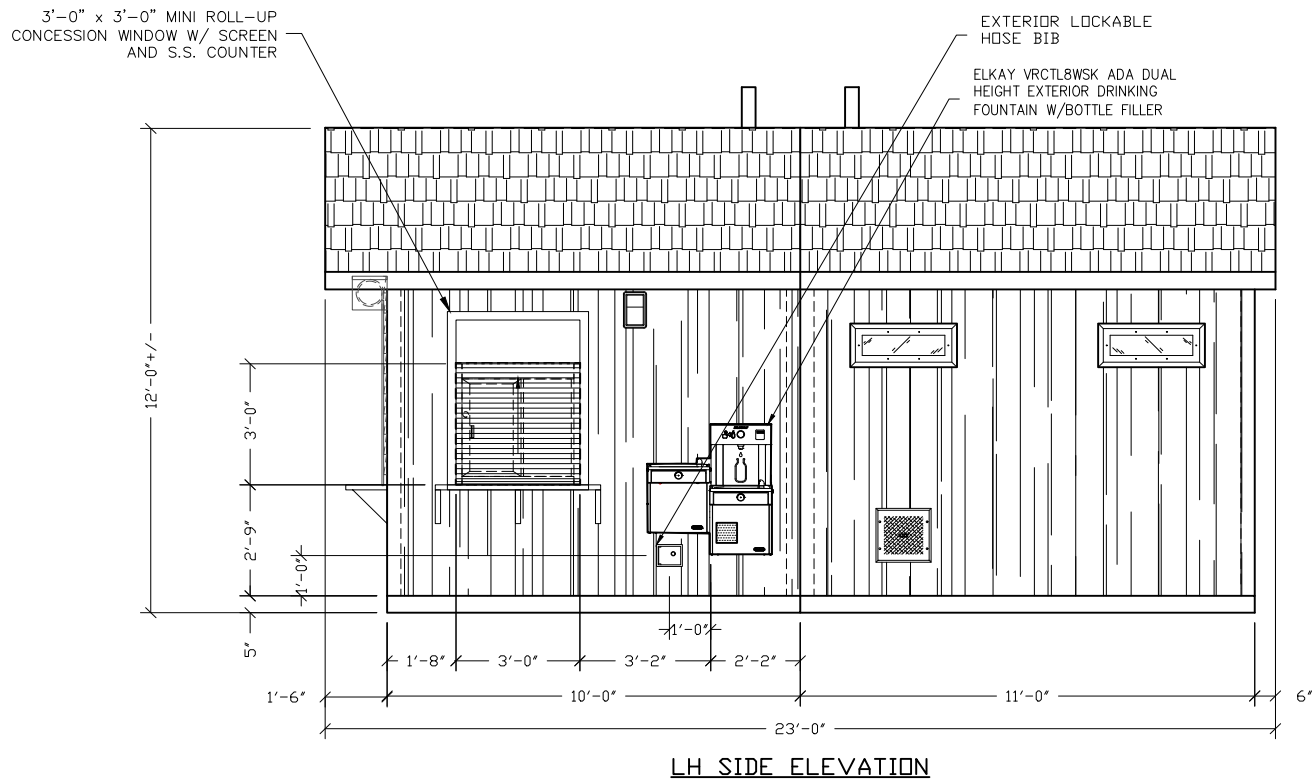
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<div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto;"></div>		
DWG NO. <div style="font-size: 24px; font-weight: bold; text-align: center;">KS-03</div>	SHEET <div style="font-size: 24px; font-weight: bold; text-align: center;">3</div> <div style="border-left: 1px solid black; border-bottom: 1px solid black; width: 50px; height: 50px; margin: 0 auto; transform: rotate(45deg); display: flex; align-items: center; justify-content: center;"> <div style="transform: rotate(-45deg);">34</div> </div>	REV.







CXT
Precast Products
6707 E. Flamingo Ave. Bldg 300, Nampa, ID 83687
901 N. Highway 77 Hillsboro, TX 76645
362 Waverly Road Williamstown, WV 26187

PROJECT TITLE
KEYSTONE
BUILDING NUMBER KS-011

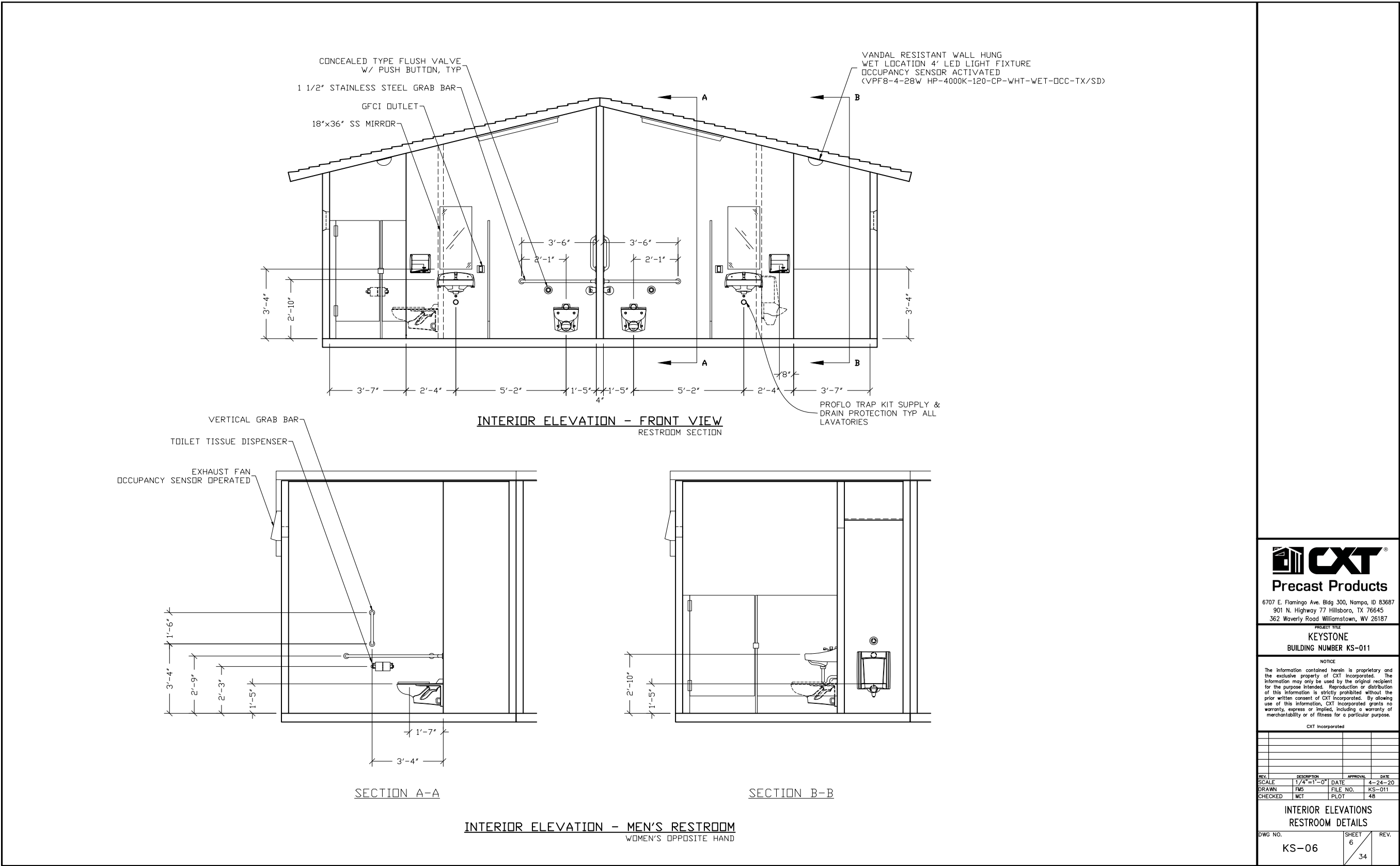
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CXT Incorporated

