



# **AGENDA**

## **Town of Hooksett Town Council**

### **Wednesday, October 11, 2023 at 6:00 PM**

A meeting of the Town Council will be held Wednesday, October 11, 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. Phil Arnone, Parks, Recreation & Cemetery Crew Chief, Retirement - 20 years Dedicated Service
  - 7.2. Hooksett Municipal Employee - New Hire
8. **PUBLIC INPUT - 15 MINUTES**
9. **SCHEDULED APPOINTMENTS**
  - 9.1. Leslie Madison, Heritage Commission - Light up the Village Committee 5  
[Light Up the Village Committee](#)
  - 9.2. Leslie Madison, Heritage Commission - Hooksett History Book 7 - 24  
[Staff Report - SR-23-175 - Pdf](#)
  - 9.3. Leslie Madison, Heritage Commission - Old Town Hall Proposed End Use 25  
[Heritage Commission - Proposed Layout of Town Hall and Hooksett Museum](#)
  - 9.4. Martins Ferry Road/North River Road Intersection Update and Design 27  
Alternatives Presentation  
[Staff Report - SR-23-184 - Pdf](#)
10. **CONSENT AGENDA**
  - 10.1. Landscape Surety Release of \$14,455.00 for Bluebird Storage Building 1 at 7 College Park Drive 29 - 35  
[Staff Report - SR-23-178 - Pdf](#)
  - 10.2. Landscape Surety Release of \$25,000 – G.E. Aviation Plant 2 - Lehoux Drive 37 - 42  
(Address 30 Industrial Park Drive)  
[Staff Report - SR-23-179 - Pdf](#)
  - 10.3. Northeast Credit Union, 354 Londonderry Turnpike- Landscape Bond Release 43 - 48  
of \$20,251.68

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

[Staff Report - SR-23-180 - Pdf](#)

- 10.4. University Apartments off Blackwater Drive - Landscape Bond Release of \$192,627 49 - 55

[Staff Report - SR-23-183 - Pdf](#)

- 10.5. To accept 2 donations from Marilyn Pelletier for the Heritage Commission towards the 2023 Light Up the Village event in the amount of \$1,500 per RSA 31:95-b, III (b) 57

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**11. NOMINATIONS AND APPOINTMENTS**

- 11.1. Town Council District 5 Applications 59 - 68

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**12. BRIEF RECESS**

**13. OLD BUSINESS**

- 13.1. FY 2024-25 Budget and Warrant Articles 69 - 81

[Staff Report - SR-23-181 - Pdf](#)

**14. NEW BUSINESS**

- 14.1. Town of Hooksett Municipal Medical Insurance Opt Out Stipend - Proposal for Increase as a Tiered Plan 83 - 92

[Staff Report - SR-23-177 - Pdf](#)

**15. APPROVAL OF MINUTES**

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[09202023 TC Budget Review Minutes](#)

- 15.2. Public: 9/27/23 99 - 112

[TC Minutes 09272023](#)

**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.

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

3. Any questions must be directly related to the topic being discussed and must be addressed to the Chair only, who after consultation with Council and Town Administrator, will determine if the question can be answered at that time. Questions cannot be directed to an individual Councilor and must not be personal in nature. Issues raised during Public Input, which cannot be resolved or answered at that time, or which require additional discussion or research, will be noted by the Town Administrator who will be responsible for researching and responding to the comment directly during normal work hours or by bringing to the Council for discussion at a subsequent meeting. The Chair reserves the right to end questioning if the questions depart from clarification to deliberation.
4. Council members may request a comment be added to New Business at a subsequent meeting.
5. No one may speak during Public Input except the person acknowledged by the Chair. Direct questions or comments from the audience are not permitted during Public Input.

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





September 20, 2023

Dear Town Council,

The Heritage Commission is requesting the formation of a new, separate committee for Light Up the Village. Last year, the event was organized under the umbrella of the Heritage Commission. Fortunately, for Hooksett, this was a very successful event that we can see being a staple of the community just like Old Home Day. However, from a Heritage Commission standpoint, this is now too much to manage in our current meetings.

We believe that the volunteers and coordinators of the event should be able to access the funds directly through a town account and make decisions without having to run everything back through the Heritage Commission. This is a cumbersome process and not one that we can sustain indefinitely. We also believe this will simplify the accounting process for both entities.

There are funds in the Heritage Commission account that were earned last year that we would like to move to a new account for a Light Up the Village Committee. Until the transition is official, the Heritage Commission will continue to manage the finances of the event.

Thank you for considering the formation of a committee for Light Up the Village.

Sincerely,

Tony LaCasse, Heritage Commission Chair

Leslie Madison, Heritage Commission Vice-Chair



Town Council  
**STAFF REPORT**



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**To:**

**Title:** Leslie Madison, Heritage Commission - Hooksett History Book

**Meeting:** Town Council - 11 Oct 2023

**Department:** Administration

**Staff Contact:** Leann McLaughlin, Project Coordinator

**BACKGROUND INFORMATION:**

The voters approved a \$75,000 warrant article in 2022 for the Hooksett History Book. The Heritage Commission has received quotes and has a recommendation for an author

**RECOMMENDATION:**

Listen to the Heritage Commission representative explain their process and who they chose to author the book.

**SUGGESTED MOTION:**

Motion to waive the requirements for bids since it is a small niche of authors who can take on a project such as this.

Motion to authorize the Town Administrator to enter into a contract with Melissa Moore to author the Hooksett History Book with funds received from the 2022 Warrant Article.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Listen to the proposal from the Heritage Commission and decide on moving forward with the Heritage Commission's recommended consultant.

**ATTACHMENTS:**

[Proposal to Hire Book Author](#)

Hooksett Heritage Commission

September 9, 2023

Dear Hooksett Administration and Town Council,

The Heritage Commission received earmarked funds in the amount of \$75,000 to update the history book by June 30, 2027. We began the process of outlining the book in mid-2023 and are now ready to hire an author. We reached out to some authors that have written other local NH history books, but it was Melissa Moore who was twice-recommended to us by the New Hampshire Historical Society as well as Peter E. Randall Publisher out of Portsmouth, NH.

We agree that Ms. Moore is the best candidate for this project as she has recently completed Loudon's latest history book from beginning to end which included researching the entire project, interviewing townspeople, organizing the book, and coordinating the production process with the publisher. The scope of a project like this is highly specialized and will require someone who has experience in this niche genre of book writing.

Ms. Moore has proven through her latest project with Loudon that she possesses all the qualities needed to handle a multi-year project of this magnitude. Her proximity to Hooksett will make it easier to conduct in-person meetings rather than other candidates who conduct their work from other parts of the country. We feel that it is important to the tone of the book to have the voice of a native New Englander.

Please review Ms. Moore's bid along with the other bids we received. In total, we received over 25 bids. We reached out to three other local authors of similar historic books and none responded to our requests. Of the bids, we are presenting the top 3 candidates based on experience and cost. To fulfill the requirement to have three bids, we put an ad on Upwork.com. This would be our last choice for hiring an author.

**Our budget:**

\$42,000 Author

\$1,500 Supplemental Materials for Author

\$1,000 Author Signing Events

\$25,000 Printing/Publishing\* of 2,000 to 2,500 books

There will be \$5,500 left over that we can use to print the books in hardcover and add color to the photos.

The Hooksett Heritage Commission would like to move forward with any required paperwork to hire Melissa Moore as the lead author for the history book project. Initially we request that she is paid for one year of Dropbox, two years of Ancestry.com, two years of Newspapers.com, and two years' worth of upgrade to Adobe to equal \$1,087.80. This request can be found in Ms. Moore's proposal. Ms. Moore requests that payments be made in equal monthly installments divided by the number of months from the time she starts working through June 30, 2027. She will also need to be provided a 1099-MISC for each tax year.

\*We have spoken to Diedre at Peter E. Randall Publisher and were given the estimate of \$25,000 for a 200-225 page book. The price will change up or down based on the number of pages, cover choice, interior color, and the number of books printed. Peter E. Randall Publisher specializes in printing local history books in New Hampshire and has recently printed the books for Loudon, Hampton Falls, and Seabrook along with many more titles of regional interest.

Please respond to this request at your earliest convenience as we do have a deadline. We also need guidance on the steps to creating a contract for Ms. Moore. Is this something that the town will handle or does the Heritage Commission need write a contract between the Commission and Ms. Moore?

Sincerely,

Tony LaCasse  
Chair, Hooksett Heritage Commission

## **Hooksett History Book Author Job Description**

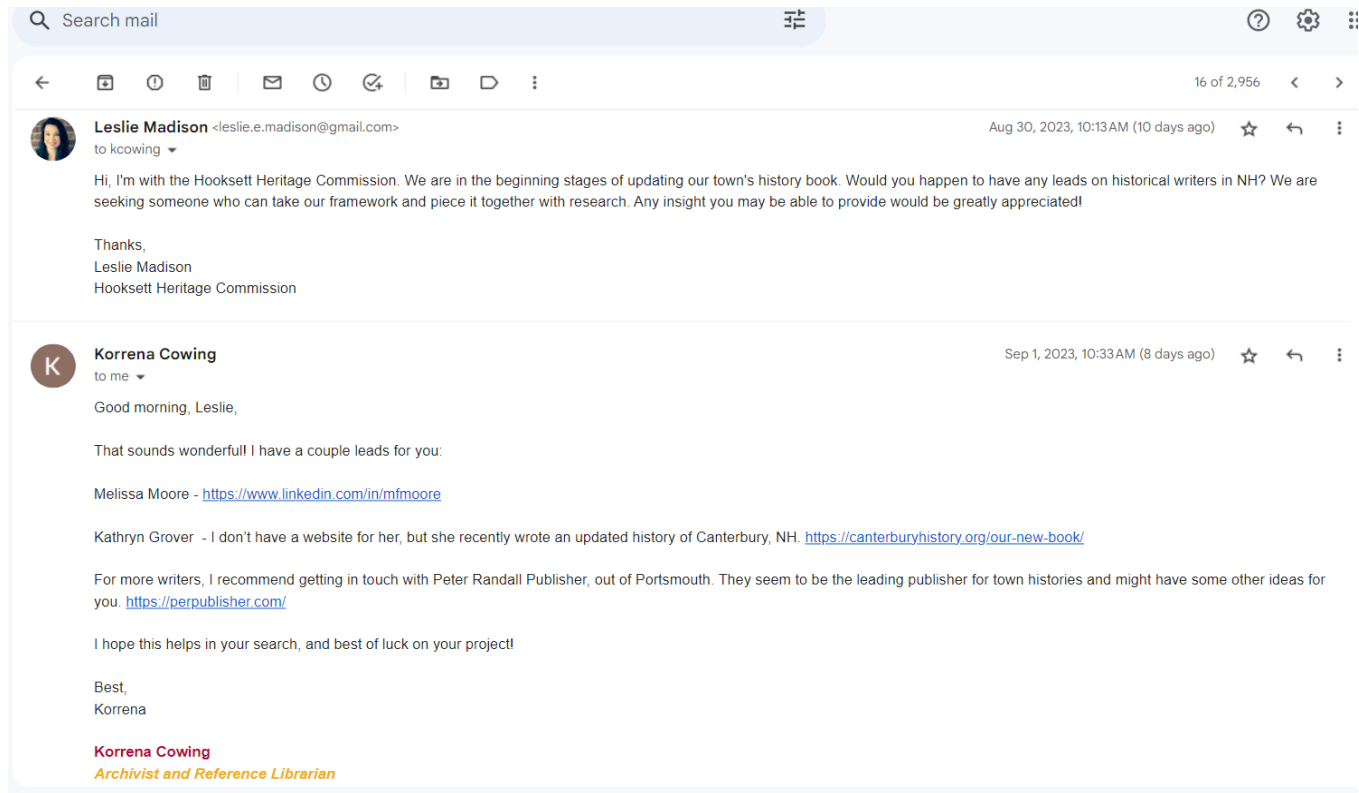
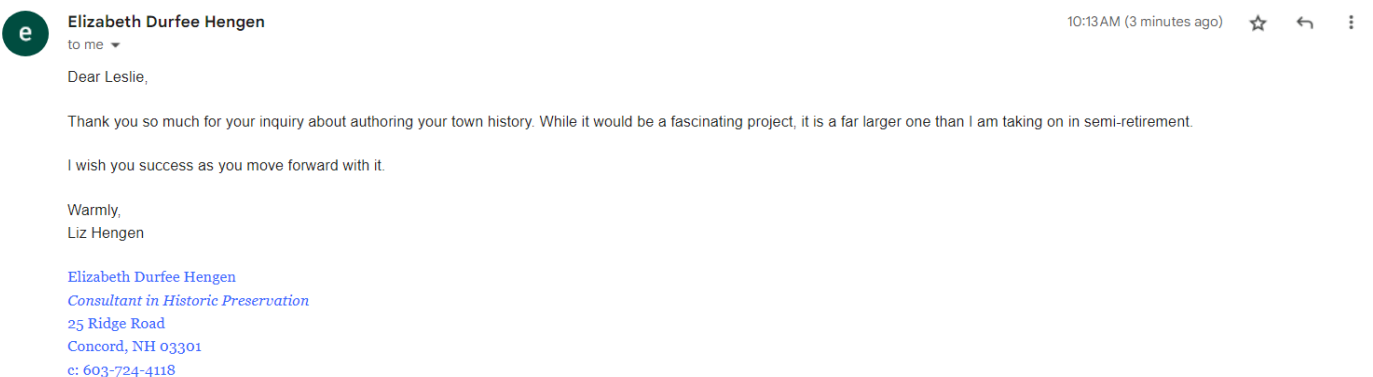
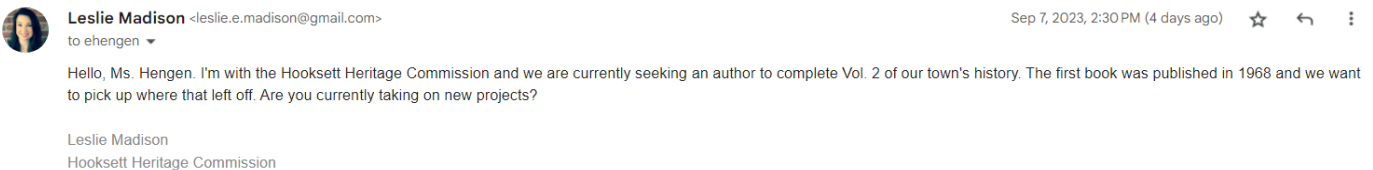
The lead author for the Hooksett history book project (1968-2025) will oversee the entirety of the project with assistance from the Hooksett Historical Society and Hooksett Heritage Commission. The author will maintain frequent contact with the groups and will provide updates as desired/necessary. The deadline to research and produce a fully organized manuscript will be completed on or before June 30, 2025. Between April 1, 2025 – June 30, 2025, the author will write a Request for Proposal with the help of the Heritage Commission to gather three bids for a publishing company to print the book. Together with the HHC, a recommendation for a publisher will be put forth to Town Council. On July 1, 2025 the author will begin to coordinate the publishing process with the approved publisher. Moving beyond these deadlines will require extensions approved by the Hooksett Heritage Commission. If at any point the contract cannot be fulfilled, the Hooksett Heritage Commission must be notified within 30 days so that another candidate can complete the project. Additional duties will be as follows:

- Create a preliminary book outline and present to the Heritage Commission
- Add topics as they are discovered
- Research all topics provided using a multitude of resources
- Keep word count between 60,000 and 70,000 (200 – 225 pgs.)
- Work with historical society/heritage commission to choose 100 photos
- Add submissions by contributors and give appropriate credit
- Produce a town accepted release form for all interviewees to sign
- Coordinate interviews as needed
- Maintain all legal documents and receipts
- Send a monthly update to the Heritage Commission on the first of each month
- Seek approval of final cover choice with the Heritage Commission
- Work with the publisher through the copyediting phase, cover design, layout process, and final printing
- Be available for up to two author signing events
- Provide additional recommendations that benefit the project

### **Qualifications:**

- Bachelor's degree in English, history, or closely related field
- 3 years research experience
- Written at least one local history book of New England town
- Demonstrate writing ability with 3 samples
- Provide references

*Authors closely located to the project are preferred.*

Hooksett History Book  [Inbox x](#)

# LAND OF LOW HILLS



Loudon, New Hampshire

The First 250 Years, 1773–2023

By Melissa Moore



## LAND OF LOW HILLS: LOUDON, NEW HAMPSHIRE: THE FIRST 250 YEARS, 1773-2023

*by Melissa Moore*

### Description

Enjoy your copy of Loudon's first town history covering two hundred and fifty years of the Land of Low Hills! There are wonderful stories all around us, captured beautifully by author, and town resident, Melissa Moore.

Some were collected from Loudon residents who shared memories of their one-room schoolhouse days and their experiences on Loudon farms. Detailed research into the town's well-kept archives, as well as state-wide sources, brings to light many interesting aspects of town development, such as the growth of the racetrack businesses and their impact on this small town. Find out which grand, country Loudon homes joined the hospitality business and welcomed guests during the busy tourist season. At the end of the nineteenth century, five dollars a week would reserve city folk a fine country vacation. Discover details about Loudon's general stores in the early 1900s. New inventions to hit the consumer market were promoted in old-time store catalogs. Vacuum-powered clothes washers and kerosene lamps were just two of the new products capturing all the attention. Learn how the Hurricane of 1938 impacted Loudon and the region. This event and Loudon's bountiful forest resources jump-started many forest-based businesses. Enterprising residents cut trees, transported logs, and operated lumber mills as a reliable source of income.

This book is one you will want to keep on your shelf and share another copy with friends and family. Individuals interested in exploring more of Loudon's history are encouraged to visit Charlie's Barn on South Village Road, home to Loudon's Community Room and the Loudon Historical Society and Museum.

## About the Author

Melissa Moore is a freelance writer with published articles in regional and national trade journals including Northern Logger and Timber Harvester, Bird Watcher's Digest, and American Bee Journal. She gained additional writing experience during her time working as a reporter and field editor for two regional farm newspapers and editing a horticultural newsletter. Melissa's appreciation for great stories and the written word led her to earn a certificate in library science. For twenty years, she worked as a children's librarian and library media specialist. Melissa is a graduate of the University of New Hampshire where she earned a degree in history and secondary education. She is most at home surrounded by books and spending days at her family farm. In 2018, Melissa took an early retirement and embarked on writing this Loudon history book. This multi-year project sent her on the road to conduct interviews and visit numerous research libraries in Concord, Durham, and Loudon. She moved to Loudon in 1983 when there was just one school-bus route through the neighborhood and all grades one through twelve rode together. Public kindergarten was not available. Loudon had a Concord ZIP code but the route number made the address more accurate. The fire station shared a parking lot with the library. The library was the size it was when it was first built in 1909. She has experienced forty years of progress since moving here and enjoyed learning about Loudon's history. She hopes this town history book will cause town pride to swell to great heights and foster an appreciation for the efforts of all those who have gone before us to build our community.

