



AGENDA

Town of Hooksett Town Council

Wednesday, July 12, 2023 at 6:00 PM

A meeting of the Town Council will be held Wednesday, July 12, 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. TOWN COUNCIL REORGANIZATION	
5.1. Election of Council Chair, Vice-Chair and Secretary	
5.2. First meeting of the New Town Council, motion for section 2a (3-12) of Town Council Rules of Procedures TC Rules of Procedure Updated 09142022	5 - 18
5.3. Town Council Representative Assignments Staff Report - SR-23-113 - Pdf	19 - 21
6. AGENDA OVERVIEW	
7. PUBLIC HEARINGS	
8. SPECIAL RECOGNITION	
8.1. Hooksett Municipal Employee - New Hire	
9. PUBLIC INPUT - 15 MINUTES	
10. SCHEDULED APPOINTMENTS	
10.1. Annual Update from the Zoning Board of Adjustment - Anne Stelmach Staff Report - SR-23-008 - Pdf	23
10.2. NHPFML (Paid Family Medical Leave) Presentation – Kayla Barrier, Davis & Towle Broker and Alexandra Dunn, MetLife Insurance	
11. CONSENT AGENDA	
12. NOMINATIONS AND APPOINTMENTS	
13. BRIEF RECESS	
14. OLD BUSINESS	
15. NEW BUSINESS	
15.1. ARPA Request - Police Department Network Room Rewiring Staff Report - SR-23-115 - Pdf	25 - 29

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

15.2.	ARPA Request - Police Department Dispatch Supervisor Workstation Staff Report - SR-23-116 - Pdf	31 - 33
15.3.	Safety Center Sign Repair and Upgrades and ARPA Funding Approval - \$32,005.00 Staff Report - SR-23-119 - Pdf	35 - 47
15.4.	Solar Energy Initiative Staff Report - SR-23-114 - Pdf	49 - 67
15.5.	Town Owned Property Inventory - Phase II Review Staff Report - SR-23-117 - Pdf	69 - 107
16.	APPROVAL OF MINUTES	
16.1.	Public: 6/28/23 TC Minutes 06282023	109 - 125
16.2.	Non-Public: 6/28/23	
17.	TOWN ADMINISTRATOR'S REPORT	
18.	TOWN COUNCIL FUTURE AGENDA ITEMS	
19.	INFORMATIONAL ITEMS AND CORRESPONDENCE	
20.	SUB-COMMITTEE REPORTS	
21.	PUBLIC INPUT	
22.	NON-PUBLIC SESSION NH RSA 91-A:3 II	
23.	ADJOURNMENT	
	PUBLIC INPUT	
1.	Two 15-minute Public Input sessions will be allowed during each Council Meeting. Time will be divided equally among those wishing to speak, however, no person will be allowed to speak for more than 5 minutes.	
2.	No person may address the council more than twice on any issue in any meeting. Comments must be addressed to the Chair and must not be personal or derogatory about any other person.	
3.	Any questions must be directly related to the topic being discussed and must be addressed to the Chair only, who after consultation with Council and Town Administrator, will determine if the question can be answered at that time. Questions cannot be directed to an individual Councilor and must not be personal in nature. Issues raised during Public Input, which cannot be resolved or answered at that time, or which require additional discussion or research, will be noted by the Town Administrator who will be responsible for researching and responding to the comment directly during normal work hours or by bringing to the Council for discussion at a subsequent meeting. The Chair reserves the right to end questioning if the questions depart from clarification to deliberation.	
4.	Council members may request a comment be added to New Business at a subsequent meeting.	
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.

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Town of Hooksett

Town Council Rules of Procedures

Adopted as of: 01/10/2001
Amended as of: 09/14/2022

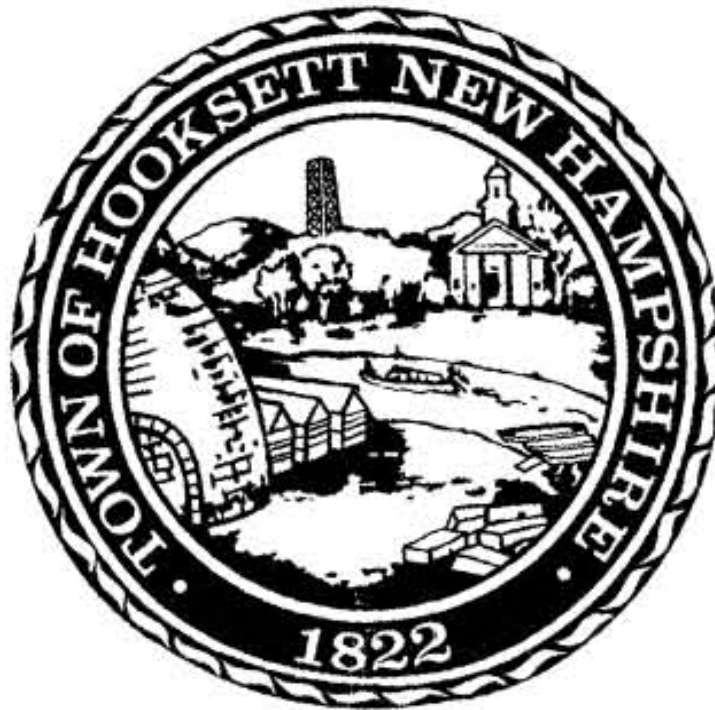


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Resolved by the Town Council of the Town of Hooksett, NH that the following be and hereby are adopted as the Rules of the Hooksett Town Council.

1. ADOPTED RULES

The Following Rules shall be adopted by a majority of the Hooksett Town Council and these rules shall become effective immediately upon their adoption.

- a. Robert's Rules "Parliamentary Law at a Glance" by E.C. Utter should be used as a guide when proper procedure is in question except where modified herein.
- b. Acceptable Procedure is determined by the acting Chair.

2. PROCEDURES FOR ELECTING OFFICERS

Procedures for electing officers are as follows:

- a. Annually, at the first meeting of the new Town Council:
 1. The Town Clerk shall swear-in all new Councilors as a group.

Note: The Town Administrator shall act in the role of Council Chair from July 1st until such time the new Town Council has their first meeting to choose their Chair, Vice Chair and a Secretary. The Town Administrator, as acting Council Chair, shall lead this meeting through Town Council Reorganization – Part I.

The members thereof shall:

2. Choose, from among their members, a Chair, a Vice Chair and a Secretary. In addition to the powers conferred upon the Chair, the Vice Chair and the Secretary, they shall continue to have all the rights, privileges and immunities of a member of the Town Council.
3. Motion that the Town Council confirms by a roll call vote, that the Town of Hooksett will adopt RSA 31:104, 31:105 and 31:106 to provide immunity and indemnify all Town Councilors, other elected officials, employees, agents as well as appointed officials that serve on committees and boards within the Town of Hooksett; specifically covering immunity from civil liability for discretionary acts, according to RSA 31:104, indemnification for costs of defense of civil suits, according to RSA 31:105 and indemnification for civil rights claims, according to RSA 31:106.
4. Motion to have the Town Council Chair sign ancillary documents as agent to expend as a result of Town Council prior approval of the documents.
5. Motion to have the Town Council Chair complete the Council's section of the Annual Report.
6. Motion to have the Town Council Chair complete & sign Tax Deed Waivers.
7. Motion to adopt the Town Council Rules of Procedures.
8. Motion to adopt the Administrative Code (which includes the Investment and Fund Balance Policies).
9. Motion to adopt the Family Services Guidelines.
10. Motion to have the Tax Collector sign payment plans for deedable properties.
11. Motion to have the Town Administrator approve payment plans for deedable properties (Town Administrator cannot forgive interest or principal).
12. Motion to have a Councilor work with Administration to coordinate the annual Town Council Old Home Day booth and Employee Appreciation Picnic

- b. The above election shall be by majority vote of the Town Council present at the first meeting.
- c. Duties of Officers
 - 1. Chair:
 - a. The Chair with the Town Administrator shall post all meetings and set meeting agenda.
 - b. Lead all meetings in an orderly manner using these procedures, Hooksett's Town Charter, Riggins Rules and Parliamentary Law as guides for appropriate protocol.
 - 2. Vice Chair:
 - a. In the absence of the Chair, the Vice Chair shall conduct the Council Meeting until such time as the Chair is present.
 - 3. Council Secretary:
 - a. The Council Secretary shall be responsible for recording the attendance of Council members by roll call at the beginning of each meeting.
 - b. The Council Secretary shall be responsible for polling and recording all roll call votes.
 - c. If the Council Secretary is absent, the chair shall ask for a volunteer. If there is no volunteer, the Chair shall appoint a Council member to act as Council Secretary until such time as the Council Secretary is present.
 - d. The Town Council Secretary shall act as clerk of the Council and shall review and approve (with or without edits) the draft (unofficial) minutes of the meeting recorded by the Recording Clerk. If there is no Recording Clerk present at meeting, the Town Council Secretary will be asked to keep minutes. Minutes will appear in the Town Council agenda packet. Minutes shall be posted on the Town website.
 - e. The Town Council Secretary shall perform such other duties in the meeting as may be requested by the presiding officer of Council.
 - f. In case of the absence of the Chair and the Vice Chair the Council Secretary shall call the Council to order and act as Chair.

3. COUNCIL MEETINGS

- a. The Council shall meet in regular session on the 2nd and 4th Wednesday of every month, except as noted on Town Calendar, at 6:00pm. When time permits, a regular meeting may be adjointed to a workshop session.
- b. The place of meetings shall be the Council Chambers unless otherwise designated.
- c. A quorum of the Council for the transaction of any business shall be two-thirds (2/3) of the members currently in office. The Council shall not recognize a Councilor's electronic method(s) of participation, attendance, or quorum.
- d. The Council reserves the right to end meetings at 9:30. The Council shall motion to extend public session meetings past 9:30pm as follows "motion to extend public session until meeting is adjourned". Uncovered business will be included in the next meeting agenda. Meeting may be closed by a 2/3 roll call vote.
- e. The Council may meet for an informal workshop session or special meetings by Council vote on an as needed basis, in accordance of Section 3.5 C of the Town Charter. The place of meeting shall be the Council Chambers.
- f. When, after consultation with the Vice Chair and the Town Administrator, the Chair determines that the Council has insufficient business to warrant a meeting, the Chair may

cancel said meeting after informing all councilors and receiving individual approval from 2/3 of the council members and shall not be inconsistent with the meeting provisions of the Town Charter. Agenda items scheduled for a meeting that is canceled shall be carried over to the next regular meeting.