REV.	DESCRIPTION	APPROVAL	DATE
SCALE	1/4"=1'-0"	DATE	4-24-20
DRAWN	FM5	FILE NO.	KS-011
CHECKED	MCT	PLOT	48

BUILDING ELEVATIONS

DWG NO.	SHEET	REV.
KS-05	5	34



6707 E. Flamingo Ave. Bldg 300, Nampa, ID 83687
901 N. Highway 77 Hillsboro, TX 76645
362 Waverly Road Williamstown, WV 26187

PROJECT TITLE
KEYSTONE
BUILDING NUMBER KS-011

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CXT Incorporated

REV.	DESCRIPTION	APPROVAL	DATE
SCALE	1/4"=1'-0"	DATE	4-24-20
DRAWN	FMS	FILE NO.	KS-011
CHECKED	MCT	PLOT	48

INTERIOR ELEVATIONS
RESTROOM DETAILS

DWG NO.	SHEET	REV.
KS-06	6	34

CXT®



CXT® CONCRETE BUILDINGS CATALOG



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ISO 9001: 2015 Certified
PCI Certified

An **LB**Foster
Company

CXT® PRECAST CONCRETE BUILDINGS

Will Outlast Vandals and the Forces of Mother Nature

CXT restroom, shower, concession, and multi-purpose buildings are delivered to your site “ready-to-use” and require no construction, concrete blocks or tilt-up panels that increase installation time. Our structures are manufactured with high-strength precast concrete floors, walls and roofs and are aesthetically designed in multiple floor plans, colors, and textures. Our vandal-resistant engineering minimizes abusive wear and maximizes our structures’ service life under extreme conditions caused by flood, snow, wind and zone-4 seismic loads.

CXT buildings meet all local/state building codes and A.D.A. specifications.

BENEFITS

- Standard and custom designs
- Easy to maintain
- Shipped ready-to-use
- Minimal site construction required

CONSTRUCTION

- 4” thick steel-reinforced concrete walls
- 5” thick steel-reinforced concrete roof
- 5” thick steel reinforced concrete floor
- Vandal-resistant components