845 Loudon Ridge Rd.

Loudon, NH 03307

September 7, 2023

Tony Lacasse, Chair

Leslie Madison, Member

Hooksett Heritage Commission

35 Main St.

Hooksett, NH 03106

Dear Sir and Madam:

Thank you for inviting me to submit a quote for researching and writing your Hooksett History book from 1968 to the present. Your project sounds wonderful. The topics you have identified for a future book are engaging. I am interested to discuss with you further your plan for publishing your history book.

This year, I published *Land of Low Hills; The First 250 Years – Loudon, NH 1773-2023*. This town history book was published to celebrate Loudon's 250 years since incorporation. This book was a wonderful multi-year project to research, write, and publish. I worked closely with a book committee made up of members from the Loudon Historical Society.

Thank you for considering my quote. My contact information appears on my resume. I am available by email anytime and the best time frame for phone calls is from 10:00 am – 5:00 pm on Mondays, then Wednesday through Friday. Please contact me with your future questions.

Melissa Moore

Author, Freelance Writer

# Melissa Moore

845 Loudon Ridge Rd. Loudon, NH 03307

[mfmoore42@gmail.com](mailto:mfmoore42@gmail.com)

[www.linkedin.com/in/mfmoore](http://www.linkedin.com/in/mfmoore)

[www.ridgetopbookblog.com](http://www.ridgetopbookblog.com)

## EXPERIENCE

### March 2019 - May 2023

**Author:** researched and wrote "*Land of Low Hills - The First 250 years, Loudon, NH 1773-2023*"; A town history of 62,000 words and 100 images scanned to publisher's specifications. Interviewed 54 Loudon residents. Worked with Peter E. Randall Publisher, Portsmouth, NH to produce the book for release date on May 2023.

### July 2018 – Present

**Freelance Writer:** Supply quality content for feature articles with accuracy. Consistent meeting deadlines. Published in American Bee Journal, Bird Watcher's Digest, and Northern Logger and Timber Processor

### February 2018 – Present

**Book Reviewer:** NetGalley: Member of Launch Team for new book releases. Auto approved to receive and review books for Storey Publications and Baker House Publishing. Post reviews on NetGalley, Goodreads, and personal blog at [www.ridgetopbookblog.com](http://www.ridgetopbookblog.com)

### August 2000-June2018

**Library Media Specialist:** Ed Tech Integrator, Northwood School: Managed 8,000 volume library. Instructed K-8 students in a curriculum aligned program to promote skills in the area of informational text, reading, and digital citizenship. Designed and led professional development workshops for adults in using primary sources

### January 1997 – January 2006

**Editor and Freelance Writer, NH Plantsman:** Wrote monthly newsletter for non-profit association. Conducted interviews, sold advertising, supplied photography. Collaborated with graphic designer and printer on page design.

## EDUCATION

2018 Google Apps Certified Educator Level 1; Google Apps for Education

2017 Completed Summer Course with National Archives, Primarily Teaching; 8-week program

2011-2013; Certified Educational Technology Integrator, Plymouth State/Graduate Program; NH license valid through 2024

2004-2006; Certified Library Media Specialist, Southern Connecticut State University, Graduate Program, NH license valid through 2024

1976-1980; B.A. History, University of New Hampshire, Certification in History/Social Studies Valid through 2024

## SKILLS

Work with a variety of clients to create accurate content for print and digital media; Establish and maintain relationships with individuals who are credible sources of information; Proficient with computer software, Proficient and engaging public speaker

## MEMBERSHIPS

Active Member of Loudon Historical Society, NH Writers' Project, NH Audubon Volunteer - Citizen Science Department

## Melissa F. Moore

QUOTE: 09072023

**AUTHOR, FREELANCE WRITER & BOOK REVIEWER**

History • Horticulture • Environmental Topics

845 Loudon Ridge Rd. Loudon, NH 03307 603-491-6303

Quote based on this information:

- Research and write a history of Hooksett from 1968 to the present
- Expected Publication Date: June 2027 (Note: text and images will be delivered to the publisher at least seven months prior to arrival of books from printer. This timeline would set first week of October 2026 as the deadline for submitting material to the publisher. *The deadline for having printed book in hand can be discussed further and adjusted as needed.*)
- I would want to sign an independent contractor agreement with the chair of the Hooksett Heritage Commission.

Service	Details	Cost
Research topics for Hooksett History Book 1968 to present	Access materials at local Hooksett Heritage Commission (HHC), NH State Archives, NH Historical Society, NH State Library, and online databases including digitized town reports through UNH	
Obtain, scan, and prepare image file with captions	Assemble image file with captions, save images to meet publisher specifications typically 300dpi, tiff file format	
Conduct Interviews and listen to recorded oral histories	Access oral history files at HHC, record future interviews; obtain signed releases to meet copyright requirements	
Writing	The text will be written according to the Chicago Manual of Style (preferred style for published books) Meet chapter deadlines and submit draft chapters to the board as each chapter is completed to review/edit	
Prepare Bibliography	These bibliographic entries are essential items and often time consuming to prepare according to the Chicago Manual of Style, obtain signed releases to meet copyright requirements	
Hours devoted to printing and production	Work with copy editor and graphic designer assigned by publisher; accept/reject edits, make style decisions with input from HHC, reviews all proofs including index, review final printer's proof, Make arrangements for cover with input from HHC	
TOTAL Project Cost and Requested Payment for multi-year project		\$42,000

Financial Assistance/Reimbursement Requested for these databases and storage programs that have proven to be add-on essentials:

Subscription to DROPBOX professional = \$199.00 annual fee (This would be needed in the last year once a publisher is identified. This program accommodates the big image files. It typically is a program requested by the publisher.)

Subscription to Ancestry.com = \$119 for six months or \$229 for 12 months.

Subscription to Newspapers.com Basic = \$7.95 per month or \$95.40 annual cost (not needed every year, maybe two at the most)

Subscription to Photography Plan in Adobe \$9.99/month Note: I already have a subscription to Adobe for document scanning, storage etc. This would add Adobe Photoshop to my plan. This is essential to upgrade some old photos to 300 dpi and tiff file format. This could be turned on and off as needed on a month-by-month basis.

Additional Information:

The basic terms I would expect the independent contractor agreement to contain are as follows:

- Payment total for the multiyear project
- This project involves writing, conducting interviews, researching, scanning images, travel time to NH State Archives and other research institutions.
- A list of the number of chapters (sketches) to be written within each year or designated time period.
- Dates showing schedule of payments; Please note: it is helpful to me to have the annual sum divided into one of two options: a) four quarterly payments, or b) monthly payments.
- Signatures of myself and chair of the Heritage Commission
- For tax purposes: I would need a 1099-MISC form from the town of Hooksett

Here is an example of one timeline with a publisher

Early October 2026: deliver text and images to publisher (Estimated Word Count minus the index, 68,000 – 83,000 words, No. of Images 100)

Oct 2026 through first week of April 2027: these months will be spent in production; accepting and rejecting edits from copy editor, proofing pages, working with copy editor and graphic designer to prepare text and images for printing.

By end of March- first of April 2027: Sign-off on final page proof and cover proof

April 2027: in production at printer selected by the publisher

May – early June 2027: Published books arrive from the printer



< View all proposals



**Martin F.** ✓

Ventura, CA

6:45 am local time

⚡ Available now

[View Profile](#)



99% Job Success



Top Rated Plus

#### Applicant

Martin has applied to or been invited to your or your company's job *Historical Book Writer*

### Proposal Details

**\$50,000.00**

Proposed Bid

#### Cover letter

##### Describe your recent experience with similar projects

I have professionally ghostwritten 25 books in the last three years; a half dozen were either corporate or location based histories.

I have done over 1,000 edit and publish projects in my 40 years as a publisher and three years on this platform.

##### Please list any certifications related to this project

IAPWE. Invited Member

People:

First Note: I am not likely to be the least expensive applicant; I have 40+ years of professional publishing and writing background and experience. If you are looking for someone to take your raw book and turn it into a commercially successful product, I have done that for hundreds of titles.

Second Note: If you DO plan to market this book when it is finished, I can help you by: 1) putting it up on our



Messages

Hire



Third Note: I am a Certified Writer/Editor and invited member of the International Association of Professional Writers and Editors.

Fourth Note: Currently, on this platform, my success score is running between 90% and 100%, the very best you can have. Much of the time it is over 95%... and sometimes when there are long term contracts gumming up the works, it falls into the low 90s.

Kindly see my attached resume.

I have edited and proofread over 1,000 books over my lengthy career as a Book Publisher and Contract Editor. I have also written 20 books and workbooks.

In addition, I have ghostwritten roughly 25 titles on a variety of non-fiction subjects, something I absolutely love doing.

I completely understand what is involved in taking a raw manuscript to a commercially successful book without losing the author's voice, and ensuring it is both accurate and 'clean'. I have done it 1,000 times in my career.

Martin Foner

 Editor++Writer+Resume++Updated.docx (15 KB)

**\$200K+**

Total Earnings

**173**

Total Jobs

**1**

Total Hours

## View profile

All work



## Editing/Writing/Ghostwriting/Proofreading

Specializes in



**\$40.00/hr**

Over 40 years as a writer, 20 books, plus 25 ghostwritten. Over 1,000 books edited, rewritten, and proofread. Non fiction specialty including research as necessary. I have been writing the publishing industry's leading newsletter now for 25 years.

## Work History





# Martin Foner

## Editor-Writer

Target Position: Editor/Writer

\*Author/publisher since 1977. Written 9 nonfiction books and 11 professional workbooks. Have edited hundreds of titles for my publishing companies since 1983. \*Have re-written over a hundred titles successfully and maintained author voice. Have ghost written roughly 25 titles.

\*Sold over \$70 Million worth books for my companies, plus roughly \$20 Million in books during consulting work for other publishers.

\*Winding down publishing/consulting business and want to stay very busy doing what I do well and enjoy, editing and writing. Available freelance, or would consider remote full time for the right opportunity.

## Skills

Managing multiple publishing projects simultaneously,  
meet time deadlines

Highest quality writing, editing, proofing work

Experience bringing best work from authors, editing;  
make final product commercially viable

45 Years publishing, understanding what makes titles  
sell, or not sell

## Work History

2000-01 – 2022 -

### Publisher

*Professional Publishers Group, Ventura, CA*

\* Directed start up hybrid publishing and publishing consulting company

\* Directed all functions within standard publishing company

\* Solicited six outside hybrid publishing projects a year

\*\*\* Directed and performed editing and proofreading functions on 125 titles

\*\*\* Re-wrote 20 titles to meet publication standards

\* Directed/performed mechanical, layout, and format functions

\* In charge of all sales and marketing functions: PR, Media, outreach, new markets,  
etc. to create over \$1MM sales annually

1983-04 - 1999-12

### CEO-Publisher

*KIDSRIGHTS, Charlotte, NC*

- \* Built from start-up to \$7 Million in annual revenues
- \* Staff of 30 employees
- \* Responsible for all company functions
- \* Oversaw five group managers
- \* Published over 500 titles
- \*\*\* Personally did final edit & proofing 500 titles, two catalogs/year, materials
- \* Sold company in 1999

## Education

1970-09 - 1974-05

### **Major-Marketing, Minor-Accounting**

*Duquesne University - Pittsburgh, PA*



< View all proposals



**Lisa L.** ✓

DeWitt, IA

8:48 am local time



[View Profile](#)



100% Job Success



Top Rated

#### Applicant

Lisa has applied to or been invited to your or your company's job *Historical Book Writer*

### Proposal Details

**\$50,000.00**

Proposed Bid

#### Cover letter

##### Describe your recent experience with similar projects

Recent experience with Upwork clients have been expressed in my cover letter. To add to the depth of your project in working with the Heritage Commission, I work with students yearly on National History Day projects and have assisted many students in reseraching their topics and creating stellar presentations utilizing primary source documents and resources. I also work with a company who gives students the opportunity to conduct interviews and write books about Holocuast survivors. It has been an extremely rewarding project over the years.

In my spare time I myself have always wanted to write a historical book but have not had the means or opportunity to work on such a project. I cannot say I have have published a book myself, but I have written many historical fiction stories and historical passages for all grades K-12 for curriculum purposes, and have experience in guiding and editing others in their work. I can't stress enough my passion for history and would love to be part of a project such as this. I have a long history of editorial and project management experience which seems to match the other responsibilities you have listed outside of writing and editing.

##### Please list any certifications related to this project

Degree in Education and Talented and Gifted Instruction. I am certified with the ITAG Association.



Messages

Hire

Good Morning!

This job caught my eye as I believe I would have the best mix of experience for your project. My background is in Education of all facets. I have taught numerous grades for the last 20 years. In between teaching jobs, I have done freelance work for McGraw-Hill, in charge of their online content, as well as private clients in the way of editing and proofreading textbooks, novels and curriculum.

In my current role as a K-12 gifted instructor, I write new and challenging lessons that follow the state standards, applying tiered lessons and instruction, collaborating with classroom teachers who need support. I believe I am extremely qualified for this particular job, and even more, extremely passionate about this subject matter. I have taught intermediate and middle school history in the past, creating curriculum to meet new Iowa SS standards a few years ago for a private school. My passion is teaching US History! Most recently on Upwork, I worked for a company to correlate their textbook content to standards of the states who were interested in purchasing their textbooks.

I would love to hear more about your textbooks and work with you on your project! I can't stress enough that US History is my passion and my research, knowledge and experience will serve the project well, I believe! Making sure that learners of all ages understand our history - their history - is such an important goal, especially during a period of time when it's easy to forget.

Please review my top-rated Upwork profile to see the ratings and assurance that I am a professional who values stellar communication and commitment providing a finished product you are happy with! I would very much appreciate the opportunity to speak with you about this job to see if I would be a good fit for the project. I hope to hear from you!

**\$10K+**

Total Earnings

**46**

Total Jobs

**85**

Total Hours

## View profile

All work



## Freelance Editor, Teacher, Curriculum & Creative Writer, Consultant

Specializes in



**\$50.00/hr**

Bachelors of Arts degree in Education and 12+ years of freelance consulting experience.

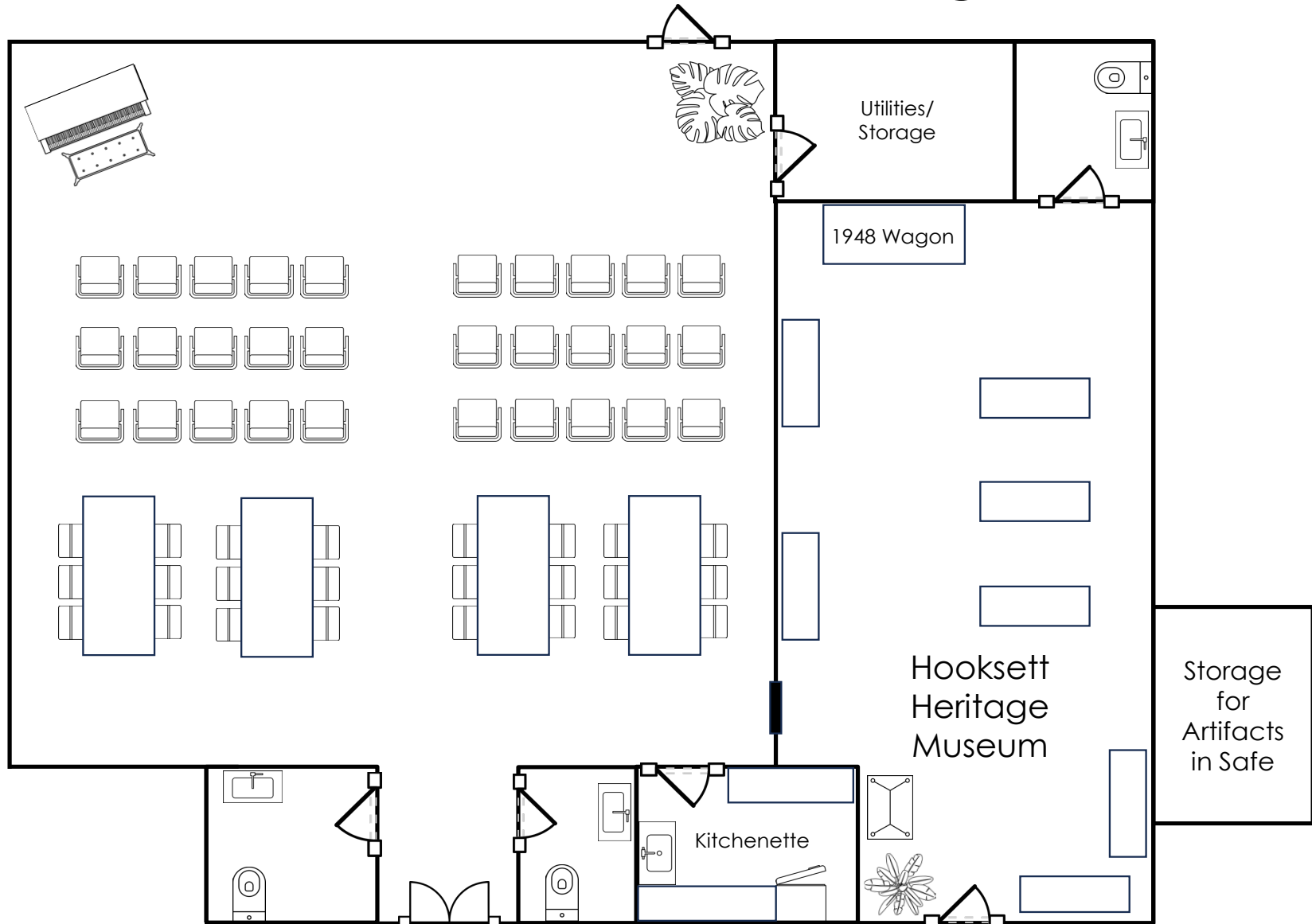
Current position is facilitating talented and gifted students in grades K-12.

What does all of this mean in terms of my Upwork services? I'm glad you asked!

I have worked on projects such as:

- Writing engaging community blogs & experience in beautiful landscape photography...