- g. Council members shall be seated in Council Chambers as determined by consensus of the Council. The Chair and Vice-Chair shall be seated at the head of the Council table in Chambers. The Secretary shall be seated next to the Town Council Recording Clerk.
- h. Council members, staff and members of the general public participating in meetings shall address all questions or remarks through the Chair confine their remarks to the merit of pending questions; and shall not engage in personalities.
- i. Any member may leave the Council Chambers while in regular session after notice to the Chair of pressing business providing there is no loss of quorum as determined by the Chair.

4. TOWN EMPLOYEES

- a. The Town Administrator will attend all regular meetings or request representation from a Town Department to attend in their place.
- b. The Town Administrator shall be responsible for providing the Council with necessary background information on all items of business before the Council.
- c. The Town Administrator may have the head of any department or division or other employee of the Town in attendance at any meeting when items within their responsibility or knowledge is being discussed. All questions shall be directed to the Town Administrator who may, when necessary, defer to a department head or employee. Staff should be made aware of all items on the agenda to be ready to discuss items in respect to their department or area of responsibility.

5. VOTING

- a. Councilors may read suggested motions from staff reports to assure key elements of motions do not get missed.
- b. If a vote is immediate after a motion, the motion does not need to be repeated unless requested by a Councilor or staff.
- c. If there is a discussion after a motion, the motion should be repeated prior to the vote of the Council to assure all Councilors and the public are aware what is being voted on.
- d. Every member present, including the Chair, when a question is put shall vote either aye (yes) or nay (no) or abstain and give reason for abstaining, in accordance with the Town Charter.
- e. Council Members wishing to abstain from voting shall so indicate and give reason for doing so.
- f. All votes shall be voice votes unless determined to be a **roll call** vote.
- g. **Roll call** votes should be used anytime there is a motion based on 1) a public hearing item, 2) any monetary item over \$10,000 and 3) at the request of any Councilor for any matter.
- h. **Roll call** votes shall be in a random order with the Chair voting last.

6. DEBATE

- a. Council members must raise their hand to be recognized by the Chair.
- b. Rules of Debate on all motions shall be as follows:
 - 1. The council member, who introduces a motion, may speak to that motion. Thereafter, every council member may speak to the motion two times only. The

sponsoring Council member may also address the motion two times, thereby allowing the sponsor the right to address his or her their motion a total of three times.

2. If by 2/3 vote it is determined additional discussion is needed each council member may only speak an additional 2 times on a motion.
3. Decorum in debate: In order to assist in the carrying out of debate in an orderly and productive manner, Council members shall:
 - a. Address all questions and remarks through the Chair. Do not address audience or council members.
 - b. When commenting on another Councilor's statement or question, identify the speaker, statement and when the statement was made.
 - c. Confine remarks to the merits of the pending question.
 - d. Not engage in personalities or question the motives of other Councilors.
- c. Any member who wishes to force an end to debate must first obtain the floor by being duly recognized to speak by the chair and must then move the Previous Question. Such a motion must be seconded, and then adopted by a simple majority vote. It is not in order to interrupt a speaker with cries of "Question" or "Call the question.", and even if no one is speaking, it is still necessary to seek recognition.

7. ORDER OF BUSINESS

The Town Council shall follow the below agenda order whenever possible for ease of transcription, audience participation and possible time restraints. The Council Chair, during the Agenda Overview, will inform the audience of any change in the agenda order for a particular meeting.

- a. Agenda Order of Council Meetings
 - I. Call to Order
 - II. Proof of Posting
 - III. Roll Call
 - IV. Pledge of Allegiance
 - V. Agenda Overview
 - VI. Public Hearings
 - VII. Special Recognitions
 - VIII. Public Input
 - IX. Scheduled Appointments
 - X. Consent Agenda
 - XI. Nominations/Appointments
 - XII. Brief Recess
 - XIII. Old Business
 - XIV. New Business
 - XV. Approval of Minutes
 - XVI. Town Administrator's Report
 - XVII. Town Council Future Agenda Items
 - XVIII. Informational Items and Correspondence
 - XIX. Subcommittee Reports
 - XX. Public Input
 - XXI. Non-Public Session NH RSA 91-A:3 II
 - XXII. Adjournment

- b. Public Input
 - 1. Two 15-minute Public Input sessions will be allowed during each Council Meeting. Time will be divided equally among those wishing to speak; however, no person will be allowed to speak for more than 5 minutes.
 - 2. No person may address the council more than twice on any issue in any meeting. Comments must be addressed to the Chair and must not be personal or derogatory about any other person.
 - 3. Any questions must be directly related to the topic being discussed and must be addressed to the Chair only, who after consultation with Council and Town Administrator, will determine if the question can be answered at that time. Questions cannot be directed to an individual Councilor and must not be personal in nature. Issues raised during Public Input, which cannot be resolved or answered at that time, or which require additional discussion or research, will be noted by the Town Administrator who will be responsible for researching and responding to the comment directly during normal work hours or by bringing to the Council for discussion at a subsequent meeting. The Chair reserves the right to end questioning if the questions depart from clarification to deliberation.
 - 4. Council members may request a comment be added to New Business at a subsequent meeting.
 - 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.
- c. Nominations and appointments for all Board and Committee applicants may be made during the nominations/appointments portions of the Council meeting. Boards and Committees shall receive their respective applications and make recommendations for nominations. Councilors concerned with a nomination or appointment may table pending additional information. Nominations and appointments for new July terms shall be at the June Town Council meetings.
- d. Scheduled Appointments
 - 1. A scheduled appointment shall have one person as a speaker when possible and follow the rules for addressing the Council.
 - 2. A scheduled appointment shall not exceed 15 minutes to address the Council unless the Council votes to extend.
 - 3. Applicants for Board and Committee positions shall be invited to attend a Council meeting as a scheduled appointment to state their interest. This meeting shall be either prior to or on the same night of their nomination.
 - 4. Boards and Committees shall meet at minimum once a year as a scheduled appointment to provide an overview of their activities and member attendance reports.
 - 5. Board & Committee and non-Town employee items for presentation and/or items requiring action of the Council will be placed under Scheduled Appointment.
 - 6. Town employee items for presentation and/or items requiring action of the Council will be placed under New Business/Old Business.
- e. Old Business
 - 1. Business carried over from a previous meeting.
- f. New Business
 - 1. New Business should be submitted to the Town Administrator or Council Chair.

2. New Business submitted by end of business two Thursdays before a regular meeting may be considered for the next meeting by request. The Chair may schedule the topic on the Agenda under New Business as the schedule allows. Any new business brought forward at a council meeting shall not be acted upon at that meeting except by a motion to waive this rule by vote of 2/3rd of the members present.
3. New Business submitted after end of business two Thursdays preceding a regular scheduled meeting will be considered for the next meeting agenda unless time sensitivity is determined by Town Administrator or Chair.

8. NON-PUBLIC SESSION

- a. The Council Chair shall motion for the appropriate non-public session section of NH RSA 91-A:3 II (a – l) when entering the non-public session based on the subject matter as previously discussed with the Town Administrator. This motion must be seconded by a Councilor and have a roll call vote with the majority in the affirmative. This by no means restricts any Town Councilor from motioning to go into non-public session with the appropriate citation.
- b. The Council shall motion to exit in non-public. In public session a motion is made to seal the minutes of the non-public session as appropriate.
- c. Non-public sessions do not require motions to extend the meeting past 9:30pm.
- d. A councilor not present at the time non-public session minutes are taken shall receive these sealed minutes along with the rest of the Council.
- e. Non-public minutes, per RSA 91-A:3, shall include the names of members, persons appearing before the public bodies, and a brief description of the subject matter discussed and final decisions. Minutes are not verbatim.
- f. Non-public minutes and/or material in possession of Town Councilors at a Council meeting shall be handed into Administration at the end of the meeting for shredding of confidential information.
- g. All sealed non-public meeting minutes (discussions and materials included) are confidential until such time these minutes are unsealed.
- h. Unsealing of the non-public session minutes for the current fiscal year (June 1st to May 31st) shall occur annually at the Council's last meeting in May when, in the opinion of a majority of members, the circumstances that sealed the minutes no longer apply in accordance with RSA 91:3 III.

9. FILING AGENDA ITEMS

- a. Every item of business to come before the Council for action must be filed with the Town Administrator or Council Chair no later than end of business two Thursdays prior to the regular Council Meeting.
- b. The Agenda shall be posted by the close of business on the Wednesday prior to the regular Council Meeting.
- c. It shall be the duty of the Town Administrator to mail by first class postage said agenda and any available supporting documents to each Councilor (if not already picked-up) by Thursday of the week prior to the regular Council Meeting unless a Councilor requests, in writing, to receive it in electronic format only.
- d. Items not on the agenda that are requested by a Councilor(s) to be addressed may be added at the end of all scheduled agenda items at the same meeting or scheduled for a future meeting.

10. ADDRESSING THE COUNCIL

- a. Persons other than members of the Council shall not be permitted to address the Council except during the designated agenda Public Input or by invitation of the Chair with consensus by Council.
- b. A time limit for addressing the Council may be established by the Chair.
- c. The speaker shall not enter into a debate with any person, the Chair or Council members.

11. AMENDMENT TO RULES

- a. Council rules may be suspended by a 2/3-majority vote of all Council members. The purpose for suspension must be clearly stated before the vote is taken and 2/3 of all Council members must declare the matter one of such priority that it would be detrimental to hold over until the next regular Council Meeting.
- b. The rules may be amended or new rules adopted by a 2/3 vote of all members of the Council. Any such proposed alteration or amendment by any Councilor shall be submitted in writing at a regular Council Meeting under the order of new business.

12. COMMUNITY OUTREACH

- a. The Council Chair has the authority to act on the Council's behalf to present and/or sign letters of achievement for community outreach to include but not limited to Town of Hooksett departments, businesses, residents, and volunteer or membership groups. This authority is for times when the community outreach happens off-schedule to Town Council meetings.

13. PROCEDURE FOR ADOPTION OF ORDINANCES PURSUANT TO SECTION 3.6 OF THE CHARTER

- a. Prior to a Council member introducing an ordinance, the Council shall discuss the contents which may include editorial revisions and textual modifications. An ordinance needing revisions based on this discussion will be brought back to the Council in a final format at their next scheduled meeting. The final version of an ordinance shall be introduced by one Councilor for a public hearing at the Council's next scheduled meeting. No second to a motion and/or vote is required to move an ordinance to a public hearing. The Council shall not take final action on any proposed ordinance until at least seven (7) days after said public hearing(s).
- b. After the public hearing the Council shall put the proposed ordinance in final form, which may include editorial revisions and textual modifications resulting from the proceedings of that hearing. An additional public hearing shall be held if the ordinance is substantively altered by the Town Council after public hearing. Subsequent public hearings shall be held at least 14 days after the prior public hearing and with the notice provided in Section 3.5 (A) of the Charter. The Council shall not take final action on any proposed ordinance until at least seven (7) days after said public hearing(s).