SIMPLE TO INSTALL

- Minimal site preparation required

READY TO USE

- Delivered complete and ready to use

EASY TO MAINTAIN

- Interiors resist abusive wear

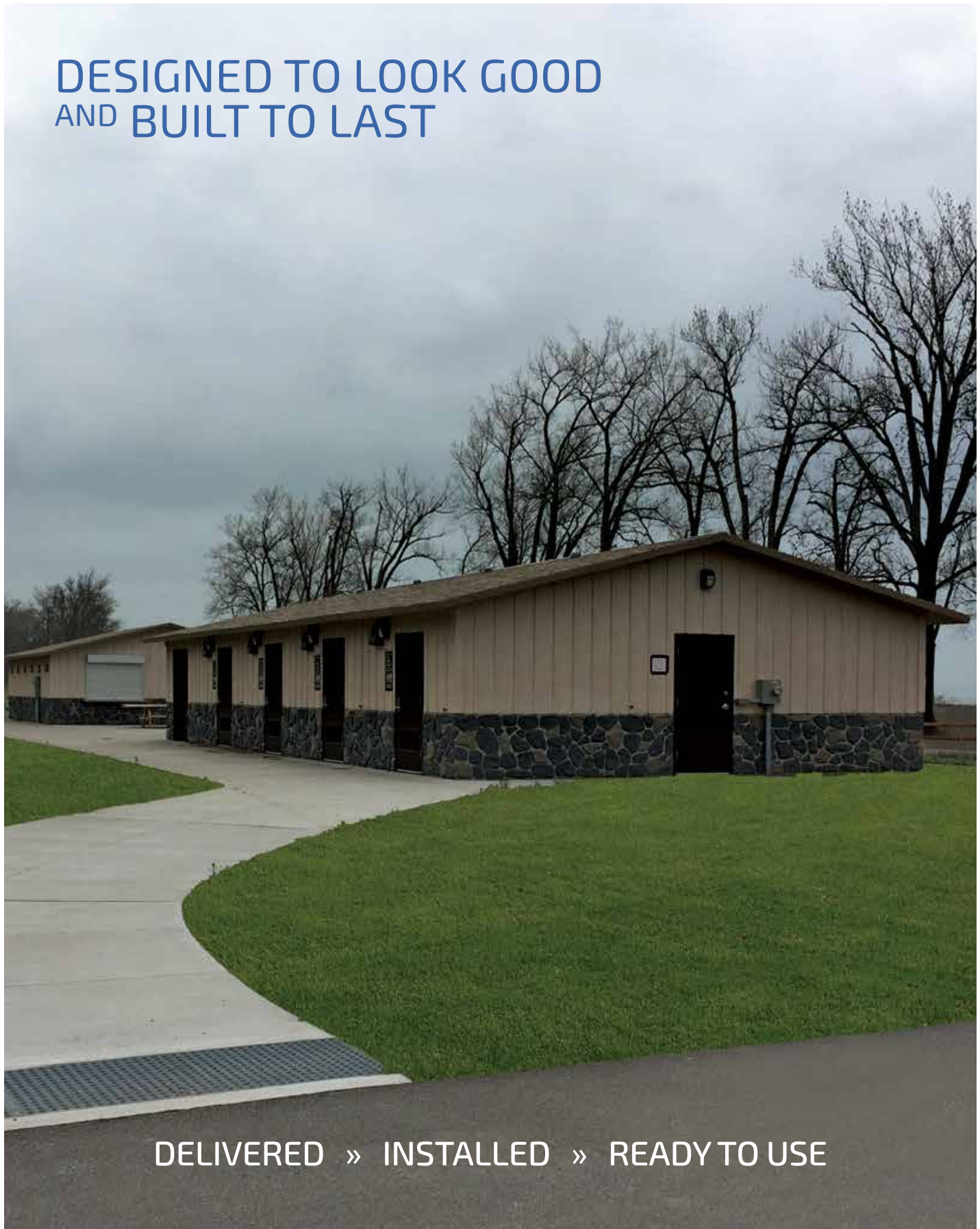
TOUGHER THAN KITS, BLOCK OR STEEL

CXT Incorporated is a wholly owned subsidiary of L.B. Foster Company (NASDAQ: FSTR), a leading manufacturer and distributor of products and services for transportation and energy infrastructure markets.



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■ 2

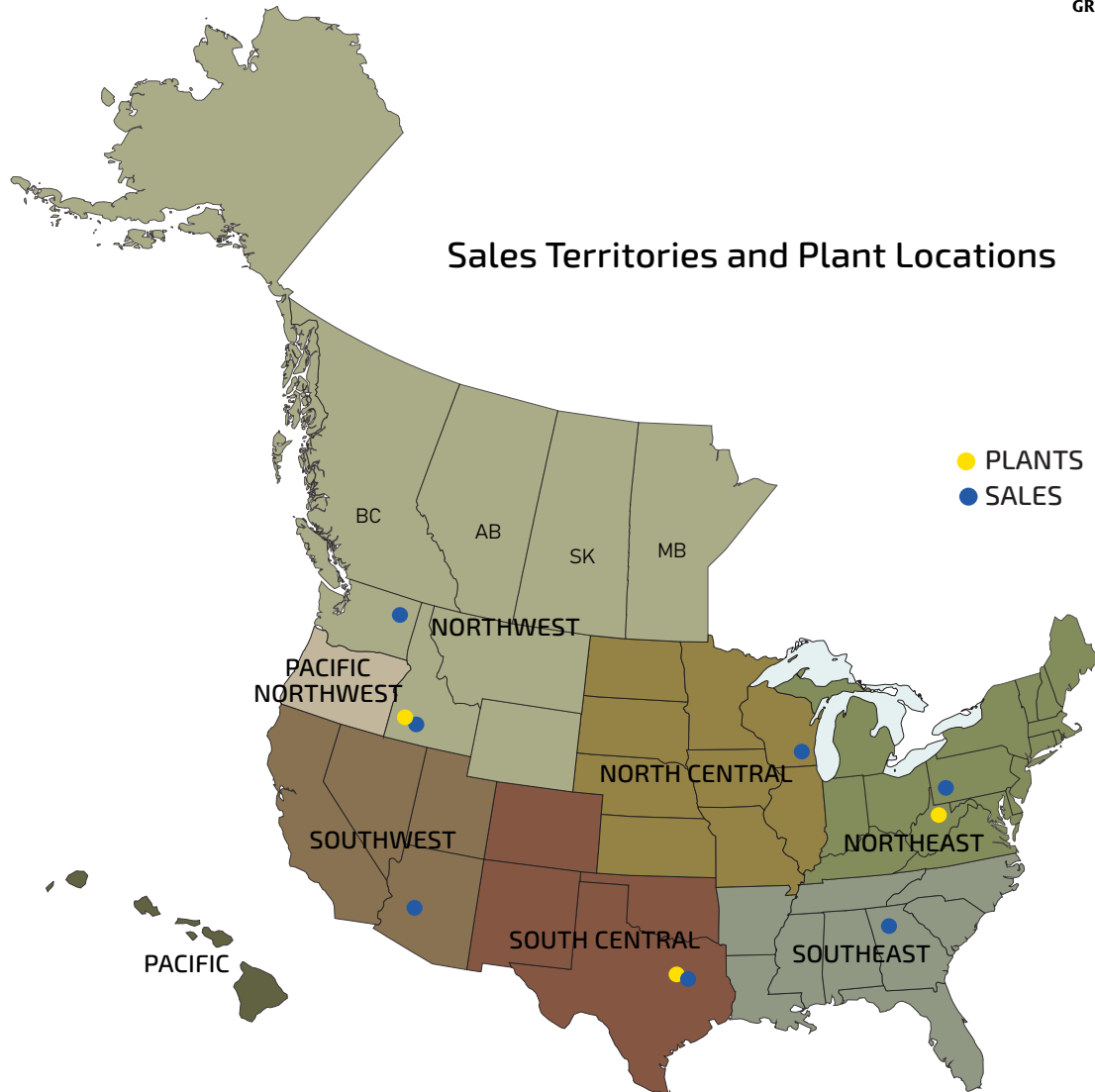
DESIGNED TO LOOK GOOD
AND BUILT TO LAST



DELIVERED » INSTALLED » READY TO USE

CXT® concrete buildings are manufactured at our facilities in Nampa, ID, Hillsboro, TX and Williamstown, WV. Our plants are ISO 9001:2015 certified and produce a variety of precast concrete buildings and other precast, prestressed concrete products.