# Old Town Hall @ Hooksett Heritage Center





Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Martins Ferry Road/North River Road Intersection Update and Design Alternatives Presentation  
**Meeting:** Town Council - 11 Oct 2023  
**Department:** Community Development  
**Staff Contact:** Bruce Thomas, Town Engineer

**BACKGROUND INFORMATION:**

Martins Ferry Road/North River Road Intersection - Mr. Seth Hill, engineer for GM2, and Bruce Thomas, Town Engineer will be present to provide an update on the status of the design and reach a consensus with the Town Council approve of a project alternative from those presented or discussed.

Ultimately, a warrant article will be presented to the Council by December 13, 2023 to request voters to fund the project. Note that approximately \$200,000 of SB 401 Bridge Aid and \$300,000 of Impact Fees have already been earmarked for this project.

Construction is anticipated to begin on July 1, 2023 when the entirety of the funds become available.

**FINANCIAL IMPACT:**

None

**POLICY IMPLICATIONS:**

None

**RECOMMENDATION:**

Recommend approval of the selected alternative as presented.

**SUGGESTED MOTION:**

Motion to approve the selected alternative as presented.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

I concur with the recommended motion.





Town Council  
**STAFF REPORT**



---

**To:** Town Council  
**Title:** Landscape Surety Release of \$14,455.00 for Bluebird Storage Building 1 at 7 College Park Drive  
**Meeting:** Town Council - 11 Oct 2023  
**Department:** Community Development  
**Staff Contact:** Bruce Thomas, Town Engineer

**BACKGROUND INFORMATION:**

A landscape surety is being held for site work done at the Bluebird Storage Building 1 at 7 College Park Drive (this is the first building, not the one recently constructed).

The work on the referenced project was completed over two years ago.

The current surety is \$14,455.00. I recommend releasing the surety and returning the funds to the developer.

**FINANCIAL IMPACT:**

None

**POLICY IMPLICATIONS:**

None

**RECOMMENDATION:**

Recommend the release of \$14,455.00 surety to the Developer – Cash – MBIA #202

**SUGGESTED MOTION:**

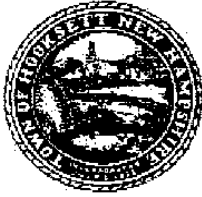
Recommended Motion: To approve the release of \$14,455.00 surety to the Developer – Cash – MBIA #202

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

I concur with the suggested motion

**ATTACHMENTS:**

[2 Memo to Release Landscape Bond GE Aviation Plant 2](#)  
[03 Bond Documentation](#)  
[BlueBird Storage Photos](#)



## *Town of Hooksett*

COMMUNITY DEVELOPMENT DEPARTMENT  
Bruce A. Thomas, P.E., Town Engineer

# Memo

**To:** Timothy Tsantoulis, Chairman, Town Council  
**From:** Bruce A. Thomas, P.E., Town Engineer *BAT*  
**Cc:** Andre Garron, Town Administrator

**Date:** September 25, 2023  
**Re:** Landscape Surety Release – Bluebird Storage Building 1

Please be advised that the work on the referenced project was completed over two years ago. I've inspected the site and I approve of the work. The current surety is \$14,455.00 (see attached bond summary). I recommend releasing the surety and returning the funds to the developer.

I will be available at the next Town Council meeting scheduled for October 11, 2023 to answer any questions you may have. Please don't hesitate to contact me with any questions that you may have before the meeting as well.

Town of Hooksett Performance Sureties Located at the Finance Dept				9/25/2023	
Project Name	Reason	Amount	Origination Date	Expiration Date	Released Date
Bluebird Self Storage Irrevocable Standby Letter of Credit # S00066874 BNY Mellon	Construction Phase	380,000.00	09/02/16	9/1/2017	12/13/2017 BNY Mellon
Cash - MBIA #202	Landscape Surety	14,455.00	10/19/17	10/19/2019	

















Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Landscape Surety Release of \$25,000 – G.E. Aviation Plant 2 - Lehoux Drive  
(Address 30 Industrial Park Drive)  
**Meeting:** Town Council - 11 Oct 2023  
**Department:** Community Development  
**Staff Contact:** Bruce Thomas, Town Engineer

**BACKGROUND INFORMATION:**

A landscape surety is being held for site work done at the G.E. Aviation (Plant 2) facility on Lehoux Drive (Address 30 Industrial Park Drive).

The work on the referenced project was completed over two years ago.

The current surety is \$25,000.00. I recommend releasing the surety and returning the funds to the developer.

**FINANCIAL IMPACT:**

None

**POLICY IMPLICATIONS:**

None

**RECOMMENDATION:**

Recommend the release of \$25,000.00 surety to the Travelers Casualty and Surety Company #106374790.

**SUGGESTED MOTION:**

Recommended Motion: To approve the release of \$25,000.00 surety to the Travelers Casualty and Surety Company #106374790.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

I concur with the suggested motion

**ATTACHMENTS:**

[02 Memo to Release Landscape Bond GE Aviation Plant 2](#)

[03 Bond Documentation](#)

[GE Aviation Photos](#)



## *Town of Hooksett*

COMMUNITY DEVELOPMENT DEPARTMENT  
Bruce A. Thomas, P.E., Town Engineer

# Memo

**To:** Timothy Tsantoulis, Chairman, Town Council  
**From:** Bruce A. Thomas, P.E., Town Engineer *BAT*  
**Cc:** Andre Garron, Town Administrator  
**Date:** September 25, 2023  
**Re:** Landscape Surety Release – G.E. Aviation Plant 2

Please be advised that the work on the referenced project was completed over two years ago. I've inspected the site and I approve of the work. The current surety is \$25,000.00 (see attached bond summary). I recommend releasing the surety and returning the funds to the developer.

I will be available at the next Town Council meeting scheduled for October 11, 2023 to answer any questions you may have. Please don't hesitate to contact me with any questions that you may have before the meeting as well.

Town of Hooksett		9/25/2023	
Performance Sureties Located at the Finance Dept			
Project Name	Reason	Amount	Released Date
GE Aviation Plant Two Expansion			
Landscape Bond	Landscape Surety	25,000.00	1/11/2018
Travelers Casualty and Surety Company # 106374790			









Town Council  
**STAFF REPORT**



---

**To:** Town Council  
**Title:** Northeast Credit Union, 354 Londonderry Turnpike- Landscape Bond Release of \$20,251.68  
**Meeting:** Town Council - 11 Oct 2023  
**Department:** Community Development  
**Staff Contact:** Bruce Thomas, Town Engineer

**BACKGROUND INFORMATION:**

Northeast Credit Union located at #354 Londonderry Turnpike, has requested the release of their Landscape Bond of \$20,251.68. All of the trees and shrubs are in good condition.

**FINANCIAL IMPACT:**

None

**POLICY IMPLICATIONS:**

None

**RECOMMENDATION:**

Recommend release of the landscape bond of the Northeast Credit Union at #354 Londonderry Turnpike of \$20,251.68 to the North American Specialty Insurance Co. #2287326.

**SUGGESTED MOTION:**

Motion to release the landscape bond of the Northeast Credit Union at #354 Londonderry Turnpike of \$20,251.68 to the North American Specialty Insurance Co. #2287326.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

I concur with the suggested motion.

**ATTACHMENTS:**

[02 Memo to Release Landscape Bond Northeast Credit Union](#)  
[03 Bond Documentation - Northeast Credit Union](#)  
[Northeast CU Photos](#)





## *Town of Hooksett*

COMMUNITY DEVELOPMENT DEPARTMENT

Bruce A. Thomas, P.E., Town Engineer

# Memo

**To:** Timothy Tsantoulis, Chairman, Town Council

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

**Cc:** Andre Garron, Town Administrator

**Date:** September 25, 2023

**Re:** Landscape Surety Release – Northeast Credit Union, 354 Londonderry  
Turnpike- Landscape Bond Release of \$20,251.68

Please be advised that the work on the referenced project was completed over two years ago. I've inspected the site and I approve of the work. The current surety is \$20,251.68 (see attached bond summary). I recommend releasing the surety and returning the funds to the developer.

I will be available at the next Town Council meeting scheduled for October 11, 2023 to answer any questions you may have. Please don't hesitate to contact me with any questions that you may have before the meeting as well.



Town of Hooksett				9/25/2023
Performance Sureties Located at the Finance Dept				
Project Name	Reason	Amount	Origination Date	Expiration Date
Northeast Credit Union				
Site Bond	Site plan	54,200.00	08/28/18	
North American Specialty Insurance Co #2275714				
North American Specialty Insurance Co #2287326	Landscape	20,251.68	05/14/19	5/14/2021











Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** University Apartments off Blackwater Drive - Landscape Bond Release of \$192,627  
**Meeting:** Town Council - 11 Oct 2023  
**Department:** Community Development  
**Staff Contact:** Bruce Thomas, Town Engineer

**BACKGROUND INFORMATION:**

University Apartments located off Blackwater Drive, has completed the landscaping at the site. The Landscape Bond of \$192,627 may be released.  
All of the trees and shrubs are in good condition.

**FINANCIAL IMPACT:**

None

**POLICY IMPLICATIONS:**

None

**RECOMMENDATION:**

Release the landscape bond of \$192,627 for University Apartments at off Blackwater Drive to the surety, Travelers Bond #106023818 – Pilot Construction, Inc.

**SUGGESTED MOTION:**

Motion to release the landscape bond of the University off Blackwater Drive of \$192,627 to the surety, Travelers Bond #106023818 – Pilot Construction, Inc.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

I concur with the suggested motion.

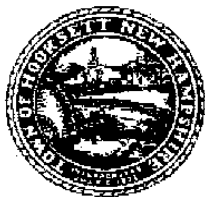
**ATTACHMENTS:**

[02 Memo to Release Landscape Bond University Apartments](#)

[03 Bond Backup](#)

[05 Locus Map](#)

[University Heights Photos](#)



## *Town of Hooksett*

COMMUNITY DEVELOPMENT DEPARTMENT

Bruce A. Thomas, P.E., Town Engineer

# Memo

**To:** Timothy Tsantoulis, Chairman, Town Council

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

**Cc:** Andre Garron, Town Administrator

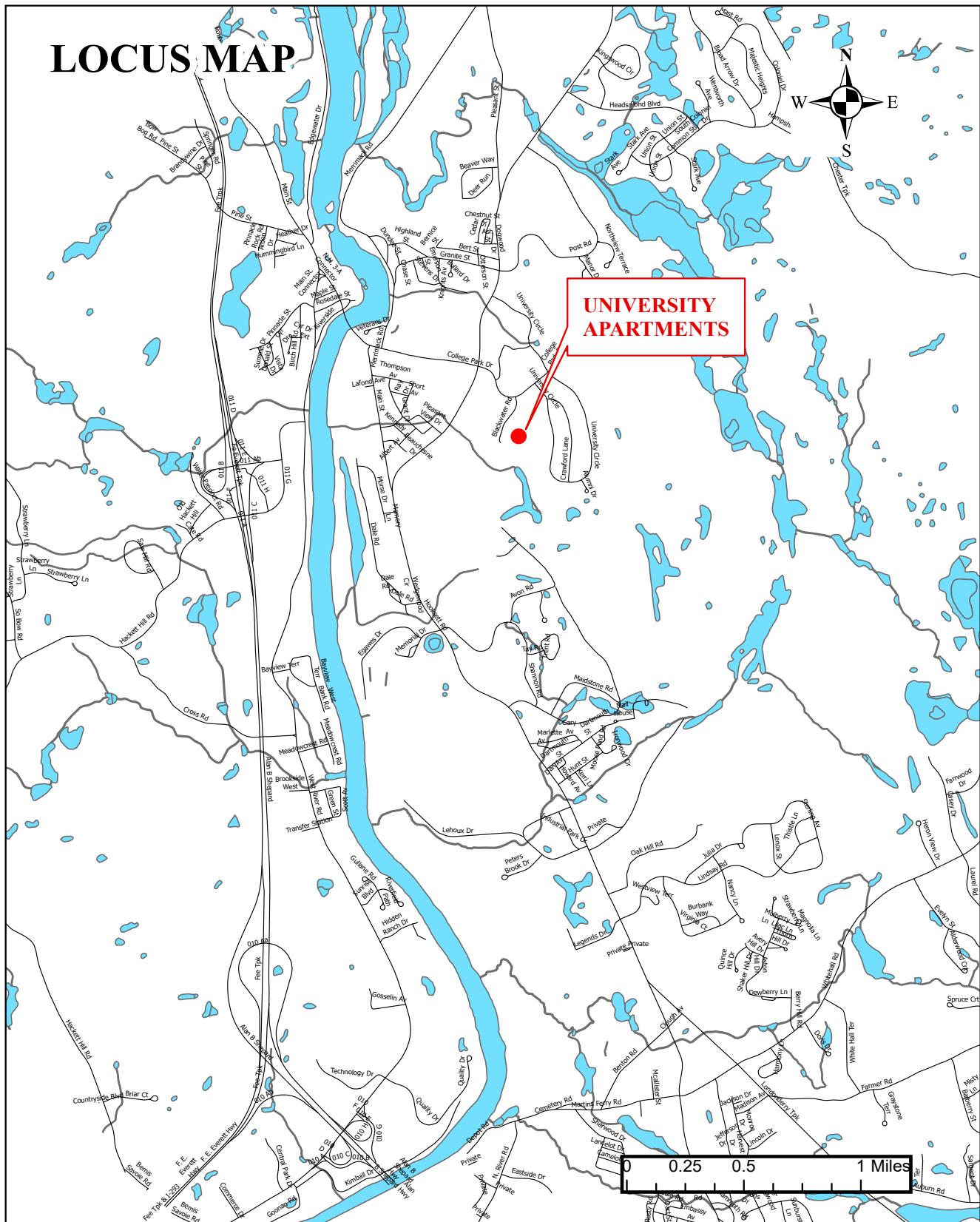
**Date:** September 25, 2023

**Re:** Landscape Surety Release – University Heights Apartments, (off Blackwater Road) - Landscape Bond Release of \$192,627.00

Please be advised that the work on the referenced project was completed over two years ago. I've inspected the site and I approve of the work. The current surety is \$192,627.00 (see attached bond summary). I recommend releasing the surety and returning the funds to the developer.

I will be available at the next Town Council meeting scheduled for October 11, 2023 to answer any questions you may have. Please don't hesitate to contact me with any questions that you may have before the meeting as well.

<b>Town of Hooksett</b>		9/27/2023	
Performance Sureties Located at the Finance Dept			
Project Name	Reason	Amount	Released Date
Travelers Bond # 106023818 Pilot Construction, Inc.	Landscape for Apartments	192,627.00	05/01/14
			5/1/2016

















Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** To accept 2 donations from Marilyn Pelletier for the Heritage Commission towards the 2023 Light Up the Village event in the amount of \$1,500 per RSA 31:95-b, III (b)  
**Meeting:** Town Council - 11 Oct 2023  
**Department:** Administration  
**Staff Contact:** Leann McLaughlin, Project Coordinator

**BACKGROUND INFORMATION:**

The Hooksett Heritage Commission has received 2 checks from Marilyn Pelletier for the 2023 Light Up The Village event. 1 check is in the amount of \$1,000 towards lighting Robie's Store and the other is in the amount of \$500 towards lighting the Hooksett Historical Society Building.

**RECOMMENDATION:**

Accept the donations.

**SUGGESTED MOTION:**

Motion to accept 2 donations from Marilyn Pelletier for the Heritage Commission towards the 2023 Light Up the Village event in the amount of \$1,500 per RSA 31:95-b, III (b)

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

I concur with the suggested motion.



## Town Council **STAFF REPORT**



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**To:** Town Council  
**Title:** Town Council District 5 Applications  
**Meeting:** Town Council - 11 Oct 2023  
**Department:** Administration  
**Staff Contact:** Leann McLaughlin, Project Coordinator

### **BACKGROUND INFORMATION:**

The Town Council declared a vacancy for the District 5 seat at their meeting on September 13, 2023. The position was advertised and applications were received. Please review the submitted applications and discuss which applicant may be best suited for the seat.

The two applications included in your packets may not be all of them. The deadline for applications is October 9.

### **RECOMMENDATION:**

Nominate and appoint an applicant to the District 5 seat with a term expiring June 30, 2024.

### **SUGGESTED MOTION:**

Motion to nominate and appoint \_\_\_\_\_ as the District 5 Town Councilor with a term expiring June 30, 2024.

### **TOWN ADMINISTRATOR'S RECOMMENDATION:**

Town Council will need to discuss their vote on the reappointment of Keith Judge prior to taking action on any new candidates for the vacated seat.

### **ATTACHMENTS:**

[A. Ehl Application and Fraud Policy](#)

[A. Light Application and Fraud Policy](#)

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



*Town of Hooksett*

**APPLICATION FOR APPOINTED TOWN BOARD POSITION**

Date Submitted: September 21, 2023  
 Name: Alyssa Ehl Phone: 603-860-9139  
 Address: 27 Barberrry St. Hooksett 03104  
 Email Address: aehl@comcast.net  
 Signature: Alyssa Ehl

\*\*\*\*\*

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

Attn: Administration Department or email to [lmclaughlin@hooksett.org](mailto: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 type="checkbox"/> Zoning Board of Adjustment	_____
<input checked="" type="checkbox"/> Other (Please specify.)	<u>Town Council #5</u>



How long have you been a resident of Hooksett?

1976 - 1985  
2004 - Present

Why are you seeking this position?

I'd like to contribute to the town I  
grew up in and raised my family in.

Do you have any specific goals or objectives?

Represent the people's voices. Listen to my  
neighbors on how they would like to see  
the town they live in move forward.

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

Managerial - Hertz Corp, Merchants Auto  
Volunteer - Hooksett School District

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

NONE

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

ON THE BOARD OF MCRC Secretary  
Chair of Hooksett Republican Town Committee  
Hooksett School District, Nutrition Services  
Education: SNHU, Business Admin

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

NONE

*Town of Hooksett*

35 Main Street  
Hooksett, NH 03106

**FRAUD POLICY**

**Recognition & Awareness Form**

Acknowledgement:

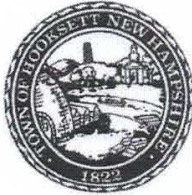
My signature signifies that I have read the Town of Hooksett's Fraud Policy and that I understand my responsibilities related to the prevention, detection and reporting of suspected misconduct and dishonesty.

Signature: Alyssa Ehl

Print Name: Alyssa Ehl

Date Signed: 9/21/23

Department Head Signature: \_\_\_\_\_



## Town of Hooksett

### APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 09/21/2023  
 Name: Andrew Light Phone: 571-214-3016  
 Address: 172 Brookview Drive  
 Email Address: Ajlight58@gmail.com  
 Signature: *Andrew Light*

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,  
 Attn: Administration Department or email to [lmclaughlin@hooksett.org](mailto:lmclaughlin@hooksett.org).