14. PROCEDURE FOR TOWN ADMINISTRATOR ANNUAL EVALUATION

- a. Council's first meeting in May – Council will receive Town Administrator's self-evaluation to include status on his/her goals with comments for period ending June 30th of the same fiscal year along with a blank evaluation form.

- b. Council's second meeting in May- Councilors are to have completed and submitted their town administrators evaluation form via e-mail to the council chair prior to, or are to hand deliver it at the beginning of the meeting. Councilors will then discuss in non-public, the evaluations and will finalize them into one report by a simple majority vote. Only town councilors will be in attendance during this non-public session to discuss and finalize the evaluation of the Town Administrator. The Town Administrator will receive the evaluation from the council at this meeting
- c. Council's first meeting in June - Council will discuss the evaluation report with the Town Administrator
- d. Annually at the first meeting in July the Administrator's goals will be an agenda item. The Council and the Administrator shall define such goals and performance objectives which they determine necessary for the proper operation of the Town and the attainment of the Council's policy objectives and shall further establish a relative priority among those various goals and objectives, said goals and objectives to be reduced in writing. They shall generally be attainable within the time limitations as specified and the annual operating capital budgets and evaluation. If goals are not concluded, the Council will hold a special meeting a week later to finalize the goals.

15. STANDING MOMENT OF SILENCE

- a. The Council Chair may call a moment of silence for the deceased with ascent of the Town Council at the beginning of the meeting

16. SPECIAL RECOGNITION

- a. Special Recognition may include but is not limited to:
 - Hooksett Youth Achiever of the Month
 - Boston Post Cane Recipient
 - Retiring employees
 - Longevity employees (at Council's last regularly scheduled meeting each September)

17. TOWN ADMINISTRATOR'S REPORT

- a. New hires will be invited and encouraged to attend the Council meeting following his/her hire date when the Town Administrator will announce his/her Department, name and start date."

18. APPROVAL OF MINUTES

- a. Public minutes, per RSA 91-A:3, shall include the names of members, persons appearing before the public bodies, and a brief description of the subject matter discussed and final decisions. Minutes are not verbatim.
- b. Public minutes shall be posted (open to public inspection) not more than 5 business days after the meeting. These minutes, per RSA 91-A:3, shall be treated as permanent records of any public body.

- c. Councilors, public or staff identifying corrections to Town Council minutes shall submit their corrections to the Town Council Secretary on or before the start of the meeting scheduled for review. Corrections do not include changing or adding wording not stated at the meeting.
- d. The Council Chair, at the “Approval of Minutes” agenda section, will request the following motion “Councilor #1 motion to approve the public minutes of Date. Seconded by Councilor #2.”
- e. The Council Chair shall inquire with the Town Council Secretary for any corrections to the minutes; Secretary will read the corrections into the record, if applicable.
- f. If there are corrections to the minutes, amend 17d motion above “Councilor #1 I amend my motion to add “as corrected”. Seconded by Councilor #2.”
- g. A vote of 17d or 17f above is taken (roll call not required).
- h. If changes are to be made to minutes (17b above), changes are detailed in the minutes of the subsequent meeting. As the minutes are being prepared for permanent storage in paper format, the Town Clerk will add a notation to the permanent record of the first meeting that corrections were made and give an exact reference to the page where the changes appear in the minutes of the subsequent meeting.

19. PUBLIC HEARINGS

- a. The Town of Hooksett follows the NH State statutes (RSAs) and Town Charter in determining when a public hearing is required for agenda items before the Town Council.

Below are the items that require public hearings (these have a public notice in the Union Leader):

- **New or amended Town Ordinances** - notice is per Chapter 231:132-a of the NH Revised Statutes annotated, and section 3.6 of the Hooksett Town Charter
- **New or amended Town Charter** – notice is per NH RSA 49-B:5
- **Accept Donation/Grant/Reimbursement of Funds over \$10,000** – notice per RSA 31:95-b, III (a) (ex. 1) NHDOT Bridge Aid funds reimbursement for the Benton Road Culvert project, 2) FEMA funds for the reimbursement of February 8th, 9th, & 10th 2013 severe snowstorm expenses, 3) New Hampshire Highway Safety Agency grant to allow for 18 DWI/DUI overtime patrols)
- **Accept Donation of Property over \$5,000** – notice per RSA 31:95 e, II (ex. Catholic Medical Center in Manchester NH to the Hooksett Fire-Rescue Department and the Town of Hooksett in the amount of \$14,500.00 (Physio-Control LUCAS 2 device)
- **New or amended Hazard Mitigation Plan**
- **Town Roadway Improvements** – (ex. project alternatives for the roadway improvements design(s) at the Hooksett Hackett Hill Road and Rte. 3A intersection)
- **Discontinuance of Class VI Town Roadway**
- **Conservation Easements** – notice is per NH RSA 36-A & NH RSA 477:45-47

Note: Land use items require 10 day prior public notice in Union Leader and all other items require 7 days.

Public Hearings not required, however Town may conduct out of courtesy (these do NOT have a public notice in the Union Leader):

- **Establishing Town Roadway Speed Limits**
- **Renaming Town Roadways** - (ex. Water Works Drive, Hooksett, NH for the closed off portion/loop of Industrial Park Dr. that will be closed off due to the GE Expansion)
- **Potential Departmental Reorganizations**

20. TABLING AN AGENDA ITEM

- a. Any Councilor may make the motion to table.
- b. Tabling is needed when more information on the subject matter is needed for the Council to make a decision.

- c. Tabling of an agenda item should indicate the date certain of the next time the item is to appear on the Council's agenda and what information the Council is seeking at that meeting.
- d. Tabling an agenda item takes precedence over any main motion not yet stated by the Chair.
- e. When the item tabled is to be discussed again, Council first needs to make a motion to remove from the table.

21. RESCINDING OF A PRIOR VOTE

- a. If a motion is needed by the Council to change a dollar amount for the same vendor, that is an amendment to a prior vote not a rescinding of a prior vote.
- b. If a motion is needed by the Council to change a vendor from a prior vote, rescinding of that prior vote is needed.
- c. Any Councilor may make the motion to rescind. Whenever possible, have the section of the Town Council minutes stating the original motion.
- d. Any action, no matter how old, may be rescinded, except where action has been taken that cannot be undone.
- e. Revoking is the same as rescinding.

22. RECONSIDERATION OF A PRIOR VOTE

- a. The reconsideration of a vote can only be made at the same meeting of the original vote
- b. A Councilor on the prevailing side of the original vote can only make the motion to reconsider

23. CONSENT AGENDA

- a. Gift Cards – the Town Administrator can accept and track gift cards donated to the Town up to and including \$1,000 without consent and adoption by the Town Council effective as of 10/28/2020 Council vote.

24. TOWN CHARTER AMENDMENTS

Town Charter:

Section 10.8 *“Amendments to this Charter may be initiated either by the Council or by initiative petition, public hearing, and voter election pursuant to New Hampshire 49-B:5.”*

49-B:5 Charter Amendments, Procedure. –

1. The municipal officers may determine that one or more amendments to the municipal charter are necessary and shall, by order, provide for notice and hearing on them. The notice of the hearing shall be published in a newspaper having general circulation in the municipality at least 7 days prior to the hearing, and shall contain the text of the proposed amendment and a brief explanation. The hearing shall be conducted by the municipal officers or a committee appointed by them. If substantive changes are made to the proposed amendment, a hearing on the modified amendment shall be held. Notice of the hearing and the conduct thereof shall be as provided in this paragraph.

(a) Within 7 days after the last public hearing, the municipal officers or the committee appointed by them shall file with the municipal clerk a report containing the proposed amendment. In the case of a report of an appointed committee, a copy shall be filed with the municipal officers.

(b) Within 7 days after receiving approval from the secretary of state, the attorney general, and the commissioner of the department of revenue administration under RSA 49-B:4-a, the municipal officers may order the proposed amendment to be placed on a ballot at the next regular municipal election. In the case of municipalities with biennial elections, the municipal officers may order amendments to be placed on the ballot at either the next regular municipal election or at a special municipal election that occurs not less than 60 days after the order.

Town Charter Amendments are coordinated through the Town Clerk – see below for example for the 2023 Charter Amendments for the March 2023 ballot:

- A. Council review proposed language - submission by August 11, 2022**
 - No later than August 24, 2022 Town Council Agenda
 - Deadline to submit in Icompass is 2 Thursdays prior to Council Meeting
 - August 24, 2022 deadline = August 11, 2022
- B. Town Attorney review of Council comments from step A above – submission by September 15, 2022**
 - Allow up to 2 weeks with Town Attorney
- C. Public Hearing of Town Attorney approved language from step B above – submission by September 29, 2022**
 - Deadline to submit in Icompass is 2 Thursdays prior to Council Meeting
 - October 12, 2022 deadline = September 29, 2022
- D. State of NH DRA, AG and SOS Offices review public hearing language from step C above – submission by October 13, 2022**
 - These State offices can take up to 45 days from receipt of Charter Amendments to approve/amend
- E. Council motion to place NH DRA, AG and SOS approved language from step D above on March 2023 ballot – submission by December 22, 2022**
 - Deadline to submit in Icompass is 2 Thursdays prior to Council Meeting
 - January 4, 2023 = December 22, 2022

NOTES:

- 1. THE ABOVE PROCESS IS TO MEET THE DEADLINES TO GET ON THE MARCH 2023 BALLOT. SUBMISSIONS MAY BE MADE LATER, HOWEVER THERE WILL BE THE RISK OF MISSING THE DEADLINE TO GET ON THE BALLOT.**
- 2. THE ABOVE TIMELINE WILL BE UPDATED IN JULY OF EACH YEAR FOR THE FOLLOWING YEAR'S BALLOT.**

AMENDMENTS

Date

Section(s) Amended

July 27, 2022

Section 7c – Re-word the follow paragraph as shown.
 “Nominations *and appointments* for all Board and Committee applicants may be made during the nominations/appointments portions of the Council meeting. Boards and Committees shall receive their respective applications and make recommendations for nominations. ~~Appointment vote for a nominee will be scheduled at the next Council meeting. The Council may waive this procedure and nominate & appointment in the same meeting for time sensitive matters.~~ Councilors concerned with a nomination *or appointment* may table the ~~nomination~~ pending additional information. Nominations and appointments for new July terms shall be at the June Town Council meetings.”