CXT buildings require minimal site preparation and can typically be in use on the day of installation. Our buildings are prefabricated and delivered complete and ready to use, including plumbing and electrical where applicable. The interiors are designed to resist abusive wear and can be cleaned quickly with just warm soapy water and a brush.



CONCESSION BUILDINGS

KEYSTONE

- 2 multi user flush restrooms with concession
- 10' x 26' floor plan
- 3 toilets (2 ADA)
- 1 urinal
- 2 sinks
- ADA grab bars
- 6' roll-up concession door
- 3-compartment stainless steel sink
- Interior & exterior lights



MALIBU

- 2 multi user flush restrooms with concession
- 25' 8" x 26' 4" floor plan
- 3 toilets (2 ADA)
- 1 urinal
- 2 sinks
- ADA grab bars
- 6' roll-up concession door
- 3-compartment stainless steel sink
- Interior & exterior lights



POMONA

- 2 multi user flush restrooms with concession
- 30' x 26' floor plan
- 5 toilets (2 ADA)
- 1 urinal
- 4 sinks
- ADA grab bars
- 6' roll-up concession door
- 3-compartment stainless steel sink
- Interior & exterior lights



FONTANA

- Concession building
- 10' x 26' floor plan
- 6' roll-up concession door
- 3-compartment stainless steel sink
- Interior & exterior lights



TOUGH AS MOTHER NATURE

CXT® steel-reinforced concrete buildings are engineered to maintain their aesthetics and withstand extreme conditions caused by snow, wind, water, and zone 4 seismic loads.



INSTALLATION

Building sections are transported via tractor trailer to job site where the sections are then off loaded using a crane and set in place.



Pre-engineered plumbing and electrical for easy placement. The sections are wired and tensioned together, caulked and sealed for a seamless fit.





CXT[®]
www.cxtinc.com

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COLOR OPTIONS



DISCLAIMER: The color samples shown are approximations only. Job site-applied colors will vary from this color chart due to printing variances as well as the texture and porosity of the substrate. CXT recommends applying a color sample to an inconspicuous area on the actual substrate to verify color choice.

STONE COLORS



Mountain Blend



Basalt



Natural Grey



Romana

TEXTURES

Wall



Barnwood



Board & Batt



Horizontal Lap



Stucco



Exposed Aggregate



Split Face Block



Flagstone



Napa Valley



River Rock

Roof



Cedar Shake



Ribbed Metal



Exposed Aggregate

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www.cxtinc.com

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800.696.5766



Town Council

STAFF REPORT



To: Town Council
Title: To approve the expenditure of \$8986.32 of impact fees from the Fire Impact Fee Account for the purchase of a base station radio for the Hooksett Emergency Operations Center, per RSA 674:21, V and Hooksett's Impact Fee Ordinance.
Meeting: Town Council - 08 Mar 2023
Department: Fire and Rescue
Staff Contact: Regina Howard, Administrative Assistant

BACKGROUND INFORMATION:

HFR is seeking to use impact fees from the Fire Impact Fee Account for the purchase of a base station radio for the Hooksett Emergency Operations Center to allow for communication capability with the Manchester system. Legal advice was sought through DrummandWoodsum and they concluded that this usage complies with RSA 674:21, V as well as Hooksett's Impact Fee Ordinance (article 31 of the Zoning Ordinance). Additional explanation can be found in the attached letter from the law firm. Due to price increases from Motorola, TA Garron agrees with the use of impact fees funding to purchase the radio resulting in a savings from the EM New Equipment line.

FINANCIAL IMPACT:

+\$8,986.32

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Allow the expenditure of the \$8,986.32 of impact fees for the purchase of the radio base for the EOC.

SUGGESTED MOTION:

Motion to approve the expenditure of \$8,986.32 of impact fees from the Fire Impact Fee Account for the purchase of a base station radio for the Hooksett Emergency Operations Center.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion to approve the expenditure of \$8,986.32 of impact fees from the Fire Impact Fee Account for the purchase of a base station radio.

ATTACHMENTS:

[Legal Advise for EOC Base Radio Impact Fee Usage](#)
[Quote for Base Radio EOC](#)



Keriann Roman
Admitted in NH, ME

603.792.7419
kroman@dwmlaw.com

670 N. Commercial Street, Suite 207
Manchester, NH 03101-1188
603.716.2895 Main
603.716.2899 Fax

February 13, 2023

Via Email at scolburn@hooksettfire.org

Chief Steven Colburn
Hooksett Fire-Rescue
15 Legends Drive
Hooksett, NH 03106

RE: Hooksett Fire & Rescue Impact Fees: Purchase of Base
Station

Dear Chief Colburn:

It is my legal opinion, as counsel for the Town of Hooksett, that the Hooksett Fire & Rescue Department ("Department") may use impact fees from the Public Safety Impact Fee Account for Fire Rescue to purchase a base station radio for the Hooksett Emergency Operations Center ("EOC") for communication capability with the Manchester system.

This complies with RSA 674:21, V and Hooksett's Impact Fee Ordinance (Article 31 of the Zoning Ordinance) and is consistent with the Public Safety Impact Fee Calculations: Police and Fire-Rescue Departments Final Report (August 9, 2002) as the base station constitutes a Department capital improvement necessary for the Department to communicate and carry out its fire rescue services as a result of the dorm building at Southern N.H. University ("SNHU").

The SNHU dorm building is a large dorm located in both Hooksett and in Manchester. Accordingly, any fire/rescue situation at this building is a joint emergency response between Manchester and Hooksett; the Department purchased inter-operable radios in 2017 and 2022 and the proposed base station radio is necessary to complete full communication capability with the Manchester Fire and Rescue system when responding to SNHU.

Sincerely,

Keriann Roman

Keriann Roman

cc: Matt Serge, Esq.