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

#### BOARDS, COMMISSIONS & COMMITTEES

	<u>Role Preference</u> Alternate, Regular, or None?
<input type="checkbox"/> Conservation Commission	<input type="checkbox"/> None
<input type="checkbox"/> Economic Development Advisory Committee	<input type="checkbox"/> Alternate *
<input type="checkbox"/> Heritage Commission	<input type="checkbox"/> None
<input type="checkbox"/> Parks & Recreation Advisory Board	<input type="checkbox"/> None
<input type="checkbox"/> Planning Board	<input type="checkbox"/> Regular *
<input type="checkbox"/> Recycling & Transfer Advisory Committee	<input type="checkbox"/> Alternate *
<input type="checkbox"/> Town Hall Preservation Committee	<input type="checkbox"/> None
<input type="checkbox"/> Zoning Board of Adjustment	<input type="checkbox"/> Regular *
<input type="checkbox"/> Other (Please specify.)	Town Council District 5

\* Interested in serving as the Town Council Representative to these committees

How long have you been a resident of Hooksett?

3 Years

Why are you seeking this position?

I am currently retired. I served my country while in the Air Force and now I wish to serve my community.

Do you have any specific goals or objectives?

I am interested in seeking needed services for our community with the best value to minimize the burden on the taxpayers.

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

Over thirty years of Satellite and Information Technology Systems experience developing complex satellite payloads and multiple spacecraft subsystems, ground terminals, mission ground stations, and data processing and distribution architectures for the Intelligence Community (IC) and Department of Defense (DOD) components. Developed and provided new and existing sources of intelligence to a broad user community. Led the development and delivery of five major satellite subsystems and supported the launch, initialization, and on-orbit operations for several Satellite Systems.

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

None

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

Master's Degree in Electrical Engineering  
Retired Air Force Civilian  
Past President of the Board Directors for a 163 Unit Condominium Development  
Tax Aide Volunteer for AARP  
Strong Financial and Analytical Skills  
Team and Consensus Builder

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

None

*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: Andrew Light

Print Name: Andrew Light

Date Signed: 9/21/23

Department Head Signature: \_\_\_\_\_





# Town of Hooksett

## APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: \_\_\_\_\_

Name: Meredith Huberty Phone: 603-714-0871

Address: 107 Farmer Rd Hooksett, NH

Email Address: meredithdelaney@gmail.com

Signature: [Handwritten Signature]

\*\*\*\*\*

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

**Attn:** Administration Department or email to [lmclaughlin@hooksett.org](mailto: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 type="checkbox"/> Zoning Board of Adjustment                             | _____ |
| <input checked="" type="checkbox"/> Other (Please specify.) <u>Town Council</u> | _____ |



2

How long have you been a resident of Hooksett?

10 years

Why are you seeking this position?

Community Involvement

Do you have any specific goals or objectives?

Understanding town processes & policies.

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

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

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

Procurement Manager at BAE Systems, employed at BAE for 19 years. I have my MBA from Bentley University.

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

*Town of Hooksett*

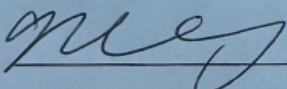
35 Main Street  
Hooksett, NH 03106

**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: Meredith Huberty

Date Signed: 9/19/23

Department Head Signature: \_\_\_\_\_



# Town Council STAFF REPORT



**To:** Town Council  
**Title:** FY 2024-25 Budget and Warrant Articles  
**Meeting:** Town Council - 11 Oct 2023  
**Department:** Finance  
**Staff Contact:** Christine Tewksbury, Finance Director

## BACKGROUND INFORMATION:

### 1) Update budget:

### 2) Review potential warrant articles:

Attached please find a list of possible warrant articles. I have divided the list over four meetings. This meeting will cover all the DPW articles, including capital reserves, a new Full-time Truck Driver for the parks division. Items for the recycling & transfer division include a new Laborer, semi tractor without a trailer and funding for the engineering and design of the Scale House. The October 25th meeting will include capital reserves for Police, Fire, Conservation, GIS, Revaluation, and Information Technologies. Also covered on the 25th will be additional staffing for the Fire, body worn cameras for Police and funds to repair headstones and monuments at the cemeteries. Both the November meetings are reserved for employee raises, both non-union and unions, and any other possible articles that may arise.

The plan for each article is to review, recommend, and designate two Councilors to first and second each of the articles at the February deliberative session.

These are the Council's Articles... the board has the right to amend the amounts, purposes or not to recommend any of the articles. If there are questions, we can hold off on approving the article until the questions are answered.

Once the articles are approved, they will be shared with the Budget Committee for their consideration.

## FINANCIAL IMPACT:

The tax rate impact will be provided on each of the articles.

## SUGGESTED MOTION:

1) Motion to recommend (insert title of article) article in the amount of (insert amount). (roll call needed)

2) Designate Councilors to first and second the article at the Deliberative Session Statuary February 3rd. The list will be finalized at the January 24th Council meeting.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Council will need to discuss and decide on all warrant articles. The staffing request submitted by DPW is supported by Administration. Help is needed at the Solid Waste and Transfer division. The Fire Department's request for staffing or overtime articles have not been supported by administration. More information and justification was requested.

**ATTACHMENTS:**

[2024-25 Possible Warrant List](#)

[CR DPW Vehicles](#)

[CR DPW Building Maintenance](#)

[Semi Tractor without trailer](#)

[CR DPW Drainage](#)

[DPW Parks FT Driver-Laborer](#)

[DPW R&T FT Laborer](#)

[Scale House Engineering & Design](#)

[CR DPW Parks Rec Facilities](#)

[CR DPW Automated Collection](#)

*Town of Hooksett*

**BUDGET AND WARRANT ARTICLE with ESTIMATED IMPACT ON TAX RATE**

**Warrant Articles for 2024-25**

**Tax base of \$2,080,539,306 (2022 tax base)**

	#	Warrant	Request	Town Admin	Council	Tax Effect
	1	Elected Officials				
		Charter Amendment				
		Operating Budget	14,673,494	13,274,593	14,380,921	6.91
		Town	21,882,753	20,483,852	21,590,180	
		Wastewater	2,731,517	-	-	
		Revenues	(9,940,776)	(7,209,259)	(7,209,259)	
Nov		Martins Ferry Road Intersection				
Nov		Fire Union Contract				-
Nov		Non-Union Raises				-
Nov		Police Supervisors Union Contract				-
Nov		DPW Union Contract				-
Oct 11		CR Fund - Public Works' Vehicles (CIP increased funding from \$200K to \$250K)	250,000	250,000		0.12
Oct 11		CR Fund - Town Building Maintenance	200,000	200,000		0.10
Oct 11		Semi Tractor without trailer R&T Solid Waste Fund	185,000	185,000		-
Oct 11		CR Fund - Drainage Upgrades	100,000	100,000		0.05
Oct 11		DPW Parks - Additional Full-time Truck Driver/Laborer	69,539	-		-
Oct 11		DPW R&T - Additional Full-time Laborer	55,598	55,598		0.03
Oct 11		Scale house Engineering and Design	55,000	55,000		-
Oct 11		CR Fund - Parks & Recreation Facilities Development	50,000	50,000		0.02
Oct 11		CR Fund - Automated Collection Equipment	30,000	30,000		0.01
Oct 25		CR Fund - Fire Apparatus (Department request \$25K more)	275,000	250,000		0.12
Oct 25		Fire - 2 Additional Firefighters	186,184	-		-
Oct 25		CR Funds - Fire (\$27.5K Air Packs; \$150K Tools & Equipment, \$0 Cistern) CIP Increased Tools \$100 for radios.	177,500	177,500		0.09
Oct 25		Body Worn Cameras	175,645	175,645		0.08
Oct 25		CR Fund - GIS Digital Parcel Recompile (CIP increased by \$35k)	135,000	135,000		0.06
Oct 25		CR Fund - Revaluation (department increased from \$30K to 60K)	60,000	60,000		0.03
Oct 25		CR Fund - Emergency Radio Communications	50,000	50,000		0.02
Oct 25		CR Fund - Police Equipment (NEW)	50,000	50,000		0.02
Oct 25		CR Fund - Information Technology (NEW)	40,000	40,000		0.02
Oct 25		CR Fund - Improvements of Conservation Land	30,000	30,000		0.01
Oct 25		Repairs to headstones and monuments @ cemeteries (TA's support is pending DRA & legal review)	10,000	10,000		0.005
		<b>Total</b>	<b>\$16,857,960</b>	<b>\$ 15,178,336</b>	<b>\$ 14,380,921</b>	<b>7.74</b>

Printed on 9/27/2023



# *Town of Hooksett*

## WARRANT ARTICLE REQUEST FORM

**Date of Request:** 7/10/2023

**Date of Town Meeting:** March 2024

**Name of Department Submitting Request:** DPW- Highway Division

**1. Please provide the wording of the proposed article.**

**Capital Reserve Funding – DPW Vehicles**

To see if the town will vote to raise and appropriate the sum of **\$250,000.00** to be added to the Public Works' Vehicles Capital Reserve Fund previously established. The estimated tax rate impact is \$0.12.

**2. Voters' Guide Explanation:** To purchase vehicles for plowing and road maintenance, including equipment to replace an aging fleet and to reduce the cost of vehicle maintenance. There is \$263,355.06 available as of August 31, 2023, in this reserve. The reserve fund allows for the Town to replace and add vehicles when needed. This fund eases the burden on taxpayers by planning for the purchase. The town is continuing to grow, and we will need to address that growth. The DPW currently has a fleet valued at \$15 Million dollars and has developed a projected replacement plan for this fleet. To allow this plan to become operational would require this capital reserve fund to carry out this plan; \$200,000 has been added annually to this account. The last plow truck purchased in FY 2022-2023 cost a total of \$208,700.00.

**3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?** If this article is not passed at the Town Meeting, the aging fleet will cost more for vehicles maintenance, for a temporary fix. It may, if vehicles are deemed not inspectable, this would result in delays in plowing of Town roads and reduce the level of services provided.

**4. Is any further information necessary for the deliberation?**

The following purchases have been made from this reserve.

2015 Bobcat S570	2019 International	2021 International 740
2015 Ford F550	2019 Volvo Excavator	2022 International
2016 Mack Truck	2020 International	2022 Ford F-350
2016 Bobcat 18" Planer	2020 Ford F350	2023 International
2016 Ford F550	2020 Ford F320	2024 Freightliner
2017 International 7400	2020 Backhoe	
2017 Ford F350	2021 Ford F350	
2018 International 7400	2021 Volvo Loader	

March 2023 Ballot: Passed 475 to 364 or 56% approval.

March 2022 Ballot: Passed 727 to 442 or 62% approval.

March 2021 Ballot: Passed 471 to 264 or 64% approval.

March 2020 Ballot: Passed 1,097 to 757 or 59% approval.

March 2019 Ballot: Passed 614 to 375 or 62% approval.

March 2018 Ballot: Passed 429 to 423 or 50% approval.

March 2017 Ballot: Passed 309 to 178 or 63% approval.

May 2016 Ballot: Passed 207 to 135 or 60% approval.



## *Town of Hooksett*

### WARRANT ARTICLE REQUEST FORM

**Date of Request:** 7/10/2023

**Date of Town Meeting:** March 2024

**Name of Department Submitting Request:** DPW – Highway Division

**1. Please provide the wording of the proposed article.**

**Capital Reserve Funding - DPW**

To see if the town will vote to raise and appropriate the sum of **\$200,000.00** to be added to the Town Building Maintenance Capital Reserve Fund previously established. The estimated tax rate impact is \$0.10.

**2. Voters' Guide Explanation:**

**Town Building Maintenance Reserve:** Total project cost is ongoing. There is \$958,277.72 in the account as of August 31, 2023. This fund addresses the needs of town buildings. The Town has over \$26 million worth of buildings to maintain using this reserve. The safety center parking lot is due for replacement in the next six years at an estimated cost of \$600,000.

In FY 2022-23, \$75,000 was spent to replace the Safety Center's 30 years old flat rubber roof with an EPDM roof and \$58,500 was spent for the Safety Center Roof & Drainage Review & Design.

In FY 2024-25, the plan is to replace the flat at the library. The existing 1992 GenFlex Company roof membrane is at its end of life, and replace/update existing drains, metal flashing and new thermal insulation between roof drains following code requirements. The library roof is in fair condition.

**3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?** If this article is not passed at the Town Meeting, the aging facilities will cost more for facility maintenance as well as cost more for any temporary fixes. As the HVAC or roofs fail the offices may not have adequate heating or air conditioning or internal roof leaks. This may result in reduced levels of services and unhealthy work environments.

**4. Is any further information necessary for the deliberation?**

March 2023 Ballot Passed 483 to 366 or 57% approval.

March 2022 Ballot: Passed 705 to 463 or 60% approval.

March 2021 Ballot: Passed 464 to 257 or 64% approval.

March 2020 Ballot: Passed 1,164 to 664 or 64% approval.

March 2019 Ballot: Passed 650 to 375 or 63% approval.

March 2018 Ballot: Passed 436 to 368 or 54% approval

March 2017 Ballot: Passed 307 to 206 or 59% approval (grouped with P&R Facilities Development)



## *Town of Hooksett* WARRANT ARTICLE REQUEST FORM

**Date of Request:** 9/8/2023

**Date of Town Meeting:** March 2024

**Name of Department Submitting Request:** DPW

**1. Please provide the wording of the proposed article.**

To see if the town will vote to raise and appropriate the sum of **\$185,000.00** to purchase semi tractor without trailer for the Recycling and Transfer Division of Public Works, with said fund to come from the Solid Waste Disposal Special Revenue Fund. No amount to be raised from general taxation.

**2. Voters' Guide Explanation.**

The 2005 Freightliner Semi Tractor has about 141,000+ miles and is scheduled to be replaced this year, per CIP. This vehicle is used to haul materials collected from the Transfer Station to disposal sites. Funding for this vehicle will come from the Solid Waste Revenue Fund which has a balance of \$390,950.36 as of August 31, 2023.

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

Average maintenance costs for the last five years for this vehicle are about \$4,500 per year. With the total mileage for this vehicle, maintenance costs will continue to rise.

**4. Is any further information necessary for the deliberation?**

No further information.





# *Town of Hooksett*

## WARRANT ARTICLE REQUEST FORM

**Date of Request:** 7/10/2023

**Date of Town Meeting:** March 2024

**Name of Department Submitting Request:** DPW – Highway Division

**1. Please provide the wording of the proposed article.**

**Capital Reserve Funding – DPW Drainage**

To see if the town will vote to raise and appropriate the sum of **\$100,000.00** to be added to the Drainage Upgrades Capital Reserve Fund previously established. The estimated tax rate impact is \$0.05.

**2. Voters' Guide Explanation**

Total project cost is ongoing. There is \$166,094.07 available as of August 31, 2023. The estimated year of purchase is as needed. Various areas throughout town have drainage that has significantly deteriorated and needs to be replaced. The deterioration is due to aging pipes that have outlived their expected lifespan. This fund is for replacing pipe as needed or updating the drainage to larger pipes, which will handle any increase in volume of water and anticipated growth.

The plan is to address drainage in the Lincoln Park Subdivision (Kay Avenue, Hale Avenue, and Elmer Avenue) in FY 2024-25.

**3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?** If this article is not passed at the Town Meeting, there will not be sufficient funds to repair the failing drainage systems in the town, this could result in Notice of Violations under the Municipal Separate Storm Sewer Systems (MS- 4) program.

**4. Is any further information necessary for the deliberation?** Drainage projects that these funds have been used for are as follows:

2015 Sherwood Drive  
 2016 Grant Drive  
 2018 Morgan Drive  
 2018 Smyth Road & Route 28  
 2019 Grant Drive  
 2020 Winter Drive  
 2021 Forest Hills  
 2022 Scott Ave, Lehoux Dr, Sherwood Dr, Corriveau Drive

March 2023 Ballot: Passed 513 to 335 or 60% approval.

March 2022 Ballot: Passed 829 to 319 or 72% approval.

March 2021 Ballot: Passed 499 to 222 or 69% approval.

March 2020 Ballot: Passed 1328 to 530 or 71% approval.

March 2019 Ballot: Passed 667 to 313 or 68% approval.

**March 2018 Ballot: Failed 349 to 448 or 56% disapproved.**

March 2017 Ballot: Passed 301 to 218 or 57% approval.

May 2016 Ballot: Passed 211 to 138 or 60% approval.



## *Town of Hooksett*

### WARRANT ARTICLE REQUEST FORM

**Date of Request:** July 14, 2023

**Date of Town Meeting:** March 2024

**Name of Department Submitting Request:** DPW

**1. Please provide the wording of the proposed article.**

To see if the town will vote to raise and appropriate the sum of **\$69,539.00** for salary and benefits to hire one (1) full-time Truck Driver/Laborer in the Parks, Recreation & Cemetery Division of Public Works.

<u>Fiscal Year</u>	<u>Salary</u>	<u>Benefits</u>	<u>Total</u>
2024-25	\$38,440.00	\$31,099.00	\$69,539.00

The estimated tax rate impact is \$0.04.

**2. What is the intent and purpose of article?**

DPW Parks, Recreation & Cemetery Division has two (2) PT positions for seasonal Laborer during the summer months to help with ground maintenance. These positions have been de-funded due to being unfilled for a few years. This proposal would eliminate the two (2) seasonal PT positions and create a full-time truck driver/laborer position to meet the needs for the department to maintain town public spaces.

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

The Department would remain short-handed, which would affect the quality of service to the community.

**4. Estimated cost?**

\$69,539.00 for salaries, taxes, and benefits.

**5. Is any further information necessary for the deliberation?**

No further information.



# *Town of Hooksett*

## WARRANT ARTICLE REQUEST FORM

**Date of Request:** July 14, 2023

**Date of Town Meeting:** March 2024

**Name of Department Submitting Request:** DPW

**1. Please provide the wording of the proposed article.**

To see if the town will vote to raise and appropriate the sum of **\$55,598.00** for salary and benefits to hire one (1) full-time laborer in the Recycling & Transfer Division of Public Works.

<u>Fiscal Year</u>	<u>Salary</u>	<u>Benefits</u>	<u>Total</u>
2024-25	\$26,002.00	\$29,596.00	\$55,598.00

The estimated tax rate impact is \$

**2. What is the intent and purpose of article?**

DPW Recycling & Transfer Division has four (4) PT positions in the operating budget for yard attendants working on alternate Saturday schedules and as needed during the week. Currently, there are two (2) PT attendants, and two (2) PT positions that remain unfilled. This proposal will eliminate two (2) PT positions in the amount of \$9,590 in wages and benefits and create one (1) full-time position for a laborer to work in the Recycle and Transfer Station yard assisting residents at a cost of \$65,188.00. The actual budget increase is \$55,598.00 (\$65,188- \$9,590).