Added all of Section 24

September 14, 2022

- a. Agenda Order of Council Meetings
 - I. Call to Order
 - II. Proof of Posting
 - III. Roll Call
 - IV. Pledge of Allegiance
 - V. Agenda Overview
 - VI. Public Hearings
 - VII. Special Recognitions
 - VIII. Public Input
 - IX. Scheduled Appointments
 - X. Consent Agenda
 - ~~XI. Town Administrator’s Report~~
 - XI. Nominations/Appointments
 - XII. Brief Recess
 - XIII. Old Business
 - XIV. New Business
 - XV. Approval of Minutes
 - XVI. Town Administrator’s Report
 - XVII. Town Council Future Agenda Items
 - XVIII. Informational Items and Correspondence
 - XIX. Subcommittee Reports
 - XX. Public Input
 - XXI. Non-Public Session NH RSA 91-A:3 II
 - XXII. Adjournment

Town Council **STAFF REPORT**



To: Town Council
Title: Town Council Representative Assignments
Meeting: Town Council - 12 Jul 2023
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

As part of its annual procedure, the Town Council conducts a vote to designate a Councilor for each public body within the town, who will serve as a liaison or representative. It should be noted that certain Councilor Representative positions have voting rights, while others may not, either due to statutory regulations or customary practices.

RECOMMENDATION:

Consider discussing how to divide up these responsibilities.

SUGGESTED MOTION:

Assign Councilors for main representative positions and alternates as needed.

TOWN ADMINISTRATOR'S RECOMMENDATION:

No Comment

ATTACHMENTS:

[Council Assignments 7.12.23](#)

BOARD NAME	COUNCIL REP
HOOKSETT TOWN COUNCIL ASSIGNMENTS - JULY 12, 202	
Chairperson:	
Vice-Chair:	
Secretary:	
Board of Assessors	
Budget Committee	
Conservation Commission	
Economic Development Advisory Committee	
Heritage Commission	
Hooksett Youth Achiever of the Month	
Parks and Recreation Advisory Board	
Planning Board	
Recycling and Transfer Advisory Board	
Sewer Commission	
Route 3A TIF District Advisory Board	
(Non-voting Currently)	
Town Hall Preservation Committee	
Zoning Board of Adjustment	
Misc. Assignments	
Charter Amendment Subcommittee	
Recycle & Transfer Subcommittee	
Union Negotiations	
Fire	
Police	
Public Works	
SNHU Subcommittee	

[illegible]

Town Council
STAFF REPORT



To: Town Council
Title: Annual Update from the Zoning Board of Adjustment - Anne Stelmach
Meeting: Town Council - 12 Jul 2023
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

Hooksett's Town Charter requires Town Boards and Committees to come before Town Council annually and report on their activity. The Zoning Board of Adjustment Chair, Anne Stelmach, has requested June 28th to formally brief the Council on the Zoning Board's efforts, answer questions and promote coordination between the two bodies.

RECOMMENDATION:

Listen to an update from the Zoning Board of Adjustment Chair, Anne Stelmach.

Town Council STAFF REPORT



To: Town Council
Title: ARPA Request - Police Department Network Room Rewiring
Meeting: Town Council - 12 Jul 2023
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

The networking room at the Hooksett Safety Center houses IT racks for the Police and Fire Department. During the Safety Center's renovation, the network cables for Dispatch and the first floor were appropriately rerouted, but the cables for the second floor were not addressed. Currently, the network cables reaching the second floor are insufficient in length. Although they reach the IT rack, their limited reach hinders smooth operations, as moving the IT rack would risk disconnection. Block 5 has confirmed that reinserting the cables would require a minimum of 2.5-3 hours to accurately determine the correct plug-in points. The provided quotation entails the installation of 30 Cat6 cables, establishing a direct connection from the network room to the offices on the second floor. These cables will eliminate the need for multiple switches and enable convenient work at the IT rack without causing any connectivity issues in the patch panel.

RECOMMENDATION:

Authorize the rewiring of the network room at the Safety Center to accommodate the second floor.

SUGGESTED MOTION:

Motion to approve the rewiring of the network room at the Safety Center for the second floor utilizing ARPA funds with a cost not to exceed \$4,200.

TOWN ADMINISTRATOR'S RECOMMENDATION:

The ARPA Committee heard this proposal at its June 23, 2023 meeting and move this project for Town Council consideration.

ATTACHMENTS:

[Hooskett Police Department Quote 5-24-23](#)
[Network Room Pictures](#)

Applied Communications, Inc

40 Revere St
Canton, MA 02021

Estimate

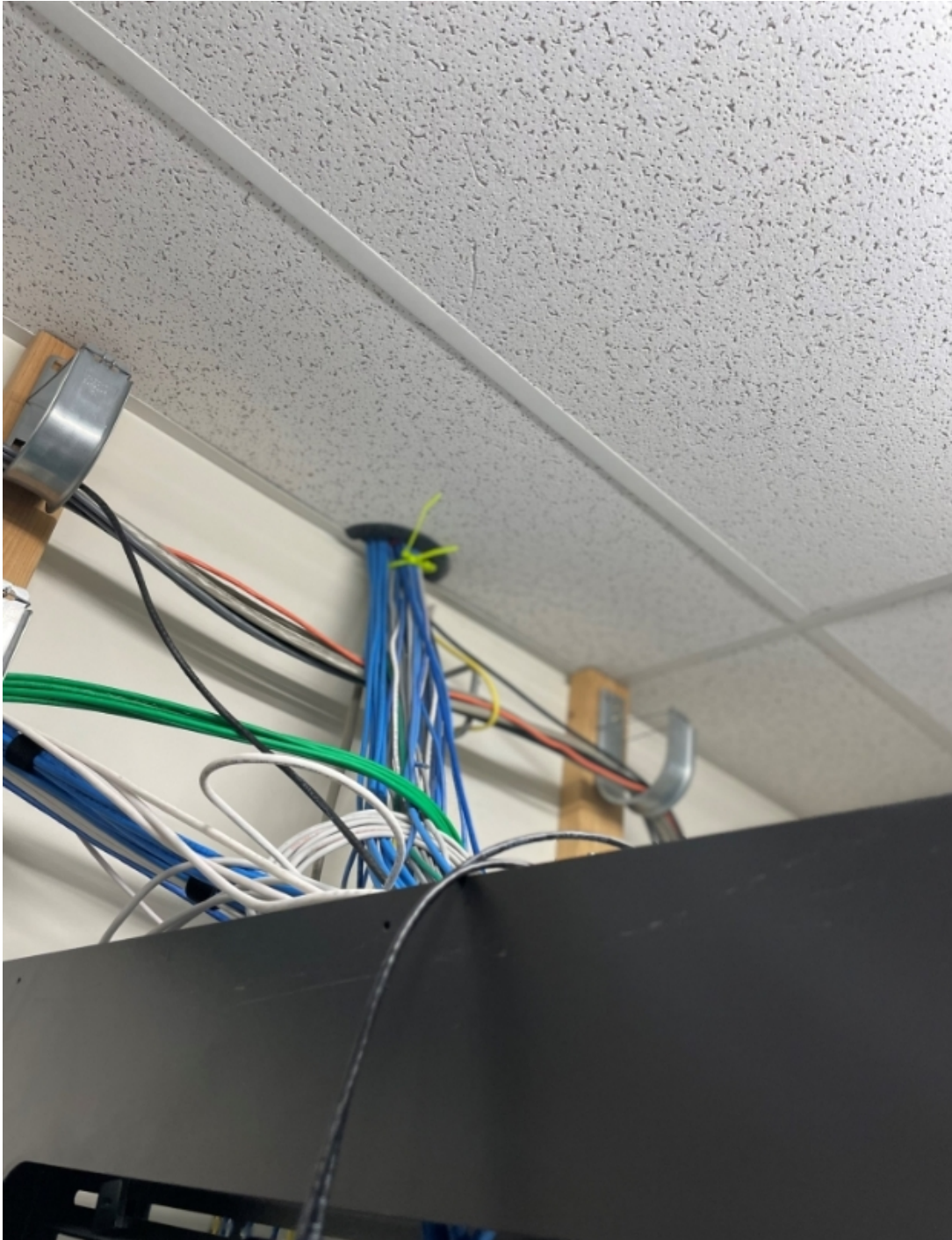
Date	Estimate #
5/24/2023	130

Name / Address
Hooksett Police Department Richard Belanger 15 Legends Drive Hooksett, NH 03106

			Project
Description	Qty	Cost	Total
Scope of work: Run 30 Cat6 Plenum cables from Network room to offices on second floor and one office on first floor. These cables will be direct and eliminate multiple switches and will allow ease of work in IT rack without causing connection problems in patch panel.			
Rough in 30 cable to noted locations on first and second floor.	8	95.00	760.00
Helper to assist in running cables	8	50.00	400.00
Bring cables down walls and jack	8	95.00	760.00
Cross connect cables to Patch Panel, test, and label	4	95.00	380.00
Cat6 Plenum Cable Blue	5	270.00	1,350.00T
Cat6 Jacks	30	4.00	120.00T
1 Port Minicom Face Plate	30	1.63	48.90T
Patch Panel Cat6 24 Port, ICC	2	89.00	178.00T
Velcro Roll for wire management	1	21.00	21.00T
Caddy Fasteners for wall Plates	20	1.25	25.00T
J-Hook 2" Assembly to screw Mount Bracket	25	4.00	100.00T
Tys, wire management	1	50.00	50.00T
Out-of-state sale, exempt from sales tax		0.00%	0.00
We appreciate your business.		Total	\$4,192.90

Customer Signature _____







Town Council STAFF REPORT



To: Town Council
Title: ARPA Request - Police Department Dispatch Supervisor Workstation
Meeting: Town Council - 12 Jul 2023
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

The cost of Dispatch desktop computers exceeds the budget allocated for the average desktops by the Administration. The disparity became apparent this year when two Dispatch desktops needed replacement, and the necessary funds were sourced from the Police Department budget due to the urgency. Dispatch desktops require significantly higher memory and RAM compared to standard desktop. Presently, there is insufficient funding in the budget to replace the Dispatch Supervisor's desktop. To provide a comparison, the average desktop costs \$950, while the Dispatch desktops are priced at \$3,000 with the Dispatch Supervisors Desktop at \$2,379. Now that this issue has been brought to the attention of the Administration, appropriate budgeting can be done in the upcoming budget year to accommodate these additional costs as part of the replacement plan.

Currently, the Dispatch Supervisors desktop has a 10th generation Intel Core i7 processor and was recently upgraded to 32GB of RAM to assist with the lag. It has been reported that the RAM upgrade did not resolve the performance issues that is still being experienced during day-to-day tasks. The desktop quoted has a 13th generation Intel Core i7 processor, 32 GB of RAM and adds the NVIDIA graphics card that is deployed in the dispatch computers that run the same software as the Dispatch Supervisor without issue.