**DRAFT**QUOTE-2036319
APX85VU78E5D

Billing Address:
HOOKSETT FIRE DEPT, TOWN
OF
15 LEGENDS DR
HOOKSETT, NH 03106
US

Shipping Address:
OSSIPPEE MOUNTAIN
ELECTRONICS
832 WHITTIER HWY
MOULTONBOROUGH, NH 03254

US

End Customer Address:
HOOKSETT FIRE DEPT, TOWN
OF
15 LEGENDS DR
HOOKSETT, NH 03106
US

Quote Date:02/03/2023
Expiration Date:04/04/2023
Quote Created By:
Brian Vastine
bvastine@omesbs.com

End Customer:
HOOKSETT FIRE DEPT, TOWN OF
Steve Colburn
scolburn@hooksettfire.org
603 623 7272

Contract: 36273 - SOURCEWELL
Payment Terms:30 NET

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 8500					
1	M37TXS9PW1AN	APX8500 ALL BAND HP MOBILE	1	\$6,677.00	\$4,874.21	\$4,874.21
1a	G831AD	ADD: SPKR 15W WATER RESISTANT	2	\$66.00	\$48.18	\$96.36
1b	G609AC	ADD: REMOTE MOUNT CABLE 50 FT APX	2	\$39.00	\$28.47	\$56.94
1c	G51AT	ENH:SMARTZONE	1	\$1,650.00	\$1,204.50	\$1,204.50
1d	G78AT	ENH: 3 YEAR ESSENTIAL SVC	1	\$288.00	\$288.00	\$288.00
1e	GA00092AU	ADD: APXM DUAL E5 CH	1	\$627.00	\$457.71	\$457.71
1f	W12DK	ADD: RF PREAMP APX	1	\$73.00	\$53.29	\$53.29
1g	G89AC	ADD: NO RF ANTENNA NEEDED	1	\$0.00	\$0.00	\$0.00
1h	G444AH	ADD: APX CONTROL HEAD SOFTWARE	1	\$0.00	\$0.00	\$0.00



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

**DRAFT**QUOTE-2036319
APX85VU78E5D

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
1i	GA01517AA	DEL: NO J600 ADAPTER CABLE NEEDED	1	\$0.00	\$0.00	\$0.00
1j	G806BL	ENH: ASTRO DIGITAL CAI OP APX	1	\$567.00	\$413.91	\$413.91
1k	GA01670AA	ADD: APX E5 CONTROL HEAD	1	\$717.00	\$523.41	\$523.41
1l	W969BG	ADD: MULTIKEY OPERATION	1	\$363.00	\$264.99	\$264.99
1m	G193AK	ADD: ADP ONLY (NON-P25 CAP COMPLIANT) (US ONLY)	1	\$0.00	\$0.00	\$0.00
1n	G361AH	ENH: P25 TRUNKING SOFTWARE APX	1	\$330.00	\$240.90	\$240.90
1o	GA01606AA	ADD: NO GPS/WI-FI ANTENNA NEEDED	1	\$0.00	\$0.00	\$0.00
1p	G90AC	ADD: NO MICROPHONE NEEDED APX	2	\$0.00	\$0.00	\$0.00
1q	GA09001AA	ADD: WI-FI CAPABILITY	1	\$330.00	\$240.90	\$240.90
2	RMN5070A	DESKTOP MIC (GCAI)	2	\$185.76	\$135.60	\$271.20

Grand Total**\$8,986.32(USD)****Notes:**

- List pricing per NH State Contract - Motorola
- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.



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Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, February 22, 2023**

The Hooksett Town Council met on Wednesday, February 22, 2023, at 5:39 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 22 Feb 2023 to order at (6:08) 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 David Boutin, and Councilor John Durand, Councilor Keith Judge (arrived at 5:57).

Absent: Councilor Roger Duhaime and Councilor David Ross.

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

(d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

ROLL CALL

Roll Call Vote #1

K. Judge NP

D. Boutin Aye

T. Tsantoulis Aye

R. Lapierre Aye

A. Walczyk Aye

R. Duhaime NP

J. Durand Aye

D. Ross NP

J. Sullivan Aye

Vote 6- 0

J. Sullivan motioned to enter NON-PUBLIC SESSION #1 NH RSA 91-A:3 II d.; seconded by T. Tsantoulis.

Roll Call Vote #2

R. Duhaime NP

J Durand Aye

D. Ross NP

R. Lapierre Aye

A. Walczyk Aye

D. Boutin Aye

K. Judge NP

TC MINUTES

2-22-2023

1

49 *T. Tsantoulis Aye*
50 *J. Sullivan Aye*

51
52 **Vote 6-0**

53
54 *R. Lapierre motioned to seal the minutes of February 22, 2023; seconded by T. Tsantoulis.*

55
56 **Roll Call Vote #3**

57 *D. Boutin Aye*
58 *D. Ross NP*
59 *A. Walczyk Aye*
60 *J. Durand Aye*
61 *R. Duhaime NP*
62 *T. Tsantoulis Aye*
63 *R. Lapierre Aye*
64 *K. Judge Aye*
65 *J. Sullivan Aye*

66
67 **Vote 7-0**

68
69 *J. Sullivan motioned to leave non-public session of February 22, 2023, at 6:08 pm; seconded by*
70 *D. Boutin.*

71
72 **Vote in favor 7-0**

73
74 **PLEDGE OF ALLEGIANCE**

75
76 **AGENDA OVERVIEW** Given by J. Sullivan

77
78 **SPECIAL RECOGNITION**

79
80 Hooksett Municipal Employee - New Hire

81
82 A. Garron- we did hire someone Patricia Caruso for the Family Services Director and will start Feb 27th.
83 End of employment is Craig Clark.

84
85 **SCHEDULED APPOINTMENTS**

86
87 **11. 1 New banking relationship with Leader Bank**

88
89 C. Tewksbury- I'd like to introduce Town Treasure Carol Andersen.

90
91 C. Andersen- upon research and looking around to get the best interest rates for Hookset, I'd like to ask
92 you to consider banking with Leader Bank.

93
94 *J. Durand Motion to authorize the Town Treasurer to establish a banking relationship with*
95 *Leader Bank for the Town of Hooksett and authorize the Council Chair to sign the resolution if*
96 *necessary. Seconded by T. Tsantoulis.*

97
98 **Vote in favor 7-0.**

99

100 **J. Durand- I see NH bank was a little more.**

101

102 C. Andersen- we already have an account with them and according to our investment policy we have to
103 spread our money around.