This new position will enhance the town's ability to meet state regulations for properly managing and disposing of solid waste being disposed of by residents. The current staff does their best to do pre-inspections of resident solid waste being disposed of but still have trouble fully vetting all items. Once an item is unloaded at the Transfer Station the town accepts responsibility for proper disposal. If these items contain hazardous waste, it becomes very expensive and sometimes difficult to dispose of. With this additional employee the department will save on unnecessary disposal costs and help to ensure the Town is only accepting waste that we are permitted for.

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

The Department would remain short-handed, which would affect the quality of service to the community.

**4. Estimated cost?**

\$63,267 for salaries, taxes, and benefits.

**5. Is any further information necessary for the deliberation?**

Below are some of the job duties that this position would be responsible for and the training requirements also.

Certifications required:

Must obtain Solid Waste Operator License within 6 months of hire. This certifies the employee knows how to identify, handle, and properly dispose of universal waste items such as used oil, paint, fluorescent bulbs, CRT's, batteries, freon, bulky waste, construction and demolition debris.

Must obtain scale certification with state of NH within 6 months of hire.

Job Duties:

-Police the transfer station

- 1) Verify resident trash and recycle items being dropped off are allowed to be accepted per Hooksett's permit.
  - Performed at scale house and during unloading of residents solid waste.
- 2) Periodically look through recycled material staging areas and remove or relocate any items that are incorrectly placed.
- 3) Walk the yard daily to identify safety issues.
  - Sweep around demolition pile, furniture pile, metal pile, and glass piles to contain and spill over.
  - Pick up nails and sharp metal around the yard.
  - Assist heavy equipment operator to cone and barricade safety zone around active loading areas.
- 4) Review that solid waste storage areas are meeting all regulations and are properly labeled.

- Operate the scale house during weekend shifts.

- 1) Inquire with residents what is being brought to transfer station.
- 2) Run scale software and process payments.

- Process universal waste daily to ensure the facility is actively managing the items according to permitting requirements.



## *Town of Hooksett*

### WARRANT ARTICLE REQUEST FORM

**Date of Request:** 9/7/2023

**Date of Town Meeting:** March 2024

**Name of Department Submitting Request:** DPW

**1. Please provide the wording of the proposed article.**

To see if the town will vote to raise and appropriate the sum of **\$55,000.00** for the engineering and design of the Transfer Station's scale house replacement, with said funds to come from the Solid Waste Special Revenue Fund. No amount to be raised from general taxation.

**2. Voters' Guide Explanation.**

The scale house at Transfer Station needs replacement. The existing building is a renovated garage that does not have adequate space for the staff. The building has issues with rainwater seeping in, it does not have enough office space for the administrative assistant or the crew chief, it does not have an adequate bathroom and breakroom facility for the 7 full time employees and is in a general state of disrepair.

Funding for this project will come from the Solid Waste Revenue Fund which has a balance of \$390,950.36 as of August 31, 2023.

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

The building will continue to deteriorate making it more costly to repair. The staff will continue to work in a cramped unhealthy environment.

**4. Is any further information necessary for the deliberation?**

No further information.





## *Town of Hooksett*

### WARRANT ARTICLE REQUEST FORM

**Date of Request:** 7/10/2023

**Date of Town Meeting:** March 2024

**Name of Department Submitting Request:** DPW – Parks and Recreation

**1. Please provide the wording of the proposed article.**

**Capital Reserve Funding – DPW Parks & Rec Facilities Development**

To see if the town will vote to raise and appropriate the sum of **\$50,000.00** to be added to the Parks & Recreation Facilities Development Capital Reserve Fund previously established. The estimated tax rate impact is \$0.02.

**2. Voters' Guide Explanation:** Total project cost is ongoing. There is \$152,193.97 in the account as of August 31, 2023. Estimated year of purchases is as needed. The town continues to grow, and we are forced to deal with aging structures, building updates, and additional recreation areas that will need to be addressed. We have put together a listing of items that will need to be addressed within the next five years. There are field lighting projects for Peters Brook Field, field lighting upgrades at Donati Park and facility updates for the Parks & Rec building.

**3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?** If this article is not passed at the Town Meeting, the upgrade of the parks and recreation facilities would be delayed and reduce the level of services provided.

**4. Is any further information necessary for the deliberation?**

This reserve has paid for the following projects:

2004/05 Lights at Petersbrook \$50,000

2010/11 Tennis Courts \$62,957

2019/20 Donati Park Concession Stand pump station \$26,800

2021/22 Lambert Park Pavilion \$43,390 and Donati Park Restrooms \$38,059

March 2023 Ballot: Passed 518 to 311 or 62% approval.

March 2022 Ballot: Passed 868 to 298 or 74% approval.

March 2021 Ballot: Passed 518 to 213 or 71% approval.

March 2020 Ballot: Passed 1,171 to 704 or 62% approval.

March 2019 Ballot: Passed 543 to 444 or 55% approval.

March 2018 Ballot: Passed 540 to 272 or 67% approval.

March 2017 Ballot: Passed 307 to 206 or 59% approval (grouped with Town Building Maintenance)



## *Town of Hooksett* WARRANT ARTICLE REQUEST FORM

**Date of Request:** 7/10/2023

**Date of Town Meeting:** March 2024

**Name of Department Submitting Request:** DPW – Recycling & Transfer Division

**1. Please provide the wording of the proposed article.**

**Capital Reserve Funding – Automated Collection Equipment**

To see if the town will vote to raise and appropriate the sum of **\$30,000.00** to be added to the Automated Collection Equipment Capital Reserve previously established. The estimated tax rate impact is \$0.01.

**2. Voters' Guide Explanation: Automated Collection Equipment Reserve**

There is \$123,313.52 in the account as of August 31, 2023. The fund is to prepare for the future replacement of trash and/or recycling collection vehicles and barrels.

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

If the request is not approved, then there would be insufficient capital reserve funds to replace the collection equipment thereby either delaying the procurement of the replacements or the shortage would need to be made up out of operating funds.

**4. Is any further information necessary for the deliberation?**

In FY 2022-23, this fund contributed \$62,643 to the replacement of one Auto Collection Truck.

March 2023 Ballot: Passed 486 to 333 or 59% approval.

March 2022 Ballot: Passed 766 to 377 or 67% approval.

March 2021 Ballot: Passed 480 to 248 or 66% approval.

March 2020 Ballot: Passed 1,187 to 678 or 64% approval.

March 2019 Ballot: Passed 566 to 407 or 58% approval.

March 2018 Ballot: Passed 446 to 336 or 58% approval.

March 2017 Ballot: Passed 331 to 187 or 63% approval.

May 2016 Ballot: Passed 211 to 138 or 60% approval.



# Town Council

## STAFF REPORT



**To:** Town Council  
**Title:** Town of Hooksett Municipal Medical Insurance Opt Out Stipend - Proposal for Increase as a Tiered Plan  
**Meeting:** Town Council - 11 Oct 2023  
**Department:** Administration  
**Staff Contact:** Donna Fitzpatrick, Human Resource Coordinator

### BACKGROUND INFORMATION:

A health insurance opt-out arrangement is a financial incentive some employers offer employees to decline group health coverage. Such arrangements are used by employers to reduce benefit costs by paying less for the incentive than they would for their share of the benefit premium. A strong benefits package, including opt out arrangements, can help the employer attract and retain employees. There are many reasons employees could have for opting out of health insurance. They might have a spouse with health insurance, they may have military insurance or they might still be on their parents' plan (up to his/her 26th birthday month).

The Town of Hooksett (Town) currently offers non-union and union full-time employees health insurance or a medical opt out arrangement "stipend". The annual stipend is a flat \$5,000 paid over 52 pay periods. This stipend is regardless if the employee would have enrolled into a single, 2-person or family (3+) medical plan. The last time the Town Council increased this stipend was October 2015 (from \$2,400 to \$5,000 = see attached minutes). See attached CY2023 medical rate sheets for non-union and five (5) unions when determining potential medical opt out cost savings to the Town (CY2024 rate renewals are planned for presentation before the Town Council at their October 25, 2023 meeting). At this time Administration requests the Town medical opt out stipend be increased based on the following tiered plan:

- Single \$5,000.00
- 2-person \$7,500.00
- Family \$10,000.00

### FINANCIAL IMPACT:

Financial Impact from Town's Finance Director:

There are a lot of variables that go into costing the potential savings when offering a tiered opt out plan. I ran numbers for both a 2-person and a Family plan and for employees that work no overtime and ones that work a lot of overtime. In all cases the town would save money if the employee opted out of the Town's Health Insurance plan.

If an employee is on a 2-person plan and chooses the \$7,500 to opt out of the Town's Insurance. That savings could be as much as \$10,500 to 12,000 annually. If that employee worked a lot of overtime the savings would be lower, but the Town could still see savings of at least \$5,000.

If an employee is on a family plan and chooses the \$10,000 to opt out of the Town's insurance. That savings could be as much as \$14,500 to 16,000 annually. If that employee works a lot of overtime the saving to the town would be at least \$12,000.

### POLICY IMPLICATIONS:

Town Personnel Plan and collective bargaining agreements.

**RECOMMENDATION:**

Approve the medical opt out stipend increase as a tiered plan effective January 1, 2024: single \$5,000, 2-person \$7,500 and Family \$10,000.

**SUGGESTED MOTION:**

Motion to approve the medical opt out stipend increase as a tiered plan effective January 1, 2024: single \$5,000, 2-person \$7,500 and Family \$10,000.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

I concur with the suggested motion. The Town of Hooksett current offers a flat \$5000 opt out stipend. The opt out alternative was suggestion by several unions during negotiations. Hooksett will still save money when employees opt out. Now staff is proposing to stagger the amounts based on the increasing amounts of the respective health insurance level (i.e. Single, 2 Person, and Family)

**ATTACHMENTS:**

[October 2015 TC Minutes - Med Opt Out](#)  
[RATE SHEETS 07012023 ALL UNIONS](#)



Official-Town Council  
Meeting Minutes of 10/28/15

14

B. Bald: The wording suggested by the committee is "monogamous relationship for 12 months" then they can add a partner and his/her dependents. If you are married, you are eligible to go on the plan.

D. Ross: My concern is you can have a single mom living with someone for 12 months and then get insurance for her and her dependents. We can't expose our taxpayers to that risk.

**Roll Call -**

A. Jennings - No

J. Levesque - No

D. Ross - No

M. Miville - No

D. Winterton - No

T. Tsantoulis - No

N. Comai - No

J. Sullivan - No

**Motion fails 0-8**

*D. Ross motioned to accept the increased opt-out stipend from \$2,400 to \$5,000 annually.  
Seconded by J. Sullivan.*

D. Ross: It's a lot less money for the town and it's a nice chunk of change for someone.

D. Winterton: I wish we would have a better handle on the future. Health insurance in the non-public arena is getting more and more expensive. This would be an attractive plan for any family that is eligible, to get on. We just gave 28 people a raise of \$2,600 probably about \$70,000 that we have just increased in our budget hoping we don't lose any of those 28 people.

N. Comai: If by chance, we have so many people that do opt-out, does that change the rates?

R. Jones: We are not concerned about people opting out; we are looking at about a 50/50 split. You just don't want to be paying people money who are on the exchange. There are complications with that.

D. Winterton: What are the complications?

R. Jones: If you pay employees extra money to go on the exchange, it's a penalty of \$100/employee/day. You can do it with retirees, but not employees.

D. Winterton: They want businesses to insure employees; they know the insurance exchange isn't good.

R. Jones: The IRS wants you to pay for your employees.

B. Bald: A lot of employers request they sign off that they have other coverage from an employer's plan.

**Vote unanimously in favor.**

b. Kathie Northrup - Town Hall Preservation Committee and Heritage Commission  
K. Northrup: We have made considerable progress on this project in the last couple of years. (See Attachment "C")

J. Sullivan: I serve on that committee and we appreciate the help from staff.

N. Comai: When do you envision an event to be held at the Old Town Hall?

K. Northrup: Dr. Shankle is shooting before the anniversary of the town. I don't know, but I don't think 5 years is unreasonable. It's a small venue, and you have to scale the events to that size.

J. Sullivan: The next step would be the bathrooms and after that you could have some type of event; then the next step would be some type of kitchen facility.

*Town of Hooksett*  
**2023 Health Insurance**  
**Non-Union**  
 Effective 1/1/2023

	Monthly Premium	Annual Premium	Annual 85% Town Share	Annual 15% Employee Share	4 Times per Month Employee's Co-pay
<b>Access Blue HMO AB20IPDED \$250/\$750 deductible</b>					
Single	\$ 1,050.14	\$ 12,601.68	\$ 10,711.43	\$ 1,890.25	\$ 39.38
Two-person	\$ 2,100.27	\$ 25,203.24	\$ 21,422.75	\$ 3,780.49	\$ 78.76
Family	\$ 2,835.37	\$ 34,024.44	\$ 28,920.77	\$ 5,103.67	\$ 106.33
<b>Anthem Blue HMO ABSOS20/40 1KDED \$1,000/\$3,000 deductible</b>					
Single	\$ 853.49	\$ 10,241.88	Town pays 100% of premium and 50% of deductible after the first \$400		
Two-person	\$ 1,706.98	\$ 20,483.76	Town pays 100% of premium and 50% of deductible after the first \$750		
Family	\$ 2,304.42	\$ 27,653.04	Town pays 100% of premium and 50% of deductible after the first \$1,000		
<b>Lumenos 2500 \$2,500/\$5,000 deductible</b>					
Single	\$ 892.03	\$ 10,704.36	Town pays 100% of premium		
Two-person	\$ 1,784.06	\$ 21,408.72	Town pays 100% of premium		
Family	\$ 2,408.48	\$ 28,901.76	Town pays 100% of premium		

**Opt-Out of Health Insurance is \$5,000 a year paid weekly.**

**Notes:**

- Town Council voted October 13, 2021 to continue current health, dental plans and contributions for 2022:
  - Access Blue HMO AB20IPDED with a 15% non-union employee premium contribution.
  - Access Blue HMO ABSOS20/40 1KDED Town pays 100% of premium and 50% of the deductible after the first \$400 for single \$750 for two-person and \$1,000 for family plan.
  - Lumenos 2500 Town pays 100% of premium and no employer contribution to the employee's HSA account.
- Town Council voted October 28, 2015 to increase Opt-Out of Health Insurance reimbursement from \$2,400 to \$5,000 per year effective 1/1/2016.

*Town of Hooksett*  
**2023 Health Insurance**  
**DPW Union**  
 Effective 7/1/2023

	Monthly Premium	Annual Premium	Annual 80% Town Share	Annual 20% Employee Share	4 Times per Month Employee's Co-pay
<b>Access Blue HMO AB20IPDED \$250/\$750 deductible</b>					
Single	\$ 1,050.14	\$ 12,601.68	\$ 10,081.34	\$ 2,520.34	\$ 52.51
Two-person	\$ 2,100.27	\$ 25,203.24	\$ 20,162.59	\$ 5,040.65	\$ 105.01
Family	\$ 2,835.37	\$ 34,024.44	\$ 27,219.55	\$ 6,804.89	\$ 141.77

<b>Anthem Blue HMO ABSOS20/40 1KDED \$1,000/\$3,000 deductible</b>					
Single	\$ 853.49	\$ 10,241.88	Town pays 100% of premium and 50% of deductible after the first \$400.		
Two-person	\$ 1,706.98	\$ 20,483.76	Town pays 100% of premium and 50% of deductible after the first \$750.		
Family	\$ 2,304.42	\$ 27,653.04	Town pays 100% of premium and 50% of deductible after the first \$1,000.		

<b>Lumenos 2500 \$2,500/\$5,000 deductible</b>					
Single	\$ 892.03	\$ 10,704.36	Town pays 100% of premium.		
Two-person	\$ 1,784.06	\$ 21,408.72	Town pays 100% of premium.		
Family	\$ 2,408.48	\$ 28,901.76	Town pays 100% of premium.		

**Opt-Out of Health Insurance is \$5,000 a year paid weekly.**

**Notes:**

DPW Union contract 2021-2024 Article 20 Insurance:

Effective July 1, 2023 the employee will pay twenty percent (20%) through payroll deduction of the health insurance premium, when the plan they selected has a non-union employee premium contribution.

If the union employee selects a health plan that has no non-union employee premium contribution, the Town will pay 100% of the premium.

Town union employee health insurance opt-out (Health insurance stipend agreement) terms will be the same as non-union employees.

Town Council voted October 13, 2021 to continue current health, dental plans and contributions for 2022:

Access Blue HMO AB20IPDED with a employee premium contribution.

Access Blue HMO ABSOS20/40 1KDED Town pays 100% of premium and 50% of the deductible after the first \$400 for single \$750 for two-person and \$1,000 for family plan.

Lumenos 2500 Town pays 100% of premium and no employer contribution to the employee's HSA account.

Town Council voted October 28, 2015 to increase Opt-Out of Health Insurance reimbursement from \$2,400 to \$5,000 per year effective 1/1/2016.

*Town of Hooksett*  
**2023 Health Insurance**  
**Firefighter Union**  
 Effective 7/1/2023

Plan	Monthly Premium	Annual Premium	Annual 82% Town Share	Annual 18% Employee Share	4 Times per Month Employee's Co-pay
Access Blue HMO AB20IPDED \$250/\$750 deductible					
Single	\$ 1,050.14	\$ 12,601.68	\$ 10,333.38	\$ 2,268.30	\$ 47.26
Two-person	\$ 2,100.27	\$ 25,203.24	\$ 20,666.66	\$ 4,536.58	\$ 94.51
Family	\$ 2,835.37	\$ 34,024.44	\$ 27,900.04	\$ 6,124.40	\$ 127.59
Anthem Blue HMO ABSOS20/40 1KDED \$1,000/\$3,000 deductible					
Single	\$ 835.49	\$ 10,025.88	Town pays 100% of premium and 50% of deductible after the first \$400		
Two-person	\$ 1,706.98	\$ 20,483.76	Town pays 100% of premium and 50% of deductible after the first \$750		
Family	\$ 2,304.42	\$ 27,653.04	Town pays 100% of premium and 50% of deductible after the first \$1,000		
Lumenos 2500 \$2,500/\$5,000 deductible					
Single	\$ 892.03	\$ 10,704.36	Town pays 100% of premium		
Two-person	\$ 1,784.06	\$ 21,408.72	Town pays 100% of premium		
Family	\$ 2,408.48	\$ 28,901.76	Town pays 100% of premium		

**Opt-Out of Health Insurance is \$5,000 a year paid weekly.**

**Notes:**

Fire Union Contract 2023-2024 Article 8 Insurance - The Town will provide to members of the Bargaining Unit Health (medical & dental), short-term & long-term disability, Workers' Compensation Insurance, Life Insurance, health insurance opt-out stipend and supplemental insurances on the same terms and conditions (level of benefits, deductibles) as provided to other employees of the Town.