The main resource that causes an issue is the security camera software and the detailed performance requirements provided by the software company are insufficient. The software downloads raw streams from all the cameras and requires the onboard CPU and GPU to do all decoding of the video. This puts an enormous amount of strain on the desktop.

RECOMMENDATION:

Grant approval for the procurement of the Dispatch Supervisor's desktop, with a maximum cost of \$2,379, utilizing funds from the ARPA allocation.

SUGGESTED MOTION:

Motion to approve procurement of the Dispatch Supervisor's desktop, with a maximum cost of \$2,379, utilizing funds from ARPA.

TOWN ADMINISTRATOR'S RECOMMENDATION:

The ARPA Committee heard this proposal at its June 23, 2023 meeting and move this project for Town Council consideration.

ATTACHMENTS:

[Dispatch Supervisor Workstation Quote](#)



TOH PD - New Dispatch Supervisor PC - Rick Belanger

Quote

Quote Number: 1721

Payment Terms:
Expiration Date: 06/23/2023

Quote Prepared For

Rick Belanger
Town of Hooksett PD
15 Legends Drive
Hooksett, NH 03106
United States
Phone: 603-624-1560
rbelanger@hooksettpolice.org

Quote Prepared By

Jason Cohen
Block 5 Technologies
25 Nashua Road, Unit E1
Londonderry, NH 03053
United States
Phone: 603-505-4414
Fax:
jcohen@block5.com

Quote: Description

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
One-Time Items					
1)	1	Dell Elite Series Desktop Dell Precision Elite Series Desktop w/ 12-core Intel Core i7, 32GB RAM, 512GB NVMe SSD, NVIDIA RTX A2000 12GB 4-port GPU, 3-Year Warranty	\$2,379.00	\$2,379.00	\$2,379.00
One-Time Total					\$2,379.00
Subtotal					\$2,379.00
Total Taxes					\$0.00
Total					\$2,379.00

Authorizing Signature _____

Date _____

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

Town Council STAFF REPORT



To: Town Council
Title: Safety Center Sign Repair and Upgrades and ARPA Funding Approval - \$32,005.00
Meeting: Town Council - 12 Jul 2023
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The sign at the Safety Center at the intersection of Lehoux Drive and Hooksett Road is in disrepair and needs to be repaired. There is also an opportunity to install a message board sign on the existing sign.

A bid was put out a bid to repair the Safety Center sign at the intersection of Lehoux Drive and Hooksett Road, and add a message board (to replace the arrow). The repair was to replace the "S" and to repaint the entire sign and redo the seals. The addition of a message board would serve the entire town by providing needed information and notification such as upcoming events, election information, and any other needed messaging.

On June 8, 2023, we received one bid from NH Signs in Auburn, New Hampshire. The bid was for \$5,995.00 to repair the sign, and \$25,010.00 for the message board.

The message board that was included in the bid had a 9.5 mm pixel count. The Police and Fire Chiefs and I attended a sign demonstration last week where we saw how the pixel count affected the image. The demonstration showed signs with 8 pixels and 6 pixels (the lower number is better quality). The Chiefs and I felt that 8mm should be sufficient.

I asked the bidder to provide the cost of upgrading the sign to 8mm pixels and he added \$1,000 to the cost and noted that the size of the sign would be slightly increased to 2' x 8'. Based on the additional cost, the message board would be \$26,010.00. The entire cost (repair and message Board) would be \$32,005.00.

The ARPA subcommittee met on June 23, 2023 and approved the use of ARPA funds for this project.

The ARPA subcommittee also noted that the wood base of the sign should be replaced. Public Works will provide resources to upgrade the base.

Attached are photos of the existing sign, the proposed bid and bid revision regarding the pixel count and size, and photos of the proposed sign.

This project is supported by the Police Department, the Fire Department, the Public Works Department and the Community Development Department.

I am recommending that the entire cost of the project be funded by ARPA funds, but would point out to the Town Council that sufficient Impact Fee funds are available that could be used for the project as well. Matt Serge, Town Attorney noted that it is not a sure thing and would prefer the Town use ARPA funding (see attached email). However, with that said, an alternate funding strategy **could be** as follows:

DPW Budget: \$5,995 to repair the sign, and
ARPA: \$13,005 for the message board
Impact Fees: \$13,005 for the message board
Total: \$32,005

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Recommend approval of the use of \$32,005.00 to repair the Safety Center Sign and add a message board for a total cost of \$32,005.00 and fund the project with ARPA funds.

SUGGESTED MOTION:

To approve of the use of \$32,005.00 to repair the Safety Center Sign and add a message board for a total cost of \$32,005.00 and fund the project with ARPA funds.

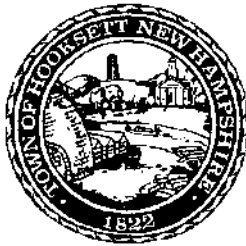
TOWN ADMINISTRATOR'S RECOMMENDATION:

The ARPA Committee heard this proposal at its June 23, 2023 meeting and move this project for Town Council consideration.

ATTACHMENTS:

[Request for ARPA Funding Package](#)

[Email from Town Attorney regarding use of Impact Fees](#)



TOWN OF HOOKSETT **COMMUNITY DEVELOPMENT DEPARTMENT**

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

35 MAIN STREET

HOOKSETT, NEW HAMPSHIRE 03106

TELEPHONE (603) 419-4003 WEBSITE www.hooksett.org FAX (603) 485-4118

Memo

To: ARPA Committee

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

Cc: Andre L. Garron, Town Administrator
Ben Berthiaume, Public Works Director
Steven Colburn, Fire Chief
Justin Sargent, Police Chief

Date: June 13, 2023

Re: Safety Center Sign - Repair and Addition of Message Board for \$32,050.00

The purpose of this memorandum is to request that the ARPA Sub-Committee consider funding the repair of the Safety Center Station Sign and the addition of a message board at a cost of \$32,050.00.

I initially put out a bid to repair the Safety Center sign at the intersection of Lehoux Drive and Hooksett Road, and add a message board (to replace the arrow). The repair was to replace the "S" and to repaint the entire sign and redo the seals. The message board would serve the entire town by providing needed information and notification such as upcoming events, election information, and any other needed messaging.

We received one bid from NH Signs in Auburn, New Hampshire. The bid was for \$5,995.00 to repair the sign, and \$25,010.00 for the message board.

The message board that was included in the bid had a 9.5 mm pixel count. The Chiefs and I attended a sign demonstration last week where we saw how the pixel count affected the image. The demonstration showed signs with 8 pixels and 6 pixels (the lower number is better quality). The Chiefs and I felt that 8mm should be sufficient.

I asked the bidder to provide the cost of upgrading the sign to 8mm pixels and he added \$1,000 to the cost and noted that the size of the sign would be slightly increased to 2' x 8'. Based on the additional cost, the message board would be \$26,010.00. The entire cost (repair and message Board) would be \$32,050.00.

Attached are photos of the existing sign, the proposed bid and bid revision regarding the pixel count and size, and photos of the proposed sign.

This project is supported by the Police Department, the Fire Department, the Public Works Department and the Community Development Department.

Please feel free to contact me if you have any questions.



EXISTING SAFETY CENTER SIGN



EXISTING SAFETY CENTER SIGN

Bruce Thomas

From: Fred Pineault <Fred.Pineault@nhsigns.com>
Sent: Thursday, June 08, 2023 3:22 PM
To: Bruce Thomas
Subject: FW: TOWN OF HOOKSET SAFETY SIGN R1
Attachments: TOWN OF HOOKSETT SAFETY SIGN r1.pdf

Bruce

Please see attached. I can do this in a 6mm that is the highest resolution but because of tile size I can only do it in a 2' x 8' length. It will be \$1000. More than what I quoted you.

Thank You.

Fred Pineault
Fred.Pineault@Nhsigns.com



66 Gold Ledge Avenue
Auburn, NH 03032
C 603. 325. 5884
O: 603.437.1200 x 307
F: 603.437.1222

(2) FACE REPLACEMENT FOR EXISTING CABINETS:
 SCALE 1/2"=1'-0": 32 SQ. FT.
 3/16" LEXAN FACES WITH TRANSLUCENT GRAPHICS
 RETAINERS: 1 1/2"
 PAINT CABINET: COLOR T.B.D.
 LED RETRO FIT.

PROPOSED NEW SIGN

(2) S/F EMC CABINETS: SCALE 1/2"=1'-0": 16 SQ. FT.

EXISTING SIGN

NI Signs
 66 Gulf Ledge Avenue,
 Auburn, NH 03032
 603.437.1200
 FAX: 603.437.1122
 www.nisigns.com

DESIGN
 MANUFACTURE
 INSTALL
 SERVICE

CLIENT:
 TOWN of Hooksett
 Safety Center

LOCATION:
 15 LEGENDS AVE
 HOOKSETT, NH

DATE:
 05/01/23

ACCT. REP:
 FP

DESIGNER:
 KAREN DAVIS

Rev# Date:
 1. 8/FT/EMC 6/8/23

FILE NAME: LOC:
 TOWN OF HOOKSETT
 SAFETY CENTER SIGNS

PLEASE NOTE: It is the customer's responsibility to provide all necessary information and approvals for the project. The customer must provide all necessary information and approvals for the project. The customer must provide all necessary information and approvals for the project.

PAGE: 1-r1



66 Gold Ledge Avenue
Auburn NH 03032
P: 603.437.1200
F: 603.437.1222
nhsigns.com

Proposal

Presented to:

Andre Garron
Town Administrator
Hooksett Town Hall
35 Main St.,
Hooksett, NH 03106

Date: Tuesday, June 6th, 2023

Quote: BID #23-15 – SAFETY CENTER SIGN REHABILITATION

Dear Mr. Garron;

Thank you for asking NH Signs to quote the Safety Center sign rehabilitation needed at the intersection of Legends Dr. and Hooksett Rd., in Hooksett, NH. Per the approved drawings, NH Signs will:

Item 1:

1. Gain permits for \$350 plus the cost of the permit (if needed).
2. Remove existing sign faces & fluorescent lamp lighting and dispose.
3. Install low voltage LED lighting and power supplies into 2-sides of sign.
4. Produce and install new flat translucent 3/16" Lexan faces decorated with printed translucent vinyl graphics into 2-sides of sign. Design per approved drawings.
5. Clean, prepare and paint sign cabinet and retainers. (Color to TBD)

Our Price: \$ 5,995.00

Item 2:

1. Gain permits for \$350 plus the cost of the permit (if needed).
2. Remove existing arrow sign cabinet and dispose.
3. Supply and install (2) 2'x7' full color 9.5mm Stax LED message center units.
 - a. Programmed using SM Infinity software and 4G cellular router with lifetime data plan.
 - b. Includes final connections by licensed electrician at an estimated cost of \$1,200.