104

105 **11.3 February 4, 2023, Deliberative Session Recap & March 14, 2023, Election discussion -**
106 **Karina Towne, Town Clerk & Todd Lizotte, Town Moderator**

107

108 T. Lizotte- we had a few amendments, other than that not to eventful. We have a mtg coming up with
109 the Board of Elections, where we will go over the trials and tribulations of the prior elections, but local
110 elections are typically a little easier.

111

112 K. Towne- we had 5 different proofs before we settled on a final. Those will be ordered next week.
113 Daniel is the new Deputy TC. I am still looking for 1 more council rep for the end of the night.

114

115 K. Judge- I volunteer.

116

117 T. Lizotte- I think it should go smooth, and Karina is getting up to speed. The people that do a lot of the
118 work is done by the clerk and the supervisors of the checklist.

119

120 J. Sullivan- March 14th from 6-7 on Collie Road

121

122 **11.2 Updated the Town's Delegation of Deposit Authority**

123

124 ***R. Lapierre motioned to approve and sign the Town's Delegation of Deposit Authority as***
125 ***presented seconded by K. Judge.***

126

127 ***Vote in favor 7-0***

128

129 C. Tewksbury- the change we made was that only full-time employees go to the bank to make deposits.

130

131 **CONSENT AGENDA**

132

133 **T. Tsantoulis motioned to accept the consent agenda as presented 12.1, 12.2, 12.3, 12.4**
134 **seconded by A. Walczyk.**

135

136 **Vote in favor 7-0**

137

138 **12.1 To accept the 2022 Annual Monitoring Incentive Award in the amount of \$300.00 from**
139 **LCHIP to the Town of Hooksett for the preservation of the Old Town Hall per RSA 31:95-b, III (b)**

140

141 **12.2 To accept two donations totaling \$1,000.00 from various donors to the Town of Hooksett**
142 **for the Hooksett Police Department per RSA 31:95-b,III(b) and return that amount to the Police**
143 **Department's K9 Trust Fund.**

144

145 **12.3 To accept Southeastern NH HazMat Mutual Aid District funds reimbursed to the Town of**
146 **Hooksett, NH in the amount of \$2,128.08 for Hooksett Fire-Rescue Department Haz Mat Team**
147 **members overtime costs from Jul 1, 2022 - Dec 31, 2022, per NH RSA 31:95-b III(b).**

148

149 **12.4 To accept \$270.00 donation from Northeast Resource Recovery Association in the form of**
150 **10 cases of blue trash bags @ \$27 per case to the Town of Hooksett for the DPW Recycling &**
151 **Transfer Division per RSA 31:95-e, II.**

TC MINUTES

2-22-2023

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OLD BUSINESS

15.1 Discussion on Qualifications Based Selection of consultants (QBS)

A. Garron- a few years ago we amended the administrative code to include this process. We wanted to make sure that we hired the proper firm based on the project. We wanted to move forward with that, at the last meeting there seemed to be some confusion as to the process and how we follow that process, and I will ask that B. Thomas help explain that QBS process.

D. Boutin- is it appropriate for me to make a motion on this already?

J. Sullivan on the next agenda item you may.

B. Thomas- I put together information here that outlines the QBS. It is a method to selecting based on qualifications and not their price. We did modify it a bit on Martins Ferry Road. Anytime we use federal or state funding we have to use the QBS and have a strict set of guidelines that we have to follow. You already know that we have the administrative code for this process, the American Society of Civil Engineers supports this process, the American Public Works Association supports this, and most consultants supports this process. This is not something that we invented, and it is a well-recognized process accepted by many in the industry. I feel like last meeting Martins Ferry Road was rejected based on this and that is why I brought it back on the agenda and if it does not get accepted, I'd like to know where we go from here.

J. Durand- I think it failed because many had sticker shock on just the cost of design alone. I thought it was too much money for what it is.

B. Thomas- I understand that we actually had a consultant here before with a lower price, but it was a smaller scope of work this one was larger in scope.

A. Garron- on June 8th 2022, we brought before the council a proposal in regard how to fix the guardrail, and then there was damage to the deck and it seemed to be more wrong than advertised. Right now, we don't know what the ultimate price is but we are talking about the 1 million dollar price range.

T. Tsantoulis- my recollection of the conversation was there was to many moving parts. We are trying to discuss to much at 1 time. I agree that the design costs seem high but I've talked to other engineers and they say that is the standard, and if that is what it costs then it is what it is.

R. Lapierre- so you choose GM2 based on qualifications and then negotiated the price based on the grant that we had. So, their bid was at almost the exact amount of the grant.

B. Thomas- I actually, got them to come down in price.

R. Lapierre- moving forward what I need form staff is the breakdown and your expert opinion, so that we are not turning funds over based on what we have.

A. Garron- yes and no that makes sense what you are saying. We picked based on qualifications and then negotiated from there.

R. Lapierre- understanding how we got to that number and understanding that we got value to the town.

TC MINUTES

2-22-2023

4

204 B. Thomas- I think it was coincidence. I think the bid was actually lower and I had them add back in
205 hours and then they were actually over, then that is where I got them to come down, so that we were
206 within our block grant funds so we dipped into other funds less. So, I think it was more coincidence than
207 anything.

208
209 J. Sullivan- in the future I agree that providing more information on how you got to the process would be
210 helpful.

211
212 R. Lapierre- I believe we have to rescind the prior vote as this is the same motion as last meeting.

213
214 J. Sullivan- what I was trying to indicate under our procedures we have verbiage on rescinding motions.
215 and we were discussing if it was needed.

216
217 R. Lapierre- for the public the previous vote on this can be found on the prior meetings minutes from
218 February 8, 2023, on line 245.

219
220 A. Garron- I wish that at the last meeting we had conceptual designs to show you.

221
222 J. Durand- those that didn't get their way just re brought it up again so they could get their way and
223 that's what this council does.

224
225 J. Sullivan- we are not violating any rules of this charter. It is a situation that needs to be addressed,
226 and voting no is not going to fix the issue.