The Town shall maintain:

Access Blue HMO AB20IPDED \$250/\$750 New England (with a non union-employee premium contribution).

Access Blue HMO ABSOS20/40 1KDED \$1,000/\$3,000 New England (Town pays 100% of premium and 50% of the deductible after the first \$400 for single \$750 for two-person and \$1,000 for family plan.)

Lumenos 2500 \$2,500/\$5,000 (Town pays 100% of premium and no employer contribution to the employee's HSA account.)

The employee shall not be required to contribute more than eighteen percent (18%) of the total premium, when the plan they selected has a non-union employee premium contribution, as it exists on January 1, 2023 until a successor agreement is reached.

Town Council voted October 28, 2015 to increase Opt-Out of Health Insurance reimbursement from \$2,400 to \$5,000 per year effective 1/1/2016.

*Town of Hooksett*  
**2023 Health Insurance**  
**Police Union**  
Effective 7/1/2023

	Monthly Premium	Annual Premium	Annual 80% Town Share	Annual 20% Employee Share	4 Times per Month Employee's Co-pay
<b>Access Blue HMO AB20IPDED \$250/\$750 deductible</b>					
Single	\$ 1,050.14	\$12,601.68	\$10,081.34	\$ 2,520.34	\$ 52.51
Two-person	\$ 2,100.27	\$25,203.24	\$20,162.59	\$ 5,040.65	\$ 105.01
Family	\$ 2,835.37	\$34,024.44	\$27,219.55	\$ 6,804.89	\$ 141.77
<b>Anthem Blue HMO ABSOS20/40 1KDED \$1,000/\$3,000 deductible</b>					
Single	\$ 853.49	\$10,241.88	Town pays 100% of premium and 50% of deductible after the first \$400		
Two-person	\$ 1,706.98	\$20,483.76	Town pays 100% of premium and 50% of deductible after the first \$750		
Family	\$ 2,304.42	\$27,653.04	Town pays 100% of premium and 50% of deductible after the first \$1,000		
<b>Lumenos 2500 \$2,500/\$5,000 deductible</b>					
Single	\$ 892.03	\$10,704.36	Town pays 100% of premium		
Two-person	\$ 1,784.06	\$21,408.72	Town pays 100% of premium		
Family	\$ 2,408.48	\$28,901.76	Town pays 100% of premium		

**Opt-Out of Health Insurance is \$5,000 a year paid weekly.**

**Notes:**

Police Union Contract 2023-2026 Article 24 Insurance - The Town will provide to members of the Bargaining Unit Health, short-term & long-term disability, and Life Insurance on the same terms and conditions (level of benefits, deductibles) as provided to other employees of the Town.

All members will pay twenty percent (20%) through payroll deduction of the health insurance premium, when the plan they selected has a non-union employee premium contribution.

If the union employee selects a health plan that has no non-union employee premium contribution, the Town will pay 100% of the premium.

Police union employee health insurance opt-out (Health insurance stipend agreement) terms will be on the same as non-union employees.

Town Council voted October 13, 2021 to continue current health, dental plans and contributions for 2022:

Access Blue HMO AB20iPDED with a employee premium contribution.

Access Blue HMO ABSOS20/40 1KDED Town pays 100% of premium and 50% of the deductible after the first \$400 for single \$750 for two-person and \$1,000 for family plan.

Lumenos 2500 Town pays 100% of premium and no employer contribution to the employee's HSA account.

Town Council voted October 28, 2015 to increase Opt-Out of Health Insurance reimbursement from \$2,400 to \$5,000 per year effective 1/1/2016.

*Town of Hooksett*  
**2023 Health Insurance**  
**Mid-Management Union**  
 Effective 7/1/2023

	Monthly Premium	Annual Premium	Annual 82% Town Share	Annual 18% Employee Share	4 Times per Month Employee's Co-pay
<b>Access Blue HMO AB20IPDED \$250/\$750 deductible</b>					
Single	\$ 1,050.14	\$ 12,601.68	\$ 10,333.38	\$ 2,268.30	\$ 47.26
Two-person	\$ 2,100.27	\$ 25,203.24	\$ 20,666.66	\$ 4,536.58	\$ 94.51
Family	\$ 2,835.37	\$ 34,024.44	\$ 27,900.04	\$ 6,124.40	\$ 127.59

<b>Anthem Blue HMO ABSOS20/40 1KDED \$1,000/\$3,000 deductible</b>					
Single	\$ 853.49	\$ 10,241.88	Town pays 100% of premium and 50% of deductible after the first \$400.		
Two-person	\$ 1,706.98	\$ 20,483.76	Town pays 100% of premium and 50% of deductible after the first \$750.		
Family	\$ 2,304.42	\$ 27,653.04	Town pays 100% of premium and 50% of deductible after the first \$1,000.		

<b>Lumenos 2500 \$2,500/\$5,000 deductible</b>					
Single	\$ 892.03	\$ 10,704.36	Town pays 100% of premium.		
Two-person	\$ 1,784.06	\$ 21,408.72	Town pays 100% of premium.		
Family	\$ 2,408.48	\$ 28,901.76	Town pays 100% of premium.		

**Opt-Out of Health Insurance is \$5,000 a year paid weekly.**

**Notes:**

Mid-Management Union contract 2022-2025 Article 22 Insurance:

Effective July 1, 2023 the members will pay eighteen percent (18%) through payroll deduction of the health insurance premium, when the plan they selected has a non-union employee premium contribution.

Effective July 1, 2024 the members will pay nineteen percent (19%) through payroll deduction of the health insurance premium, when the plan they selected has a non-union employee premium contribution.

If the union member selects a health plan that has no non-union employee premium contribution, the Town will pay 100% of the premium.

Union members' health insurance stipend (opt-out) terms will be as described in the Personnel Plan.

Town Council voted October 13, 2021 to continue current health, dental plans and contributions for 2022:

Access Blue HMO AB20IPDED with a employee premium contribution.

Access Blue HMO ABSOS20/40 1KDED Town pays 100% of premium and 50% of the deductible after the first \$400 for single \$750 for two-person and \$1,000 for family plan.

Lumenos 2500 Town pays 100% of premium and no employer contribution to the employee's HSA account.

Town Council voted October 28, 2015 to increase Opt-Out of Health Insurance reimbursement from \$2,400 to \$5,000 per year effective 1/1/2016.



*Town of Hooksett*  
**2023 Health Insurance**  
**Police Supervisors**  
 Effective 7/1/2023

	Monthly Premium	Annual Premium	Annual 84% Town Share	Annual 16% Employee Share	4 Times per Month Employee's Co-pay
<b>Access Blue HMO AB20IPDED \$250/\$750 deductible</b>					
Single	\$ 1,050.14	\$ 12,601.68	\$ 10,585.41	\$ 2,016.27	\$ 42.01
Two-person	\$ 2,100.27	\$ 25,203.24	\$ 21,170.72	\$ 4,032.52	\$ 84.01
Family	\$ 2,835.37	\$ 34,024.44	\$ 28,580.53	\$ 5,443.91	\$ 113.41

<b>Anthem Blue HMO ABSOS20/40 1KDED \$1,000/\$3,000 deductible</b>					
Single	\$ 853.49	\$ 10,241.88	Town pays 100% of premium and 50% of deductible after the first \$400.		
Two-person	\$ 1,706.98	\$ 20,483.76	Town pays 100% of premium and 50% of deductible after the first \$750.		
Family	\$ 2,304.42	\$ 27,653.04	Town pays 100% of premium and 50% of deductible after the first \$1,000.		

<b>Lumenos 2500 \$2,500/\$5,000 deductible</b>					
Single	\$ 892.03	\$ 10,704.36	Town pays 100% of premium.		
Two-person	\$ 1,784.06	\$ 21,408.72	Town pays 100% of premium.		
Family	\$ 2,408.48	\$ 28,901.76	Town pays 100% of premium.		

**Opt-Out of Health Insurance is \$5,000 a year paid weekly.**

**Notes:**

Police Supervisors Union contract 2023-2024 Article 16 Health, Dental, Life and Disability Insurance:  
 Effective July 1, 2023 the employee will pay sixteen percent (16%) through payroll deduction of the health insurance premium, when the plan they selected has a non-union employee premium contribution.  
 If the union employee selects a health plan that has no non-union employee premium contribution, the Town will pay 100% of the premium.  
 Town union employee health insurance opt-out (Health insurance stipend agreement) terms will be the same as non-union employees.

Town Council voted October 13, 2021 to continue current health, dental plans and contributions for 2022:  
 Access Blue HMO AB20IPDED with a employee premium contribution.  
 Access Blue HMO ABSOS20/40 1KDED Town pays 100% of premium and 50% of the deductible after the first \$400 for single \$750 for two-person and \$1,000 for family plan.  
 Lumenos 2500 Town pays 100% of premium and no employer contribution to the employee's HSA account.  
 Town Council voted October 28, 2015 to increase Opt-Out of Health Insurance reimbursement from \$2,400 to \$5,000 per year effective 1/1/2016.

*Town of Hooksett*  
**2023 Dental Insurance**  
 Effective 1/1/2023

<b>Plan</b>	<b>Monthly Premium</b>	<b>Annual Premium</b>	<b>Annual Town Share</b>	<b>Annual Employee Share</b>	<b>4 Times per Month Employee's Co-pay</b>
<b>Option 5 Flex</b>					
Single	\$ 17.10	\$ 205.20	\$ 205.20	-	none
Two-person	\$ 33.44	\$ 401.28	\$ 401.28	-	none
Family	\$ 65.83	\$ 789.96	\$ 789.96	-	none
<b>Option 2A Flex</b>					
Single	\$ 47.16	\$ 565.92	\$ 205.20	\$ 360.72	\$ 7.52
Two-person	\$ 90.71	\$ 1,088.52	\$ 401.28	\$ 687.24	\$ 14.32
Family	\$ 159.04	\$ 1,908.48	\$ 789.96	\$ 1,118.52	\$ 23.30
<b>Option 1 Flex</b>					
Single	\$ 48.29	\$ 579.48	\$ 205.20	\$ 374.28	\$ 7.80
Two-person	\$ 93.46	\$ 1,121.52	\$ 401.28	\$ 720.24	\$ 15.01
Family	\$ 170.02	\$ 2,040.24	\$ 789.96	\$ 1,250.28	\$ 26.05

**Notes:**

Town will pay up to 100% of Option 5 for any plan.

Police Union Contract 2020-2023 Article 24 Insurance - same terms and conditions as provided to other employees of the Town.

Fire Union Contract 2020-2023 Article 8 Insurance - same terms and conditions as provided to other employee of the Town.

DPW Union Contract 2021-2024 Article 20 Insurance - same terms and conditions as provided to other employees of the Town.

Mid-Management Union Contract 2022-2025 Article 22 ...Insurance - same terms and conditions as provided to other employees of the Town.

**Town of Hooksett  
Town Council Budget Review Meeting Minutes  
Wednesday, September 20, 2023**

**CALL TO ORDER-** Chairman T. Tsantoulis called the meeting of September 20, 2023, to order at 6:30 pm.

**PROOF OF POSTING-** Provided by Town Administrator Andre Garron.

**IN ATTENDANCE-** Councilor James Sullivan, Councilor Timothy Tsantoulis, Councilor Alex Walczyk, Councilor John Durand, Councilor Roger Duhaime and Councilor Randal Lapierre.

**ABSENT-** Councilor Jodi Pinard and Councilor David Boutin.

**PLEDGE OF ALLEGIANCE**

**PUBLIC INPUT**

Todd. Lazod 21 Post Road- I'm here as the Town Moderator. We are coming up on the 2024 presidential election. One thing that is coming up is new voting equipment. We are in agreement that the new machines won't be ready to be purchased until after March and there won't be training and testing available right off. I do recommend that we add money to the budget to purchase these new machines. They run about \$7,000 a unit. We will need them at some point. The Accu voting machines will be maintained until 2025. I suggest that you put \$14,000 into the budget so we may purchase these when they are available.

J. Durand- are they still going to be paper ballots?

T. Lazod- yes, it is still a paper ballot.

**BUDGET OVERVIEW OF FISCAL YEAR 2024-2025**

**6.1 Assessing**

A. Garron- no changes other than payroll and benefits. There was a request for a part-time employee, but we reduced that.

J. Duhamel- Since I started, we just have the full-time field assessor, and that has been it, we are asking for a part-time field helper.

R. Duhaime- the health insurance line looks really high.

**6.2 Town Clerk**

A. Garron- there was an increase in this budget, we had asked Karina to plan for that part-time position and add that extra help into the office.

K. Towne- we do have someone in the process of the new hire process. It will expand the hours of the Town Clerks office; she is a resident and a registered voter. She will be able to take absentee ballots and take care of things in regard to voting.

35 J. Durand- I am confused isn't the position stipend.

36 K. Towne- yes, it is just \$5,000 which is \$1,250 quarterly and doesn't leave much room to cover  
37 any extra.

38 J. Sullivan- this makes sense, and I am glad that we went with this. What are your thoughts on  
39 what the moderator brought up?

40 K. Towne- it is a process to transition into new machines. We just found out about this  
41 yesterday, so I don't have enough knowledge at this time to say yes or no to put this in the  
42 budget now or not.

43 J. Sullivan- can we possibly buy 1 now in this budget and 1 more at a later time?

44 A. Garron- yeah, I think we just don't have the correct information to make a decision right now  
45 but can change it at a later time.

46 ***A. Walczyk motioned to place \$14,000 in the Town Clerk's budget to purchase 2 new voting***  
47 ***machines; seconded by T. Tsantoulis.***

48 R. Duhaime- technology changes so quickly I'd be for just putting some money away for a later  
49 time purchase.

50 ***Roll Call Vote #2***

51 ***R. Duhaime Nay***

52 ***J Durand Nay***

53 ***J. Pinard NP***

54 ***R. Lapierre Nay***

55 ***A. Walczyk Aye***

56 ***D. Boutin NP***

57 ***J. Sullivan Aye***

58 ***T. Tsantoulis Aye***

59 ***Vote fails 3-3***

60 A. Garron- do we want to continue the recording of the deliberative session?

61 T. Tsantoulis- if we are going to have a deliberative session is it a requirement to have it  
62 recorded?

63 K. Town- I think it was done due to covid, it is not a requirement that we live stream it.

64 A. Garron- really the only significant increase was to the part-time line and a reduction to the AV  
65 crew being brought in.

66 **6.3 Library**

67 ***J. Sullivan motioned to accept line 001-684.4550-830.002 Library's recommended budget of***  
68 ***\$1,132,495 as presented; seconded by A. Walczyk.***

69

70 **Roll Call Vote #3**

71 ***D. Boutin NP***

72 ***J. Pinard NP***

73 ***A. Walczyk Aye***

74 ***J. Durand Nay***

75 ***R. Duhaime Nay***

76 ***J. Sullivan Aye***

77 ***R. Lapierre Aye***

78 ***T. Tsantoulis Aye***

79 ***Vote in favor 4-2***

80 H. Rainer- the line that we want to highlight is the wage line increase, we are looking to hire a  
81 part-time employee. This past year we started providing part-time employees leave for sick and  
82 vacation and we have seen an improvement in leave.

83 R. Duhaime- the portion of your budget is mainly in wages, and it is a significant amount.

84 H. Rainer- all departments are struggling with wages and retention. Most budgets their top % is  
85 in wages and benefits.

86 **6.4 Public Works**

87 A. Garron- there are only certain areas that we have taken a look at. There was an increase in  
88 the solid waste line due to a contract commitment for tipping fees. But most of the adjustment  
89 were minor in nature and based on historical data on those lines. Other than that, I don't have  
90 much more to present to you.

91 R. Duhaime- are you purchasing a truck now?

92 B. Berthiaume- yes, we just put the purchase order in.

93 R. Duhaime- are you on track with your budget? Are you going to be over or under?

94 B. Berthiaume- we are looking good for our budget.

95 R. Duhaime- the cemeteries and parks are in your budget do you have any future plans for  
96 improving these?

97 B. Berthiaume- Yes, I do have some ideas on improving some of the parks. Long term planning is  
98 adding additional fields at some point.

99 **6.5 Administration (Heritage Commission)**

100 A. Garron- no new employees are being requested. Health Insurance increases will change once  
101 the new rates are figured out. Dues for conferences and dues have increased, the most  
102 significant increase that you will see is in the IT section. We have some new programs that we  
103 have added to the list. also, the equipment purchases have increased. We tried to hone that as

104 much as we could to meet the various needs of the departments. As far as reductions we do  
 105 have \$95,00 in the BSNA, there will be one year that we won't have an increase. We have an  
 106 increase in the Interware software and in the GAP software, but will be reducing the Family  
 107 Services budget by removing the Silo program.

108 ***J. Sullivan motioned to reduce line 001-100.4150-342.000 Comp Software & Programs by***  
 109 ***\$8,555 bringing the line down to a total of \$131,690; seconded by A. Walczyk.***

110 **Roll Call Vote #4**

111 ***A. Walczyk Aye***

112 ***R. Lapierre Aye***

113 ***J. Pinard NP***

114 ***R. Duhaime Aye***

115 ***J. Durand Aye***

116 ***J. Sullivan Aye***

117 ***D. Boutin NP***

118 ***T. Tsantoulis Aye***

119 ***Vote in favor 6-0***

120 A. Garron- the majority of my budget takes into consideration the whole town. We are keeping  
 121 an eye on the legal line, which is used for the whole town, and I think we have been utilizing it  
 122 appropriately and utilizing NHMA free legal services first when needing assistance. The other  
 123 increase really gets down to the section where we fund miscellaneous items.

124 T. Tsantoulis- the light up the village was anticipated to grow in the future, but maybe we take a  
 125 wait and see approach. I'd like to see how it pans out in the future.

126 ***J. Sullivan motioned to reduce line 001-100.4589-800.016 by \$15,000; seconded by R. Lapierre.***

127 J. Sullivan- I agree with T. Tsantoulis that we need to see where it goes. I think it came under  
 128 the Heritage Commission and they are unsure if it should be under their control. This still leaves  
 129 enough money in their budget to cover other expenses.