Our Price: \$ 25,010.00

We look forward to working with you.

Regards,

Fred Pineault, NH Signs

(2) FACE REPLACEMENT FOR EXISTING CABINETS:
SCALE 1/2"=1'-0": 32 SQ. FT.
3/16" LEXAN FACES WITH TRANSLUCENT GRAPHICS
RETAINERS: 1 1/2"
PAINT CABINET: COLOR T.B.D.
LED RETRO FIT.

(2) S/F EMC CABINETS: SCALE 1/2"=1'-0": 14 SQ. FT.

BOTH LOGOS REQUIRE ARTWORK

SIDE A

SIDE B
ARROW DIRECTION CHG

NI Signs
66 Gold Leaf Avenue
Durham, NH 03824
603.437.1200
FAX 603.437.1221
www.nisigns.com

DESIGN
MANUFACTURE
INSTALL
SERVICE

CLIENT:
TOWN of Hooksett
Safety Center

LOCATION:
15 LEGENDS AVE
HOOKSETT, NH

DATE:
06/01/23

FP
DESIGNER
KAREN DAVIS

Rev# 0
Date:

FILE NAME LOC:
TOWN OF HOOKSETT
SAFETY CENTER SIGNS

NI Signs is a registered trademark of NI Signs, Inc. All rights reserved. NI Signs, Inc. is not responsible for the content of this document. NI Signs, Inc. is not responsible for the content of this document. NI Signs, Inc. is not responsible for the content of this document.

PAGE: 1



Quote Number: 000015
 Job Number: 2x7 2 Face(s)
 Representative: Nicole Stanyard
 Date: 6/1/2023 11:19:59

AUTHORIZED DEALER

NH Signs
 66 Gold Ledge Avenue
 Auburn, New Hampshire 03032

AUTHORIZED DISTRIBUTOR

Meyer Supply Company
 600 New York Avenue
 Rochester, PA 15074
 724-897-7446

JOB REFERENCE

Hooksett NH 2x7 DF

DISPLAY SPECIFICATIONS					
DISPLAY HEIGHT	FEET	2	INCHES	MODULES	2
DISPLAY WIDTH	FEET	7	INCHES	MODULES	7
FACES	TOTAL	2	TOTAL WEIGHT	LBS.	364
PIXEL MATRIX	H X W	64 x 224	PIXELS PER FACE		14336
PIXEL PITCH / RESOLUTION	SMD	9.5mm	BRIGHTNESS	NITS	8500
DISPLAY POWER REQUIREMENTS					
TOTAL AMPS (MAX)		10	MAX WATTS		1200
EST. AVERAGE AMPS @120V		3	EST. AVERAGE WATTS		360
SUGGESTED ELECTRICAL SERVICE* (BASED ON 20AMP SERVICE)			CIRCUITS PER PROJECT		1
INCLUDED STANDARD FEATURES					
COLOR CAPABILITY	281 TRILLION				
VIEWING ANGLES	140° HORIZONTAL / 70° VERTICAL				
VIDEO	60 FRAMES PER SECOND				
LIGHT SENSOR	AUTO DIMMING WITH MANUAL BACKUP				
COMMUNICATION	4G CELLULAR ROUTER + LIFETIME DATA				
SOFTWARE	SM INFINITY + PROJECT CONTENT				
STANDARD WARRANTY					
PARTS	5 YEARS				
SOFTWARE UPGRADES	LIFETIME				
TRAINING & SUPPORT	LIFETIME				



STAX
 SIMPLE. SELLABLE. SUPPORTED.

888.263.6530 3526 N. Comotara, Wichita, Kansas 67226 www.nextledsigns.com



Bruce Thomas

From: Matthew R. Serge <MSerge@dwmlaw.com>
Sent: Thursday, June 29, 2023 11:24 AM
To: Bruce Thomas
Subject: RE: Safety Station Sign Message Board and Impact Fees

Hi, Bruce. My feeling on this is that the Town could make a valid argument that impact fees could be used for the new message board, but this is by no means a clear case. One could argue that a message board is not the kind of capital facility for which impact fees can be expended, and that there is no real connection between the board and any particular developments.

My thinking is that the message board has been made necessary due to the increase in development over the last few years, and that this fits within the category of a traffic/roadway or public safety facility. So, while there is an argument for using impact fees for this message board, it is not a sure thing and if ARPA funds can be used instead that would be best.

-Matt

From: Bruce Thomas <BThomas@hooksett.org>
Sent: Tuesday, June 27, 2023 1:25 PM
To: Matthew R. Serge <MSerge@dwmlaw.com>
Cc: Andre Garron <agarron@hooksett.org>; Christine Tewksbury <ctewksbury@hooksett.org>; Ben Berthiaume <bberthiaume@hooksett.org>
Subject: Safety Station Sign Message Board and Impact Fees

****CAUTION**** This message originated from an **external source**. DO NOT reply, click links, or open attachments unless you have verified the sender and know the content is safe.

Good Afternoon Matt,

The Town is considering the repair of the Safety Center Sign and the addition of a message board on the existing sign. I have requested ARPA funding for the sign, but would like an alternative source of funding that the Town Council could tap into if necessary. To that end, I would like confirmation that Impact Fee funds would be suitable.

Below is a description of Impact Fees from the Town website. I've set in bold two applicable lines. I believe that a message board sign would "get the message out" to residents, both new and existing regarding services we provide. At almost every Management meeting I have been to, we are always discussing how to notify residents of a multitude of issues (voting days, tax days, dog license fees, Old Home Days, etc...). I believe that it is very difficult to get information to residents and other stake holders, and that a message board would be a huge benefit to our abilities to disseminate information as the Town is getting larger creating more challenges to the communication process.

Regarding the second line in bold, *"Ensure that adequate and appropriate facilities are available", a message board would certainly help educate new residents and old of the services and facilities available to them.*

I understand that repair and maintenance on the existing sign would not qualify for Impact Fees. But based on the above, do you think a message board would qualify for the expense of Impact Fees? Also, which impact fees could we use, those from Police, Fire, Public Recreation, Traffic/Roadway, or School?

Thank you,

Bruce A. Thomas, P.E.
Town Engineer
35 Main Street
Hooksett, NH 03106
(603) 419-4003
Cell: (603) 264-8508

What are Impact Fees?

Impact fees are imposed upon new development, including subdivision, building construction or other land-use change. These fees help absorb the financial impact of new development for the construction or improvement of capital facilities owned or operated by the town. The purpose of these fees are to:

- Prevent scattered or premature development of land as would involve danger or injury to health, safety, or prosperity by reason of the lack of water supply, drainage, transportation, schools, fire protection, or other public services, **or necessitate the excessive expenditure of public funds for the supply of such services**
- **Ensure that adequate and appropriate facilities are available to individuals who may come to be located in the town of Hooksett.**
- Provide for the harmonious development of the municipality and its environs
- Ensure the proper arrangement and coordination of streets, as well as, sufficient width to accommodate existing and prospective traffic

Such facilities that may be affected by new development include: water treatment and distribution facilities, wastewater treatment and disposal facilities, public roads, public school facilities, public safety, solid waste collection, recycling, public libraries and public recreation facilities.

Town Council STAFF REPORT



To: Town Council
Title: Solar Energy Initiative
Meeting: Town Council - 12 Jul 2023
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

The task of exploring the potential use of Hooksett's former landfill as a site for a solar array was assigned to the Administration Department, in collaboration with Councilor Walczyk. The site, located behind the Recycling and Transfer Station, covers 15 acres and underwent capping in 1999. The committee gathered information on other municipal solar projects such as Durham, New Boston, Derry, Manchester, Lebanon and Claremont.

Having gained a better understanding of the project requirements, a request for proposal (RFP) was issued on November 30, 2022. The responses to the RFP were received by January 9, 2023, with three companies submitting proposals:

1. ReVision Energy, based in Brentwood, NH, offered an outright purchase of the solar array for \$3,871,119. They also provided a lease option. The system capacity was stated as 1.34MW.
2. Alliance Clean Energy, Inc. (ACE), headquartered in North Andover, MA, proposed an outright purchase for \$5,151,644 with a system capacity of 2.18MW. No lease option was included in their submission.
3. SunLight General Capital, located in New York, submitted a lease option for a 1.3MW system.

Lease options involve no upfront costs and include a buyout option starting in the sixth year of the lease.

After careful consideration, the committee concluded that ReVision Energy is the most suitable company to proceed with the project. ReVision is a local company in New Hampshire with experience in municipal solar arrays, including Hooksett's Wastewater. They are actively involved in solar-related legislation and can provide information on any upcoming developments from the state. ReVision also offers opportunities for public engagement, such as Lunch and Learns and presentations to educate the community about the benefits of solar energy. Additionally, they provide a hands-on learning experience called the "Tiny Climate Classroom" for students of all ages.

The next step is for the Town Council to award a solar contract to ReVision Energy, Inc. This would enable ReVision to present the available options to the Town Council in August, allowing them to determine the best course of action.

RECOMMENDATION:

Grant the solar bid to ReVision Energy, Inc. and invite them to attend the Town Council meeting in August for a comprehensive presentation on the advantages of solar energy, including details on

lease and purchase options, as well as to address any inquiries from the Council. Following the August meeting, a contract with ReVision will be finalized based on the Town Council's chosen course of action.

SUGGESTED MOTION:

Motion to award the solar bid to ReVision Energy, Inc. and have them attend the Town Council meeting in August to determine the best course of action for the Town of Hooksett.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion

ATTACHMENTS:

[COMPLETE RFP# 2022-12](#)
[22-12_bid_results](#)



Town of Hooksett, New Hampshire

REQUEST FOR PROPOSALS

RFP 2022-12

November 30, 2022

The Town of Hooksett is seeking proposals for:

Group Net Metering Photovoltaic System

Offered by:

Town of Hooksett

RFP Process Coordinated by:

André Garron, ICMA-CM
Town Administrator
35 Main Street
Hooksett, NH 03106
(603) 485-1184

Background:

The Town of Hooksett invites qualified vendors (“Proposers”) to submit proposals for installation of solar panels (approximately 2.19 MW) on the Town’s solid waste landfill, located at 210 West River Road to support the electricity needs of Town buildings in a group net metering arrangement. All Proposer’s responses to this RFP shall be assumed to be compliant with all provisions of this RFP, unless specifically noted by Proposer in their response (and as listed in Appendix F).