227
228 **15.2 Martins Ferry Road/North River Road Intersection Engineering Contract with GM2**
229 **Associates for \$261,091.00**

230
231 ***D. Boutin motioned to grant permission for the Town administrator to sign contract with GM2***
232 ***Associates, Inc. for \$261,091 from the SB 401 Block Grant funds for Design and Construction***
233 ***Administration for improvements of the Martins Ferry Road/North River Road Intersection.***
234 ***Seconded by T. Tsantoulis.***

235
236 **Roll Call Vote #4**

237 **A. Walczyk Nay**

238 **R. Lapierre Aye**

239 **D. Ross NP**

240 **R. Duhaime NP**

241 **J. Durand Nay**

242 **K. Judge Aye**

243 **T. Tsantoulis Aye**

244 **D. Boutin Aye**

245 **J. Sullivan Aye**

246
247 **Vote in favor 5-2**

248
249 **15.3 Town Council Goals Update**

250
251 GOAL CATEGORY #2: Tax Rate Planning Goal Summary: Balance the use of fund balance annually to
252 maintain a low tax rate while building the balance amount to the recommended 8% or higher.

253

254 A. Garron- with regard to goal #2 tax rate planning and the fund balance portion of that and the desire
255 of the council was to get to a goal of 8% fund balance. How best do we get to that goal, because the
256 unknown factors are that what are the fund balances at the end of the year. A option is targeting a
257 certain % each year to set aside to the fund balance.

258
259 C. Tewksbury- yes, we did have a long strategy on how we achieve this goal. There is a couple moving
260 factors. July 1 is when we know what we have in unassigned fund balance. Then we don't know the tax
261 affect until September until we get the county and school rates. That's why it is tricky to come up with
262 x,y,z when we don't have all the factors at the same time.

263
264 A. Garron- the point of tonight was how we get our thinking there.

265
266 D. Boutin- assuming the number is 4 million in order to get to the % figure what is that?

267
268 C. Tewksbury- it is the town operating budget minus the sewer and the net for the county and school.
269 We don't know all those pieces at the same time in September.

270
271 D. Boutin- where does this money go?

272
273 C. Tewksbury- it is not 100% cash, it is your prior year unassigned fund balance, then your surplus or
274 deficit and your reclassification of funds.

275
276 J. Sullivan- so what we did last year, did that put us back towards our goal?

277
278 C. Tewksbury- in November 2022 we applied roughly \$267,000 worth of fund balance so it brought our
279 fund balance to 5.43%

280
281 T. Tsantoulis- what is the best determining factor that causes the fund balance to increase?

282
283 C. Tewksbury- so what goes towards that is unspent budgets, and then any unanticipated revenues.

284
285 **GOAL CATEGORY #3: Concise Communication to All Interested Vested Parties Goal Summary:** To
286 continue to provide clear communication to interested/vested parties. Information needed should be
287 requested before meetings in an effort to continue progress and avoid tabling, thus delaying the
288 process.

289
290 A. Garron- in regard to goal #3. Are there other matters where we can improve communication and how
291 can that be explored. As we move forward with what information that is presented, is there any
292 additional information that the TC requires to improve communication.

293
294 D. Boutin- how do we accomplish that. Like today we got an email requesting donation, and I was not
295 aware of it, and I think sending out a quick email is helpful.

296
297 J. Sullivan- in pre meeting prep if there are questions that arise and reaching out to the TA before the
298 meeting is helpful.

299
300 **NEW BUSINESS**

301
302 **16.1 Town Wide Statistical Update for Utility & Commercial Properties Bid Acceptance**

303
304 J. Duhamel- we sent out RFPs we got back 1 bid for utility and 1 bid for commercial.

305
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6

306 R. Lapierre- we got just 1 bidder?

307

308 J. Duhamel- we sent it to MRI, Vision and KRT did not respond back, and MRI said they were to busy.

309

310 T. Tsantoulis- is it my understanding that there are limited utility appraisers out there?

311

312 J. Duhamel- yes San Soucy has stepped back, and Brian has gone out on his own.

313

314 ***J. Sullivan motioned to waive the requirement for 3 bids, due to the limited availability of***
 315 ***bidders for this type of project seconded by D. Boutin.***

316

317 **Roll Call Vote #5**

318 ***T. Tsantoulis Aye***

319 ***D. Ross NP***

320 ***R. Duhaime NP***

321 ***A. Walczyk Aye***

322 ***R. Lapierre Aye***

323 ***K. Judge Aye***

324 ***J. Durand Aye***

325 ***D. Boutin Aye***

326 ***J. Sullivan Aye***

327

328 ***Vote in favor 7-0***

329

330

331 ***T. Tsantoulis motioned to Allow TA to enter contract with Brian Fogg, LLC town wide (Utility)***
 332 ***statistical update seconded by A. Walczyk.***

333

334 **Roll Call Vote #6**

335 ***J. Durand Aye***

336 ***R. Lapierre Aye***

337 ***K. Judge Aye***

338 ***D. Boutin Aye***

339 ***D. Ross NP***

340 ***T. Tsantoulis Aye***

341 ***A. Walczyk Aye***

342 ***R. Duhaime NP***

343 ***J. Sullivan Aye***

344

345 ***Vote in favor 7-0***

346

347 ***J. Sullivan motioned to waive the requirement for 3 bids, due to the limited availability of***
 348 ***bidders for this type of project seconded by R. Lapierre.***

349

350 **Roll Call Vote #7**

351 ***D. Ross NP***

352 ***K. Judge Aye***

353 ***R. Lapierre Aye***

354 ***R. Duhaime NP***

355 ***A. Walczyk Aye***

356 ***J. Durand Aye***

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357 *T. Tsantoulis Aye*
 358 *D. Boutin Aye*
 359 *J. Sullivan Aye*

360
 361 *Vote in favor 7-0*
 362

363 *T. Tsantoulis motioned to allow TA to enter into contract with VGSI for a town wide statistical*
 364 *(commercial) update; seconded by D. Boutin.*
 365

366 *Roll Call Vote #8*

367 *R. Lapierre Aye*
 368 *R. Duhaime NP*
 369 *T. Tsantoulis Aye*
 370 *A. Walczyk Aye*
 371 *J. Durand Aye*
 372 *D. Ross NP*
 373 *D. Boutin Aye*
 374 *K. Judge Aye*
 375 *J. Sullivan Aye*
 376