130 **Roll Call Vote #5**

131 ***J. Sullivan Aye***

132 ***J. Pinard NP***

133 ***R. Duhaime Nay***

134 ***A. Walczyk Aye***

135 ***R. Lapierre Aye***

136 ***J. Durand Nay***

137 ***D. Boutin NP***

138 ***T. Tsantoulis Aye***

139



140 **Vote in favor 4-2**

141 A. Garron- this was supported by the town in one way or another and the question out there is  
142 how it will be funded in the future.

143 **6.6 Finance**

144 C. Tewksbury- the finance budget is 1.16% less than last year. The major decrease was in  
145 banking services and professional services. Depending on interest rates we leave the money in  
146 the bank to offset the fees. The staffing levels, there is a motion to remove the part-time AP  
147 clerk. It went vacant this year and we worked with staff to absorb those hours elsewhere, so I  
148 don't feel we need to fund it.

149 ***R. Lapierre motioned to reduce line 001-300.4150-113 Finance Part-time Employees by***  
150 ***\$21,020 bringing this line down to \$9,347 and line 001-300.4150-220.000 Finance FICA Taxes***  
151 ***by \$1,608 bringing this line down to \$13,247; seconded by A. Walczyk.***

152 **Roll Call Vote #6**

153 ***J. Durand Aye***

154 ***R. Lapierre Aye***

155 ***D. Boutin NP***

156 ***J. Pinard NP***

157 ***J. Sullivan Aye***

158 ***A. Walczyk Aye***

159 ***R. Duhaime Aye***

160 ***T. Tsantoulis Aye***

161 **Vote in favor 6-0**

162 **6.7 Debt & Leases**

163 C. Tewksbury-

164 ***J. Sullivan motioned to reduce line 001-250.4441-342.000 Family Services Software &***  
165 ***Programs by \$1,025, bringing this line down to \$0; seconded by T. Tsantoulis.***

166 **Roll Call Vote #7**

167 ***J. Pinard NP***

168 ***R. Lapierre Aye***

169 ***R. Duhaime Aye***

170 ***A. Walczyk Aye***

171 ***J. Durand Aye***

172 ***J. Sullivan Aye***

173 ***D. Boutin NP***

174 ***T. Tsantoulis Aye***

175 **Vote in favor 6-0**

176 R. Lapierre- what is the difference between line items that we leave a dollar vs a 0?

177 C. Tewksbury- it is an old practice and there is no right or wrong way, it only matters on the DRA

178 forms.

179 ***J. Sullivan motioned to increase the following lines to cover the cost of Juneteenth holiday:***

180 ***001-350.4220-111 Fire Full time employees by \$8,754***

181 ***001-350.4220-220.000 Fire FICA Taxes by \$127***

182 ***001-350.4220-230.000 Fire NH Retirement by \$2,657***

183 ***001-400.4210-111.000 Police Full time employees by \$7,853***

184 ***001-400.4210-220.000 PD FICA Taxes by \$193***

185 ***001-400.4210-230.000 PD NH Retirement by \$2,232***

186 ***Seconded by A. Walczyk.***

187 ***Roll Call Vote #8***

188 ***R. Lapierre Aye***

189 ***R. Duhaime Nay***

190 ***J. Sullivan Aye***

191 ***A. Walczyk Aye***

192 ***J. Durand Aye***

193 ***J. Pinard NP***

194 ***D. Boutin NP***

195 ***T. Tsantoulis Aye***

196

197 ***Vote in favor 5-1***

198

199 **7. List of Potential Warrant Articles**

200 C. Tewksbury- we are only handing out the list for reading material and a heads up of what the

201 articles will look like. We will discuss it at a later date. With all your changes the amount you are

202 bringing to the budget committee is \$21,590,180 which is a 2.7% increase over last year's

203 budget and 2.4% over the default budget.

204 **ADJOURNMENT**

205 ***R. Lapierre motioned to adjourn the meeting at 9:00 pm; seconded by R. Duhaime.***

206 ***Vote in favor 6-0***

207

208 Respectfully submitted,

209 ***Alicia Jipson***

210 Alicia Jipson

211 Recording Clerk

**Town of Hooksett  
Town Council Meeting Minutes  
Wednesday, September 27, 2023**

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The Hooksett Town Council met on Wednesday, September 27, 2023, at 6:00 in the Hooksett Municipal Building.

**CALL TO ORDER**

Chair Tsantoulis called the meeting of September 27, 2023, at 6:00pm.

**PROOF OF POSTING**

Chair Tsantoulis, provided proof of posting.

**ROLL CALL**

**In Attendance:** Councilor James Sullivan, Councilor Jodi Pinard, Councilor John Durand, Councilor Randall Lapierre, Councilor Roger Duhaime (6:01), Councilor David Boutin, Councilor Timothy Tsantoulis, and Councilor Alex Walczyk.

**PLEDGE OF ALLEGIANCE**

**AGENDA OVERVIEW**

**PUBLIC HEARINGS**

**6.1 Public Hearing regarding four proposed amendments to the Town's Charter**

J. Sullivan- a few months ago we started discussing changes to the Town Charter and a subcommittee was established. We met 4 times. We held public comment. In the agenda there are 4 proposals for amendments.

**Eliminating Districts**

- The initial reason for creating the districts was that it was feared that one area of town could control direct projects to their area, but that has not materialized.
- It would eliminate the 10-year requirement of the Supervisors of the Checklist to rebalance the districts.
- Reduce the confusion and cost of multiple ballots.
- It gives more flexibility for residents to run for Town Council because there is a limitation of who can run when there are districts.

**Reducing Town Council from 9 to 7 members**

- Meetings go on longer with more personalities.
- It will be easier to make quorum.
- Seven members still allow for ample coverage on other town committees.

**Change the Quorum to a simple majority**

- Many meetings we have trouble having a quorum and starting on time having to have a super majority.

42 • Currently with a super majority and a Council of 9 members, 6 are needed to make quorum, if it is  
43 changed to a simple majority, 5 members would be needed for a Council of 9 and 4 members for a  
44 Council of 7.

45 **Increase the Town Council stipend by \$500**

- 46 • Stipend has not increased in a long time and many other Towns have one that is higher.
- 47 • Entice candidates to run and reward them for their time.
- 48 • If the Council remains at 9 members, the increased cost to the Town would be \$4,500 and if it is
- 49 reduced to 7 members, it will only be an increase of \$500 over the current budgeted amount.

50 Joan McHugh 14 Jefferson Drive- why the charter change? Is it manageability of the current members?  
51 I have a concern about the kind of service the constituents will receive. I am greatly disappointed in the  
52 attention not paid to the water on Farmer Road. Why is the change made? I am worried that the lesser  
53 number of councilors will be an issue. I wonder if perhaps you will do better bringing in outside help to  
54 help you out. Look at this community and the building proposals coming forward.

55

56 J. Sullivan- the TA is working with the independent water precinct on Farmer Road, and as far as  
57 building in Hooksett, that is on the Planning Board and not the Town Council. In regard to the # of  
58 councilors. 7 was more manageable at the school board and 7 we feel will be more manageable  
59 number for the Council.

60

61 D. Boutin- the 7 new will they be elected at District or at large?

62

63 J. Sullivan- we are eliminating the districts so they would be at large, and everyone can vote for  
64 whomever they want and won't stop anyone from running.

65

66 Joan McHugh - I was here for the study done back in the 80's, back then they feared not having a voice  
67 and not being represented in their area. We need to consider that this community is at a juncture  
68 where we have more growth.

69

70 A. Garron- it must be noted that when they started the initial charge on this, they invited the original  
71 charter committee to the meetings. They brought up that the concerns they had back then they did  
72 not feel were the same concerns that are here today. We also had legal go over all this with us and  
73 how best to move forward and with all of that input was what you have in front of you. There was a  
74 great deal of input and thought put into coming to the decision here today, it was not taken lightly.  
75 And as far as Farmer Road since that issue was brought forward it did allow the water precinct to put  
76 that in their capital improvement plan.

77

78 T. Tsantoulis closed the PH at 6:24.

79

80 **SPECIAL RECOGNITION**

81

82 **7.1 Hooksett Municipal Employee - New Hire**

83

84 A. Garron- We have 4 new employees. Richardson, Meagan, Bowler, John A., Aucoin, Gregory D.,  
85 Stringer, Brian C..

86

87 **7.2 Hooksett Municipal Longevity Employees (07/01/2022-06/30/2023)**

5 Years- Joshua Hebert Public Works 7/10/2022, Kim Langlois Wastewater 8/02/2022, Heather Dresser Library 8/02/2022, Joshua Preve Police 9/25/2022, Caitlin Curran Tax 10/10/2022, Rob Beland Public Works 12/11/2022, Regina Howard Fire 3/29/2023, Ricky Demers Public Works 4/23/2023.

10 Years- James Bradley Police 10/01/2022, Valerie Lamy Police 10/22/2022, Justin Sargent Police 12/10/2022, AnnMarie Scott Community Development 6/10/2023.

15 Years- Brett Hemeon Public Works 7/1/2022, Leann Moynihan Budget Committee 7/9/2022, Elayne Pierson Assessing 10/16/2022, Mario Desaulniers Public Works 11/19/2022, Donna Fitzpatrick Administration 3/10/2023, Richard Belanger Police 3/24/2023, Joshua Brehm Fire 6/25/2023.

20 Years- Eric Uitts Fire 7/01/2022 20 years, Mark Glisson Library 9/02/2022 20 years, Ernie Coulombe Public Works 10/23/2022 21 years, Suzanne Fournier Public Works 9/25/2022 21 years, John Clark Wastewater 11/12/2022 21 years, Jeremy Doyle Fire 02/25/2023 21 years, Jake Robie Police 01/02/2023 22 years, Steven Colburn Fire 07/01/2022 23 years, Tommy Bartula Public Works 06/16/2023 23 years, Scott Tremaine Wastewater 5/24/2023 24 years, Francine Swafford Police 12/11/2022 33 years, Linda O'Keefe Wastewater 10/26/2022 35 years, Brian Towle Wastewater 04/06/2023 36 years, Jay Wilson Police 04/27/2023 37 years, Gary Blanchette Police 09/17/2022 38 years.

## **PUBLIC INPUT**

T. Tsantoulis- we have recently been having issues with the public input section. I want to read the following to refresh those of the rules.

### **PUBLIC INPUT RULES**

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

Keith Judge 49 Farmer Road- I have come here before the Council today, to bring to light a few concerns that I have about the actions of this Council over the last few years/month/weeks. This council seems to have an anti-employee and anti-union agenda and utilizes bully tactics to get the results that it wants. The actions taken by the Council recently have absolutely been to the detriment

136 of both the residents and the employees of Hooksett. This council seems to have forgotten that it is  
 137 supposed to have the best interests of both residents and the employees who provide the residents of  
 138 this town with goods and services. For example, over the last 18 months, we have had 1 councilor  
 139 absolutely attempt to undress the police chief in an open meeting about the details in front of GE. We  
 140 know that the GE issue can be tough to navigate, but for an elected official to look at a department  
 141 head like the chief of Police and tell him he needs to fix it and that one of his officers is going to get  
 142 killed there and it will be his fault. Actions like that from this council is an absolute embarrassment. We  
 143 have another Councilor, who any chance he gets tells the Fire Chief that the Fire Fighters are overpaid,  
 144 overstaffed and should layoff and goes as far as states that a fire house should be closed. Taking no  
 145 consideration about how that would affect the residents, let alone the resident who may have a  
 146 medical emergency at 3am that the Fire Department can/would and does respond to. God forbid  
 147 someone has a fire in the middle of the night and there were not enough fire fighters to respond. That  
 148 would be a catastrophic failure on the part of this council. We also have a Councilor who goes out of  
 149 his way to make disparaging, derogatory and inflammatory comments on social media about Hooksett  
 150 employees. He has absolutely attacked the DPW workers, you know the men and women who plow  
 151 our roads and pick up our trash. Has also made derogatory comments about the Fire Department and  
 152 Police Department. This Council has been made aware of this issue and the actions so has the current  
 153 administration and nothing gets done. These three events that I have laid out for you and the public  
 154 are not what ifs, these are the actions of this Council, and they are unacceptable. However, those  
 155 actions I've listed are not even the worst infraction of this council. Through actions that I've seen from  
 156 this council have been unprofessional, disparaging, and flat out wrong, I never would have guessed  
 157 that this council would ever entertain breaking the law but that is exactly what happened several  
 158 weeks ago in this room. We had a councilor who made a motion to remove me from my job as a union  
 159 rep of the DPW. Let me be clear, this is absolutely a violation of NH Labor Law RSA273 A5 sections  
 160 a/b/e/g. It is illegal for an employer to interfere with a Union's right to represent its members, and this  
 161 Council did just that. They took a motion, a second and voted on it. It was a clear violation of NH State  
 162 law, it is unacceptable, and you know it. Lastly, we have a council that is wasting taxpayer money. This  
 163 council would rather direct the administrator to spend money on a labor attorney at the tune of \$500  
 164 an hour rather than do its job and negotiate a fair deal with labor unions that represent the employees  
 165 of Hooksett. This is an absolute failure on the Towns part. There is no reason to waste tax dollars when  
 166 all it would take is for the Council to do the right thing and take care of its employees. 20 years ago,  
 167 Hooksett was the shining star of the surrounding area. Everyone wanted to work for Hooksett as it was  
 168 known to have the best pay, benefits and had a great reputation for treating its employees well. That  
 169 has absolutely gone out the window and it is due to the anti-employee and anti-union agenda this  
 170 council has displayed. I will leave you with this. You can ignore everything I've said tonight, you  
 171 attempt to chalk it up to sour grapes but that would be a costly mistake. I would ask this council to take  
 172 a time out, look in the mirror and find to do the right thing for both the residents and the employees. I  
 173 know that we can make Hooksett a valued place to live and work again, but if you choose not to and  
 174 just continue down this path, you will have a major problem here in Hooksett. Because all of the  
 175 residents and employees that I have spoken too have had enough of playing nice in the sand box with  
 176 Hooksett just keep getting the same negative derogatory and now illegal actions from this council you  
 177 are our elected officials and the choice is yours, but keep in mind, teamsters Local 633 and the other  
 178 labor unions that represent employees in this town are ready and willing and able to respond  
 179 accordingly and meet you on whatever playing field you deem appropriate. Again, it is not what we  
 180 want or is our preferred avenue, but the choice is yours.

181

182 Lorraine Farrell 5 Lafond Road- what will this TC do from the Trash and Recycling Committee. We are  
 183 still paying attention and want some sort of resolve on this matter.



184

185 J. Pinard 11 Morningside Drive- I apologize for not being here at the last meeting. A meeting before last  
186 was a monstrosity. We had councilors leave the meeting, we had councilors yelling, it was  
187 embarrassing. I have worked 23 years in the public sector and that was mortifying. The way that  
188 councilor members criticize department heads. After meetings I am apologizing to department heads,  
189 employees, the administrator because of the way they are spoken to. They are our employees, and  
190 they work for us. We were called out today and we should have been. I 100% agree with Mr. Judge, we  
191 do not appreciate our employees, we do not fight till the bitter end. This council needs to get past their  
192 personal agendas, and we need to do what is right for Hooksett. We need to move ahead. In the past  
193 we never removed councilors for attendance. I look at you tonight and I want to tonight under new  
194 business make a motion to reinstate Keith Judge, because I feel he was removed improperly, and I  
195 don't believe this council followed the propped charter, we have got to look at ourselves, we do not  
196 appreciate what our employees do. Let's get back to the basics, let's get back to appreciating our  
197 employees, let's get back to what Hooksett used to be and be that gold star community.

198

## 199 SCHEDULED APPOINTMENTS

200

### 201 9.1 Ian Keyes, Block 5 and Leann McLaughlin, Project Coordinator: ARPA Request - Necessary 202 Technology Upgrades

203

204 L. McLaughlin- The Administration budget encompasses requests for technology updates but  
205 incorporating all of these recommendations would substantially raise the budget. Block 5 offers  
206 insights and suggestions on essential upgrades for all town-operated technology. Enclosed are timely  
207 recommendations that require attention. The total cost for the current recommended projects  
208 amounts to \$37,631.98. Projects include Town Hall Server Room Upgrades \$7,770.00 Transfer Station  
209 Network Upgrade \$3,413.03 Public Works Network Upgrade \$4,925.60 Town Hall VMWare Licensing  
210 Upgrade \$11,479.62 Town Hall Switch Upgrade \$10,043.73 Additional information for each project is  
211 included in the backup documentation. The ARPA Subcommittee heard the request on September  
212 13th and voted to move the request to the full Town Council.

213

214 A. Walczyk-are the TH switches needed or is it want vs a need?

215

216 Ian Keyes- we currently only have 1 switch.

217

218 R. Duhaime- will this be a savings in the budget?

219

220 L. McLaughlin- yes it will be.

221

222 R. Duhaime- was this placed out to bid?

223

224 A. Garron- no we went to bid for our provider, and this was a direct recommendation from the IT  
225 provider. The reason this was recommended to come from ARPA was to use excess funds to tend to  
226 issues that keep getting passed by due to having to address other areas first.

227

228 ***D. Boutin motioned to allocate up to \$38,000.00 of ARPA Funds for the necessary technology***  
229 ***upgrades which includes the Town Hall Server Room, Transfer Station Network, Public Works***  
230 ***Network, Town Hall VMWare Licensing, and the Town Hall Switches; seconded by R. Lapierre.***

231

232 **Roll Call Vote #2**

233 ***R. Duhaime Aye***

234 ***J Durand Aye***

235 ***J. Pinard Aye***

236 ***R. Lapierre Aye***

237 ***A. Walczyk Nay***

238 ***D. Boutin Aye***

239 ***J. Sullivan Aye***

240 ***T. Tsantoulis Aye***

241

242 ***Vote in favor 7-1***

243

244 **9.2 Jude Nuru and Dan Weeks, ReVision Energy - Solar Array Options**

245

246 ***A. Walczyk motioned to authorize the Town Administrator to negotiate a Power Purchase***  
 247 ***Agreement (PPA) contract with ReVision Energy for a solar array at the Old Landfill Site with an***  
 248 ***option to transition to a Turnkey Contract prior to Notice to Proceed; seconded by D. Boutin.***

249

250 **Roll Call Vote #3**

251 ***D. Boutin Aye***

252 ***J. Pinard Aye***

253 ***A. Walczyk Aye***

254 ***J. Durand Aye***

255 ***R. Duhaime Nay***

256 ***J. Sullivan Aye***

257 ***R. Lapierre Nay***

258 ***T. Tsantoulis Aye***

259

260 ***Vote in favor 6-2***

261

262 D. Weeks- we don't have any further info to bring but we can discuss it if needed.

263

264 J. Sullivan- until we agree to purchase it there is no town outlay correct?

265

266 D. Weeks- yes, this is a power purchase agreement which is a form of lease but there is no obligation  
 267 to purchase but an option to purchase in the future.