Landfill History

The Hooksett Landfill, located at 210 West River Road, consists of approximately thirteen (13) acres of area on an approximately 34-acre parcel along the east side of Interstate 93, west of Route 3A (West River Road), approximately 1 mile south of the Hooksett toll booth. Access to the landfill is from Route 3A through a locking gate. The landfill area is topographically high relative to the adjacent terrain, flanked by steep slopes on the north, south and east. The filled areas form an approximate L shape oriented north to south. The southeast portion of the landfill is vegetated with grass, while the west portion has a sand cover. The Hooksett Landfill was a landfill composed of both Municipal Solid Waste (MSW) and Construction Demolition Waste (CDW). The Town

stopped receiving MSW for disposal in September of 1998 and the receiving of CDW for disposal in the CDW portion of the landfill stopped in 1995. A transfer station, garage, and office building occupy an area on the east side of the landfill, north of the southeast lobe of the landfill. In addition, the Hooksett Department of Public Works operates from an office and garage complex, including a salt shed located northeast of the landfill.

In approximately 1974, the Town of Hooksett acquired a former sand and gravel excavation area. Some excavation of sand and gravel was conducted by the town for several months prior to the commencement of municipal solid waste (MSW) filling activities. According to the landfill supervisor at that time for the Town of Hooksett landfill, groundwater was not encountered during this period of excavation. The Hooksett landfill is reported to have been in continuous operation for approximately twenty years. The landfill was originally operated as an open burning dump, and later as a sanitary landfill. The southwest corner of the landfill was the first area to receive fill material, consisting exclusively of MSW. Wood and brush were burned at the landfill from 1974 until approximately 1984. Sometime between 1984 and 1985, the landfill began accepting wood demolition debris for fill. Demolition debris was placed in the southeast and northern portions of the landfill. In 1990, landfilling of MSW ceased, while wood, brush, and concrete without rebar (i.e., clean concrete) continued to be accepted at the landfill.

The transfer station presently operating east of the landfill collects MSW, scrap metal and tires from town residents for disposal at off-site locations. A floor drain in this building drain to an underground storage tank located northeast of the transfer station. Oil, segregated glass, plastic, metal, and other materials are also collected for recycling at the building south of the MSW transfer station building. A 1,000-gallon underground storage tank, located north of the recycling building installed in approximately 1986, is utilized for the storage of waste motor oil. In addition, a 300-gallon aboveground storage tank is located inside the recycling building, for the storage of recycled oil used to heat the building. The transfer station office building utilizes an on-site sanitary septic system with a leach field located northeast of the building. A 10,000-gallon underground storage tank and pump station was installed on the west side of the office building in approximately 1987, for the storage of landfill vehicle diesel fuel.

Landfill Construction

The final cover design for the MSW portion of the landfill relies mainly on a synthetic flexible membrane as the impermeable barrier. The impermeable barrier is a 40-mil geomembrane. Protecting the 40-mil geomembrane is a cover layer of sand and topsoil having a combined depth of 24 inches. Providing additional protection to the 40-mil geomembrane, and lying directly on top of it, are a synthetic drainage net and geotextile filter fabric in slopes of 4 to 1 or greater. The CDW portions of the landfill are covered with a low permeable soil to a depth of 18 inches with a covering of topsoil of 6 inches.

From bottom to top, the closure cover design consists of 1 foot soil cover, overlain by a 1-foot sand (12% passing No. 200 sieve), followed by the geomembrane cap that is then

overlain by an 18-inch (1.5 ft) sand drainage layer and 6-inch (0.5 ft) topsoil vegetative cover.

Concrete monuments are installed in the final cover as survey points to allow periodic monitoring of landfill.

The landfill gas collection and treatment system includes deep gas vents, shallow gas vents and gas monitoring probes. The landfill passive venting system consists of 3 deep gas vents and 9 shallow gas vents. The three deep gas vents, and three shallow gas vents are in the MSW, and six shallow gas vents are in the CDW. Four landfill gas-monitoring probes were installed. The gas monitoring probes, fabricated of 2-inch PVC pipe, are installed to varying depths from the bottom of the waste to ground surface. Each probe is a cluster of three probes having different screened intervals below grade. The monitoring probes have been located to detect the migration of landfill gas beyond the landfill boundary in areas where migration could potentially pose a threat to human health or public safety. Because neither structures nor public access exist south of the closed landfill and the structure to the north is located below the landfill, gas monitoring probes have been installed along only the western and eastern limits of the landfill.

Total/usable Acreage

The approximate lot size is 13 acres. However, stabilized slopes may impede the use of the total acreage. Access to monitoring wells, caps, and gas monitoring probes must be maintained.

Regulatory Requirements

Groundwater monitoring wells require two inspections/water samples per year by NHDES. Currently, more extensive testing is done for PFAS. Monitoring of the caps are done at the same time the groundwater monitoring wells are sampled. The landfill is mowed twice a year and coincides with the engineering firm conducting the well monitoring, gas monitoring and post closure monitoring plan.

Project Intent

The Town of Hooksett is seeking a proposal to include the following components:

1. The Town of Hooksett is seeking proposals to either purchase the solar panels outright or consider a lease to own option as offered by the Proposers (PPA). All submissions shall explicitly state a firm annual lease for the duration of the contract (minimum of 25 years) and a buy-out amount starting at the end of Year 5. If escalation clauses are to be included, the proposal shall include percentage increases for each year over the 25-year period.
2. The Proposer shall be responsible for system design and all permitting and requirements through NHDES (see Appendix C) and other regulatory agencies such

as NHPUC. Proposer will be responsible for completing the Eversource Interconnection Agreement and any other Eversource requirements to complete the project. Proposer will be responsible for working with the Town of Hooksett to coordinate terminating the contract with Constellation Energy Services, Inc. as appropriate. These costs shall be included in the Proposer's price quote with any relevant assumptions, based on previous landfill projects that the Proposer has completed.

3. The Proposer shall provide a glare study that takes into consideration surrounding homes, roads, and highways.
4. The Proposer shall furnish surety (bond) for 100% value of the project cost if the project is an outright purchase.
5. The Proposer will not be responsible for building permit fees and property taxes if the proposal includes provisions for the Town to own the panels outright. *If the proposal includes a lease provision, the Proposer should assume that it is their responsibility to pay annual tax payments for the duration of private ownership. If there is a future adoption of a Payment in Lieu of Taxes (PILOT) as permitted by New Hampshire RSA 72:74, the Town of Hooksett would seek a renegotiation of terms of the proposed contract.*
6. In a lease scenario, the Proposer may apply for tax credits and other incentives as eligible. The Proposer may retain the credits/incentives as part of the overall financial proposal. For an outright purchase, the Town would capture those credits, if available to them (including all RECs). If the Town should purchase the system at a future date (e.g., at the end of Year 5) then the Town would receive all RECs following the purchase date.
7. The Proposer shall provide information on seasonal maintenance requirements, if town purchases outright or include a Maintenance Service agreement, in a lease scenario.
8. The Proposer shall provide insurance for the duration of the lease with the following minimum limits:

Coverage must be written with an insurance carrier licensed to do business in the State of New Hampshire. The Town of Hooksett requires thirty (30) days written notice of cancellation or material change in coverage. The successful Proposer is responsible for filing updated Certificates of Insurance with the Town of Hooksett during the life of the contract.

The successful Proposer, at their cost, will be required to provide a Certificate of Insurance before installation can commence naming the Town of Hooksett, its

officials, agents, volunteers, and employees must be named as additional insured. The following standard insurance shall be required:

Umbrella Insurance Coverage

Per Occurrence	\$1,000,000
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Commercial General Liability Insurance

Each Occurrence Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000
Personal and Advertising Limit	\$1,000,000

Commercial Automobile Insurance (for Owned, Hired, and Non-owned Autos):

Bodily Injury and Property Damage Liability Combined Single Limit (Per Occurrence)	\$1,000,000
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Workers Compensation/Employers Liability Insurance

Bodily Injury by Accident Each Accident (Coverage B – Employer’s Liability)	\$500,000
Bodily Injury by Disease Aggregate Limit	\$500,000
Bodily Injury by Disease- Each Employee (Coverage A – Statutory)	\$500,000

The successful Proposer shall indemnify and hold harmless the Town of Hooksett, NH, its agents, officials, volunteers, and employees from and against all claims, damages, losses, and expenses, including attorney’s fees, arising out of the successful Bidder’s/Subcontractors’ performance under the contract.

9. The Town of Hooksett seeks to use a portion of the generated electricity at the Town’s Public Works and Recycle and Transfer Department buildings (group host). The Public Works Department is located northeast of the landfill while the Recycle and Transfer station, garage and office building are located on the east side of the landfill. The Eversource account number for the group host is #5696 262 1074. The Proposer will be responsible for soliciting demand/usage information on the accounts to determine the optimum sizing of the solar panel field for this location for the fiscal year 2021-2022. Appendix A provides a list of accounts and power consumption. The Proposer is responsible for all material and labor to connect the solar array system into the main meter for a group net metering arrangement.
10. Proposers may submit questions by email only to agarron@hooksett.org. All questions shall be submitted by December 16, 2022, 12PM. Responses shall be posted to the Town’s website by December 28, 2022. Proposals are due by January 9, 2023 at 2PM.
11. **A site visit will be conducted on December 7, 2022, 1PM at the landfill (unless previously visited).** Proposers are urged to keep an eye on the weather; they may contact the Administration Office @ 603-485-8472 with any questions on the

weather. The purpose of the site visit is to provide proposers with an opportunity to assess site conditions. Formal questions and requests for clarification will be responded to through the Q & A process noted in #9 above.

12. Operations & Maintenance service shall be offered by the Proposer should the Town select the purchase option. Service restoration for any failed portion of the system shall be repaired within a 5-day business window.

13. De-commissioning cost for the system at the end of the system life shall be included as a separate cost item by the Proposer.

Proposal Requirements:

At a minimum, the proposal shall include information regarding the qualifications and experience of Proposer's personnel on this project, information on projects in operation (landfill projects), references, project approach, schedule, and financial terms. Four (4) copies of the proposal shall be submitted.