377 *Vote in favor 7-0*
 378

379 **16.2 Adoption of HB 1667 - amendment to the requirements for the Veterans Tax Credit RSA**
 380 **72:28**
 381

382 *D. Boutin motioned to adopt revised RSA 72:28 regarding an amendment to the requirements*
 383 *for the Veterans Tax Credit. A. Walczyk.*
 384

385 *Vote in favor 7-0*
 386

387 **16.3 Budget Transfer #2023-02 in the amount of \$1,804.00 from Fire-Rescue's budget to the**
 388 **Administration budget.**
 389

390 *R. Lapierre motioned to authorize the Chairman to sign the Budget Transfer #2023-02 in the*
 391 *\$1,804.00 from Fire Rescue's budget to Administration's budget. Seconded by T. Tsantoulis.*
 392

393 *Roll Call Vote #9*

394 *J. Durand Aye*
 395 *D. Boutin Aye*
 396 *D. Ross NP*
 397 *R. Duhaime NP*
 398 *K. Judge Aye*
 399 *A. Walczyk Aye*
 400 *T. Tsantoulis Aye*
 401 *R. Lapierre Aye*
 402 *J. Sullivan Aye*
 403

404 *Vote in favor 7-0*
 405

406 R. Lapierre- this is in order to save money to purchase software townwide.
 407

16.4 Quarterly Financial Report as of December 31, 2022

C. Tewksbury- we have obligated \$1,033,335 in ARPA projects.
 General Fund- year to date we are at 54% spent and this is due to raises and additional positions filled.
 Fire Rescue- 49% spent, increases in employee raises this budget has had 4 staff turnovers, they currently have 1 full FF vacant, 1 out on WC, their OT is overspent but they are going to be using the wages from those vacant spots.
 Police- 50% spent.
 Highway- 5 staff turnovers, OT is looking pretty good, the cost for OT can range from 15-18k each storm. Last year we had 600k budgeted for paving and this year we have 900k. 50% spent budget.
 Recycling & Transfer- they have been fully staffed all year, they are at 48% spent, I anticipate that we will be at the budget expectation.
 Welfare- we haven't seen a large # of residents needs assistance. Our budget has about 12k left in it. We do anticipate the welfare line to be a little bit over. I'm hoping the savings in wages will cover that.

D. Boutin- where does the town house these people?

C. Tewksbury- some are not homeless; some we help with rent and mortgage assistance. Sometimes we have to pay them to go to other towns and we do set them up in hotels.

D. Boutin- what % is being housed vs needing rent.

C. Tewksbury- I'd say the majority of those that we help need help with rent and mortgage assistance vs housing homeless.

C. Tewksbury- we also accept donations that we can use if need be.

Revenues- 62% collected.

MV revenue- 62% collected.

Interest & Penalties- 15% collected.

Building Permits- 49% single fam residents' applications are down.

State of NH- 92% we've gotten a lot of excess funds.

Interest on Deposits- 76% interest rates are picking back up.

Ambulance Fund- we are at about 11% uncollected. We have expenses \$576,367 with the main bump being the stretcher.

The TC said as of the last tax bill we are at 93% collected.

APPROVAL OF MINUTES

T. Tsantoulis motioned to approve the public minutes of February 4, 2022; seconded by D. Boutin.

Vote in favor 7-0

T. Tsantoulis motioned to approve the public minutes of February 8, 2022; seconded by D. Boutin.

Line 43 it said but we have not voted on it yet. It should say but we have not removed it until the area has received a full review.

Line 278 Granite Hill Vs Granite Woods

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Vote in favor 7-0

R. Lapierre motioned to approve the non-public minutes of February 8, 2023; seconded by D. Boutin.

Vote in Favor 7-0

TOWN ADMINISTRATOR'S REPORT

A. Garron - Hooksett TIF off and running thanks to innovative project delivery approach.

Town Owned Land Project- Phase one currently being advanced decision by Council tonight on Auction Vendor has been made.

Solar Project- Solar Team currently reviewing responses to the RFP.

Master Plan Adoption- Planning Board will be discussing the Master Plan Update at its next meeting in March.

College Park development plans- No new information on this project was presented to the Economic Development Committee. It is a goal contingent to a private developer moving forward.

D. Boutin- what is going on at the Brady Sullivan building?

A. Garron- we are awaiting a decision by the hearing board. One of the issues was that Hooksett has 5 criteria by which they judge an application. One was that there was no other viable use of the building other than an apartment building. They didn't even look at any other uses. The town made its argument and now we await the decision on that.

Volunteer appreciation day is April 13, 2023

T. Tsantoulis- in front of Market Basket there are a few abandoned utility poles that need to be removed, and I'd ask you to reach out to them to address who was there last, call Consolidated and or Eversource, they know they should remove them and clean up that area.

TOWN COUNCIL FUTURE AGENDA ITEMS

T. Tsantoulis- at our last trash collection meeting, we entertained a motion to complete our work. Our feeling is we've gotten this as far as we are going to get. The residents are in favor of it, there is more consideration to be had more needs to be done and I don't necessarily have all the answers.

SUB-COMMITTEE REPORTS

J. Sullivan- the Charter Review Committee will be meeting in March. We will be discussing reducing council members, increase in stipends, districts or no districts, and reflection on a majority.

A. Walczyk- Conservation Commission met and a question was had on whether the TC can direct the PD to act on the shooting around clay Pond as there seems to be target practice going on and it is far out in the woods. Earth Day Clean Up is April 22nd and if I could ask the TC if we could get donations of soda and paper plates, and we need TC reps at the Employee Appreciation Day, and someone to volunteer to get the food. If anyone's schedules changes let me know, thank you to T. Tsantoulis for the donations as well as D. Boutin.

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511 J. Sullivan- we had a presentation from Southern NH Planning Commission on a possible outlet to help
512 promote infrastructure projects. By getting projects on that list.

513
514 **ADJOURNMENT**
515

516 ***D. Boutin motioned to adjourn the meeting at 8:05 pm. Seconded by T. Tsantoulis.***

517
518 ***All in favor 7-0***

519
520 Respectfully submitted,

521
522 *Alicia Jipson*

523
524 Alicia Jipson
525 Recording Clerk
526