268

269 R. Lapierre- when the Revision Purchases then you are buying it from them at a rate they set.

270

271 A. Walczyk- I think the turnkey solution makes the most sense. This was the best of both.

272

273 T. Tsantoulis- we have a presentation before us as far as the Town's responsibilities and ReVision. The  
 274 only unknown that I believe we have is the agreement with Eversource.

275

276 D. Weeks- yes, but that can be addressed within the PPA rate.

277

278 R. Duhaime- we talked about the sewer dept, and they use a lot of electricity. Did we discuss transfer  
279 of power?

280

281 D. Weeks- its unique in this landfill opportunity. It is behind the metering installation directly powering.

282

283 **CONSENT AGENDA- NONE**

284

285 **NOMINATIONS AND APPOINTMENTS**

286

287 L. McLaughlin- we did advertise for the vacant councilor seat. We will be reviewing those applications  
288 on the 11<sup>th</sup> of October, the deadline to submit applications is October 9<sup>th</sup>. Right now, there are 2  
289 applications, I am also requiring anyone who applies attends that October 11<sup>th</sup> meeting.

290

291 R. Lapierre- you said there was a deadline, was that based on filing the vacancy within 30 days?

292

293 L. McLaughlin- no I just threw out a date and gave them 2 meetings to meet that deadline.

294

295 R. Lapierre- our Town Charter says that we must fill a vacancy within 30 days and if we can't do that  
296 then we need to hold a special election. Whatever deadline we come up with that is where it should be  
297 derived from.

298

299 ***J. Pinard motioned to reappoint K. Judge back to the seat of Councilor at large; seconded by R.***  
300 ***Lapierre.***

301

302 **Roll Call Vote #5**

303 ***J. Sullivan Nay***

304 ***J. Pinard Aye***

305 ***R. Duhaime Aye***

306 ***A. Walczyk Aye***

307 ***R. Lapierre Aye***

308 ***J. Durand NP***

309 ***D. Boutin Nay***

310 ***T. Tsantoulis Nay***

311

312 ***Vote in favor 4-3***

313

314 J. Pinard- section 3.2 qualifications of a councilor. Only voters who at all times during their term of  
315 office are and remain residents of the Town shall be eligible to hold the office of Councilor. Eligible  
316 candidates will be registered voters and will have resided in Hooksett for at least one year immediately  
317 before the election. Councilors elected from districts must be legal residents of that district at the time  
318 of election. If a Councilor shall move from his/her said district and shall remain a resident of the Town,  
319 he/she shall remain the elected district's Councilor until the next election. The Council is the sole judge  
320 of qualification for office. A majority of the Council may, after investigation and hearing declare a  
321 vacancy if a member is ultimately convicted of a violation of the Town Charter. Council may also  
322 declare a vacancy if a member has missed three (3) regularly scheduled meetings in sequence or has  
323 missed one quarter (1/4) of all meetings within one (1) calendar year, or has interfered with

324 Administration, or falsified records, misapplied Town funds or property, or has been ultimately  
325 convicted of a Federal or State crime as a felon. Prior to my being appointed you had 2 councilors  
326 investigated and removed for attendance. 2 weeks ago, with all due respect to J. Durand, this was done  
327 in 5 mins without an agenda item. That meeting 2 weeks ago was out of control in general. With that  
328 said I think it is the right thing to do to reappoint Mr. Judge. I to have work commitments. And I may  
329 even be under consideration to be removed. After having 2 weeks to sit down and think about this I  
330 think we did this incorrectly.

331

332 T. Tsantoulis- I too questioned the appropriateness of the action and the vote that took place as there  
333 was no hearing. Part of my thought process coming here was continuity in how we respond to issues.  
334 We did not investigate the process as we should have. I'd like to remind people here that we volunteer  
335 our time here, we are paid a small stipend but does nothing to cover our time here and we have said  
336 here before that we are not here for the stipend.

337

338 R. Lapierre- I have made it clear that voting off councilors should not be in our abilities. I think elections  
339 have consequences If the voters have questions about councilor abilities let the voters decide. In the  
340 past we have written letters of warning to councilors that were in violation of the attendance or other  
341 areas of the charter as a first step prior to removal. If you recall when Councilor Ross was here, and he  
342 participated in his own removal was a farse. If he wanted to no longer be on the Board then he should  
343 have removed himself. If someone feels that they cannot do their duties then they should resign  
344 themselves and it should be in our power to encourage them to do so, but taking votes to remove a  
345 democratically elected representative without an agenda item when the individual is not even here in  
346 person is shameful. Had I thought this had any chance of passing I would have said these things, but as  
347 Councilor Pinard pointed out we spent 5 minutes on it.

348

349 J. Durand- as far as being shameful not bringing it up when the person is here, that person is not here  
350 enough to bring it up. The rules are the rules. We all know when signing up that we meet every other  
351 Wednesday night and every Wednesday in September. If you cannot commit to it then don't run for  
352 the office and don't take the seat. We all could be working but we made the commitment.

353

354 J. Sullivan- I firmly believe that if you join any group you need to participate. The charter and the  
355 people expect people to serve and attend. The voters choose you to run. If you are not at the  
356 meetings, then you are not there to vote and participate.

357

358 R. Lapierre- No one is saying that you can't make a motion, the point was we didn't do an investigation,  
359 we didn't give K. Judge the chance to speak on his own behalf like we did for everyone else.

360

361 J. Pinard- I brought this up because I felt we did it inappropriately. I feel we should rectify the steps in  
362 the process and then follow the steps as they are outlined. We did not give the fair chance of the  
363 individual that we were going to be discussing this. We didn't get a formal record from the secretary  
364 about his attendance.

365

366 J. Sullivan- under section 10 if an individual in the audience by consensus of the board can allow an  
367 individual to speak.

368

369 It was the general consensus of the board to allow K. Judge to speak.

370

371 K. Judge- I'm not going to sit here and make excuses for my absence. My work life does interfere with  
 372 my attendance. I did at the last missed meeting call Chair Tsantoulis that I was on my way and the  
 373 Chair stated that we had a quorum and that my attendance was not required. Mr. Durand's vote was  
 374 not due to my absence, it is the fact that I am a union rep. He has publicly attacked what I do for a  
 375 living.

376  
 377 T. Tsantoulis- asked that J. Durand be removed from the meeting J. Durand left meeting at 8:01.

378  
 379 ***T. Tsantoulis motioned to table the appointment pending further legal review seconded by J.***  
 380 ***Sullivan.***

381  
 382 **Roll Call Vote #4**

383 ***A. Walczyk Nay***

384 ***R. Lapierre Nay***

385 ***J. Pinard Nay***

386 ***R. Duhaime Aye***

387 ***J. Durand NP***

388 ***J. Sullivan Aye***

389 ***D. Boutin Nay***

390 ***T. Tsantoulis Aye***

391

392 ***Vote fails 3-4***

393

394 K. Judge- thank you for taking the time to review the issue and I will abide by whatever the legal advice  
 395 is.

396

397 A. Garron – My charge is to consult with legal and see if was the reinstatement vote legal and if it was  
 398 legal will he need to be re-sworn in.

399

400 **BRIEF RECESS 7:50 pm**

401

402 **OLD BUSINESS**

403

404 **13.1 Town Clerk/Assessing Office Renovation - HVAC Update**

405

406 A. Garron- we had discussion awhile back on this. The placement of the wall would place a HVAC on  
 407 one side of the wall. The other alternative would be to add \$400 to buy a window unit. The wall is not  
 408 the issue but splitting of the HVAC unit.

409

410 J. Sullivan- the \$27,000 is for the HVAC?

411

412 A. Garron- yes and the wall has already been voted on.

413

414 L. McLaughlin- if you go into the Assessing or TC office you will see that there is one unit that will stay  
 415 on the assessing side. They are on the 1<sup>st</sup> floor, so it does not get excessively hot. I don't think either

416 option is a bad option. I think this is a fairly old unit and in the near future you may be replacing it  
417 anyway. It is really up to you.

418

419 ***J. Sullivan motioned to add \$400.00 to be funded through ARPA to add a window air conditioning***  
420 ***unit to allow the Town Clerk's office air conditioning; R. Duhaime.***

421

422 ***Vote in favor 7-0***

423

## 424 **13.2 Town Council 2023/2024 Goals Update**

425

426 R. Lapierre- I couldn't attend the goal setting meeting, I did submit my suggestions. One of my goals is  
427 to improve cell service. As part of the infrastructure was to improve cell service.

428

429 T. Tsantoulis- the Town does not have a lot of say what we can do with cell towers.

430

431 R. Duhaime- we did approval once for a cell tower for zoning then it sold, I don't think the new owner  
432 was notified it could be a cell tower. I think it should be something that should be investigated.

433

## 434 **NEW BUSINESS**

435

### 436 **14.1 ARPA Request - Administration Office Optimization**

437

438 ***J. Sullivan motioned to approve the Administration Office Optimization project with a cost not to***  
439 ***exceed \$23,000 to come from ARPA funds; seconded by D. Boutin.***

440

#### 441 **Roll Call Vote #6**

442

442 ***J. Durand NP***

443

443 ***R. Lapierre Aye***

444

444 ***D. Boutin Aye***

445

445 ***J. Pinard Aye***

446

446 ***J. Sullivan Aye***

447

447 ***A. Walczyk Aye***

448

448 ***R. Duhaime Nay***

449

449 ***T. Tsantoulis Nay***

450

451 ***Vote in favor 5-2***

452

453 L. McLaughlin- On June 23, 2023, the ARPA Subcommittee convened and deliberated on the  
454 Administration Office Renovation proposal. They decided to advance the project to the full council,  
455 contingent upon receiving cost estimates for the flooring and air conditioning system. This will include  
456 electrical and lighting. It will really divide that room up and give more privacy and deviation between  
457 the 2 employees who have different roles.

458

459 J. Sullivan- I think it is vital to break up that space, this is what the ARPA money was meant for.

460

461 R. Duhaime- I like my employees. We are doing new security upgrades, new offices. We have to stop  
462 somewhere; we have taxpayers to attend to. I think we need to stop somewhere.

463

464 J. Sullivan- if you have suggestions on how ARPA funds should be spent then send your suggestions to  
465 the ARPA committee.

466

467 **14.2 Exterior Ballistic Vest Carrier ARPA request.**

468

469 *J. Sullivan motioned to accept the purchase of exterior vests and uniforms to be paid with ARPA*  
470 *funds in the amount of \$10,836.00; seconded by D. Boutin.*

471

472 **Roll Call Vote #7**

473 *J. Pinard Aye*

474 *R. Lapierre Aye*

475 *R. Duhaime Aye*

476 *A. Walczyk Aye*

477 *J. Durand NP*

478 *J. Sullivan Aye*

479 *D. Boutin Aye*

480 *T. Tsantoulis Aye*

481

482 **Vote in favor- 7-0**

483

484 J. Sargent- it is an exterior vest vs wearing a vest under your shirts. It has the ability to attach things to  
485 it. It takes the weight off the hips. I left this process up to the patrol men to decide the best one to buy.  
486 We are pretty much squared away to go ahead with this project. Chief Bouchard before she left asked  
487 me to look into this. It is important. This will be useful to officers who have back issues. There are some  
488 other things that are involved in this. Since they have attachment capabilities, we are also seeking body  
489 cameras in the future. We have smaller officers who have less real estate on their hips and having the  
490 external attachment capabilities will be helpful.

491

492 **14.3 2023 MS-535 Financial Report of the Budget**

493

494 *R. Lapierre motioned to authorize the Town Council to sign the 2023 MS-535 Financial Report of the*  
495 *Budget for period ending June 30, 2023, as presented; seconded by A. Walczyk.*

496

497 **Vote in favor 7-0**

498

499 C. Tewksbury- the unassigned fund balance increased by just over 1 million dollars.

500

501 **14.4 Hooksett's Goal #2: Tax Rate Planning**

502

503 C. Tewksbury- Last year's goal was to Balance the use of (unassigned) fund balance annually to  
504 maintain a low tax rate while building the (unassigned fund) balance amount to the recommended 8%  
505 or higher. In government accounting, fund balance is the difference between operating assets and  
506 liabilities resulting in a surplus or a deficit. The reasons why we keep unassigned fund balance is, 1) In



507 government finance, the retention and use of unassigned fund balance assists in measuring the  
 508 financial health of the chief operating fund known as the general fund. 2) Unassigned fund balance can  
 509 be used for emergency expenditures. 3) Helps with credit rating. 4) Helps with fluctuation in collection  
 510 of property taxes. 5) Can be used to stabilize the tax rate. In March 2023, I presented to the Council a  
 511 two-step strategy to meet this goal. Step 1 - set a minimum growth percentage. Step 2 - set a level  
 512 amount to apply to the tax rate. It was recommended that the Council wait until late summer to set  
 513 the minimum growth percentage and amount to apply to tax rate once we know what the change in  
 514 unassigned fund balance was for June 2023.

515 Option 1

516 1) set minimum growth percentage at .75%

517 2) set level amount to apply to tax rate up to \$400,000

518 Step 1: UFB must be at 6.18% before any UFB is used to lower the 2023 tax rate. Step 2: Apply up to  
 519 \$400,000 to lower the 2023 tax rate.

520 UFB not used will increase to the percentage held, which will be used as the starting percentage for the  
 521 2024 tax rate. In this example, \$194,691 would be added to the UFB bringing the amount held to an  
 522 estimated 6.5%, which is 1.07% higher than the prior year.

523 Option 2

524 1) set minimum growth percentage at .75%

525 2) set level amount to apply to tax rate up to \$300,000

526 Step 1: UFB must be at 6.18% before any UFB is used to lower the 2023 tax rate. Step 2: Apply up to  
 527 \$300,000 to lower the 2023 tax rate.

528 Any UFB not used will increase the percentage held, which will be used as the starting percentage for  
 529 the 2024 tax rate. In this example, \$294,691 would be added to the UFB bringing the amount held to  
 530 an estimated 6.67%, which is 1.24% higher than the prior year.

531

532 ***J. Sullivan motioned to recommend updating the Fund Balance policy as follows: "5.3) Minimum***  
 533 ***growth percentage – The Town shall increase the unassigned fund balance each year by .75% before***  
 534 ***applying an up to level of \$300,000 to the tax rate until unassigned fund balance reaches 8%;***  
 535 ***seconded by D. Boutin.***

536

537 ***Roll Call Vote #8***

538 ***R. Lapierre Nay***

539 ***R. Duhaime Aye***

540 ***J. Sullivan Aye***

541 ***A. Walczyk Nay***

542 ***J. Durand NP***

543 ***J. Pinard Nay***

544 ***D. Boutin Aye***

545 ***T. Tsantoulis Aye***

546

547 ***Vote in favor 4-3***

548

549 C. Tewksbury- if we do decide to move forward with this, we will not need to come to you to set the  
 550 tax rate. Because now I know what you want to do, I have that strategy to do that process.

551

552 A. Walczyk- why does that change the process on how we approve.

553

554 C. Tewksbury- because approving this recommendation that is the process and the direction. Why  
555 would you need to come back to discuss if you set a process and then come back to change it.

556

557 A. Walczyk- things change and we should be allowed 1 more time to address any changes if need be.

558

559 A. Garron- this gives us a stable approach to the goal.

560

561 **14.5 Proclamation for the 2023 Hooksett Citizens of the Year, Wayne & Sally Gehris**

562

563 *J. Sullivan motioned to authorize a councilor who is attending to present a Proclamation to the 2023*  
564 *Hooksett Citizens of the year, Wayne and Sally Gehris; seconded by J. Pinard.*

565

566 *Vote in favor 7-0*

567

568 **APPROVAL OF MINUTES**

569

570 *T. Tsantoulis motioned to amend the August 23, 2023, meeting minutes that were approved on*  
571 *September 13, 2023, to reflect the corrected tally for lines 504-512 to reflect that a 4-4 motion failed*  
572 *vs carry; seconded by R. Lapierre.*

573

574 *Vote in favor 7-0*

575

576 *J. Sullivan motioned to approve the public minutes of September 6, 2023, as amended; seconded by J.*  
577 *Pinard.*

578

579 **Line 307 Councilor Pinard name spelt wrong.**

580

581 *Vote in favor 7-0*

582

583 *R. Lapierre motioned to approve the public minutes of September 13, 2023, as amended; seconded*  
584 *by D. Boutin.*

585

586 *Line 291- should be TIF vs TIB*

587 *Line 408- there was an abstention with no reason recorded and I did state my reason and my reason*  
588 *was that I felt the TA had the authority to make this decision.*

589

590 *Vote in favor 7-0*

591

592 *R. Lapierre motioned to approve the non-public minutes of September 13, 2023; seconded by D.*  
593 *Boutin.*

594

595 *Vote in favor 6-0*

596

597 **TOWN ADMINISTRATOR'S REPORT**

598

599 A. Garron- Old Home Day was postponed to Sunday, Sept. 17, 2023, due to weather concerns. Sunday  
600 September 17th at the 2023 NH Fire Service Committee of Merit Awards Ceremony held at the Capital  
601 Center for The Arts in Concord. Unit Citations are presented to all members of a company or group,  
602 operating together, who perform meritorious service at the scene of an emergency incident. Unit  
603 citations were presented to the following:

- 604 • FF Balise
- 605 • FF Beals
- 606 • FF Hurlburt
- 607 • Lieutenant Miller
- 608 • FF Rondeau
- 609 • Lieutenant Uitts

610 We did sign a new Court Lease Agreement

611 Year 1 & 2's lease payments is \$80,112 annually. This is a 1.5% increase.

612 Year 3 & 4's lease payments is \$81,720 annually. This is a 2% increase.

613 Year 5's lease payments is \$83,352 annually. This is a 2% increase.

614 The Highway Safety Committee is discussing upgrading Street signs and Street lights to make the  
615 streets safer.

616

617 **TOWN COUNCIL FUTURE AGENDA ITEMS- None**

618

619 **INFORMATIONAL ITEMS AND CORRESPONDENCE- None**

620

621 **SUB-COMMITTEE REPORTS**

622

623 J. Sullivan- the PB workshop making updates to the rules of procedure. Alo discission on possible  
624 zoning changes.

625

626 **D. Boutin left the meeting at 9:13 loss of quorum occurred, and the meeting ended.**

627

628

629 Respectfully submitted,

630

631 ***Alicia Jipson***

632

633 Alicia Jipson

634 Recording Clerk