Basic Requirements for the proposal each site shall include:

- Company Profile – including key personnel
- References for landfill projects similar in scope and overall company experience
- Panel Count, Wattage, and Initial Site Layout – Panels shall be black in color
- Power production estimate: provide assumptions and methodology used to derive estimated yearly kwh production (25 years) and yearly degradation factor.
- Host Site Consumption: estimate of hourly usage at the Public Works and Recycle& Transfer buildings (GV meter) and corresponding export of excess electricity to the grid
- Estimated Installation Schedule and company backlog (if any)
- Specifications for solar panels, inverters or microinverters, and other relevant equipment
- Operations Software for the project to enable the Town to monitor production metrics by panel and by the system. In addition, provide real time notification to Town operator (or for PPA, the Proposers operator) for module or system failures to enable fast restoration times. Software license fees to be included in bid price.
- Proposed capacity and production metrics; annual degradation factor of system
- Annual Reduction in Electricity cost. Current supply vendor for the Town Municipal Entities is Constellation Energy Services, Inc., with cost at \$0.0739 /kWh, valid until December 2024.
- Estimated annual REC Income
- Peak Usage Impact on Demand Charges and Potential Cost Savings if any
- Payback Analysis – **PROPOSERS SHALL ACCURATELY REPRESENT REVENUES/CREDIT FROM EXPORTED ELECTRICITY SALES AND ALSO ACCURATELY REPRESENT EXPENDITURES FROM IMPORTED ELECTRICITY PER NHPUC REGULATIONS**
- Warranty Information for panels at 25 years, inverters or microinverters at 25 or 12

- years, workmanship, and infrastructure at 12 years
- Reliability analysis of inverter selection (inverter vs microinverter comparison)
- Spares list if the Town selects the purchase option
- Pricing Proposal (use template from Appendix D for PPA Option and use template from Appendix E for Outright Purchase Option). Pricing shall include all racking materials and service from PV array to service panel or in other words a turnkey project. Include proposed payment schedule.
- Detailed schedule tied to Payments, including permitting with Eversource, NHDES, NHPUC and other Agencies if necessary.
- Pricing (Use applicable Pricing Template, Appendix D and Appendix E), Include separate prices for O&M and De-Commissioning Costs. List all key assumptions. Prices to be valid for a minimum of 90 days:
 - o ***Option A – Outright purchase – Gross Cost and Net Cost for 2.19 MW***
 - o ***Option B – Lease Agreement/PPA buyout at Years 5 through 25 for 2.19 MW and Electric Cost (\$/kwh) for Town to purchase during lease years***

Selection Criteria:

Each Proposer shall be evaluated based on these criteria:

1. Team qualifications/Past Projects for New Hampshire and New England landfills and other locations
2. Qualifications of Project Manager, Lead Designers, and other Key Staff
3. O&M Support/Response times to fix product/system failures
4. Technical Response
5. Responsiveness to Town's requirements reflected in proposed approach/scope
6. Project schedule
7. Financial Terms & Lifecycle Costs
8. Financial Stability of Proposer and ability to finance the project

The Town shall rate the firms in order of preference. The top-rated Proposer shall be notified of its standing and further negotiations with the Town may commence. If the Town is unsuccessful in reaching a satisfactory contract with the top-rated Proposer, it may terminate the negotiations without prejudice and commence negotiations with the second rated Proposer. If no agreement can be reached with the second rated Proposer, the Town shall move to the third, and so forth.

The Town of Hooksett may or may not interview Proposers at their discretion. Proposers should fully understand that the Town evaluation team cannot interview all Proposers.

The Town will seek to expedite the selection process, but Proposers should expect a final decision by end of March 2023.

Submission Information:

Proposals must comply with the following submission procedures:

Four (4) sealed proposals and one (1) digital proposal via USB flash drive (file no larger than 20MB) shall be submitted marked “Landfill Photovoltaic System” on the outside of the envelope, addressed to:

Landfill Photovoltaic System

**André Garron, ICMA-CM
Town Administrator
35 Main Street
Hooksett, NH 03106**

Proposals will be accepted until **2:00 pm January 9, 2023**. Proposals received after this time will be returned unopened. **Faxed or emailed proposals will not be accepted.**

1. **AUTHORIZATION:** The proposal must be signed in ink by an authorized signer, or by an agent of the proposer legally qualified and acceptable to the proposer, and contain the printed names, titles, and business and post office address of both parties, if applicable.
2. **WITHDRAWAL OF PROPOSALS:** A proposer will be permitted to withdraw their proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening of the proposals.
3. **RESERVATION OF RIGHTS:** The Town of Hooksett reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the Town. The proposer is solely responsible for the contents of their response to this request for proposal. **The Hooksett Town Council must approve the terms of the contract at a public meeting. This contract will not become binding until Town Council has taken an affirmative vote according to the Town Charter.**
4. **AVAILABILITY OF DOCUMENTS:** Copies of this Request for Proposal are available at:

Hooksett Town Hall
Administrative Department
35 Main Street
Room 102
Hooksett, NH 03106

Appendices:

- A- List of Accounts and power consumption
- B- Map of Landfill
- C- NH DES Requirements
- D- Pricing Template – Lease Buy (PPA) Option
- E- Pricing Template – Outright Purchase Option
- F- Proposer List of Exemptions to RFP specifications

Appendix A - Town Buildings

Municipal Town Buildings & Locations

		Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Total kWh FY 2021-2022
5696 262 1074	HOST SITE - Recycle & Transfer Landfill	355	397	379	358	373	392	442	314	333	436	476		4255
5620 824 1026	Town of Hooksett- Donati Field FB SB Field Lights	360	0	360	1640	2480	0	0	0	0	0	40	480	5360
5632 844 1019	Town of Hooksett- Communications Tower	367	348	390	305	299	347	327	349	316	304	353	363	4068
5626 583 1065	Town of Hooksett- Alice Ave Blinkers	6	7	6	6	6	7	6	7	6	7	6		70
5638 223 8053	Town of Hooksett-	13	13	15	16	16	28	29	14	14	15	12		185
5627 583 1071	Town of Hooksett- Donati Blinker	6	7	6	6	6	7	6	7	6	7	6		70
5608 274 1034	Town of Hooksett- Outdoor Lighting	57	58	65	76	82	89	86	72	70	59	53		767
5665 024 1011	Town of Hooksett- PRAC Field Lights B	66	66	74	88	94	102	98	82	80	68	60		878
5665 027 1011	Town of Hooksett- FB Field Concession	240	243	273	321	345	375	363	303	294	246	222		3225
5689 356 9004	Town of Hooksett- Parks and Rec Garage/Restrooms	53				35	1208	3566	3386	2931	2726	1239		15091
5694 970 6006	Town of Hooksett- B Ball Concession	54	132	77	54	4	0	0	0	0	0	85		406
5699 806 1055	Town of Hooksett- Sign Safety Complex	0	0	0	20	2	100	214	178	165	171	132		982
5643 113 5029	Town of Hooksett- PRAC Field Lights B	71	118	247	20	20	0	0	0	0	26	244		746
5644 708 8014	Town of Hooksett- YMCA Summer Camp	88	54	12	1	0	1	1	0	1	1	0		159
5645 350 1041	Town of Hooksett- Heads Chapel	41	41	46	32	55	59	58	49	48	43	38		510
5648 274 1006	Town of Hooksett- Legends Drive Traffic Light	176	165	175	154	151	154	216	211	198	203	159		1962
5649 045 1077	Town of Hooksett- Outdoor Lighting	563	569	636	754	807	874	848	708	689	576	517		7541
5658 038 5045	Town of Hooksett- Electric Gate	8	7	8	7	7	8	8	7	8	8	8		84
5681 051 1014	Town of Hooksett- Landfill	2209	2182	2361	1804	1735	1916	2132	2096	1761	1749	1379		21324
5685 062 1020	Town of Hooksett- Tennis Courts	193	168	191	201	139	60	66	59	58	65	56		1256
5685 243 1048	Town of Hooksett- FB Field Concession	371	303	403	332	287	0	0	0	0	38	390		2124
5685 834 1035	Town of Hooksett- Safety Center (FD & PD)	26400	28900	29300	21100	22100	27200	33900	32000	27200	26500	21300		295900
5688 315 1037	Town of Hooksett- Petersbrook Park	300	300	1900	6000	5000	0	0	0	0	100	200		13800
5689 105 1062	Town of Hooksett- Traffic Lights	141	136	146	130	129	132	143	126	126	146	127		1482
5601 735 1016	Town of Hooksett- Town Hall Sign Light	19	17	20	21	24	26	29	23	20	22	16		237
	101 Merrimack Street													
5618 114 1037	Town of Hooksett- Courthouse	8080	7760	8600	6920	7000	7840	8080	8000	7320	7760	6120		83480
5621 804 1085	Town of Hooksett- Communications Tower	771	724	761	663	647	671	745	821	814	789	668		8074
5627 504 1051	Town of Hooksett- Fire Dept	3113	3623	3752	2968	2581	2919	3193	2937	2865	2595	2396		32942
5634 046 9097	Town of Hooksett- Pavilion				0	0	0	0	0	0	0	0		0
5634 381 6039	Town of Hooksett- Town Hall	12000	11760	12000	9840	10080	11280	13440	12960	12720	12960	10560		129600
	101 Merrimack Street													
5636 014 1048	Town of Hooksett- Courthouse Storage	114	131	155	126	193	369	678	656	563	279	147		3411
5637 953 5065	Town of Hooksett- Main Street Outdoor Lights	13	8	10	7	7	7	9	7	6	7	5		86
5641 151 1066	Town of Hooksett- Highway Dept Garage	4880	4720	4920	3800	3840	4600	5840	5560	4800	4520	3800		51280
5641 503 8033	Town of Hooksett	0	0	0	0	0	11	15	0	0	0	0		26
8000958-01-3-7	Town of Hooksett - Street Lights	N/A	3255	3803	4467	4605	5134	5042	4024	3940	3271	N/A		37541
													Total kWh	728922

Landfill

Depiction of Solar Location

Legend

- 210 W River Rd
- Hooksett



Appendix C

NH DES Requirements for Landfill Solar Arrays

NH DES Permits:

1. NH DES Solid Waste Permit Modification for Post-Closure Use of the landfill approval
 - a. Type I-B Permit Modification, application fee of \$100
2. Alteration of Terrain permit for disturbance of a large land area and changes in stormwater flows.

In addition to items required by the application forms, NHDES offers guidance on the following items that need to be addressed in the application:

- Provide information and calculations demonstrating that the waste containment system will maintain integrity under the proposed loading, both short-term (construction equipment) and long-term (solar array).
 - Calculations should be provided for global stability, cap veneer stability, and settlement, with analysis for both the static and seismic conditions.
 - Appropriate minimum factors of safety should be selected based on the quality of data and information available (see Table 2-4 in EPA Solid Waste Disposal Facility Criteria Technical Manual, dated November 1993 and revised April 1998).
 - Calculations need to include wind and snow loading, as appropriate. Applicants are cautioned to use wind and snow load factors that reflect recent climate trends.
- Provide information regarding any anticipated changes to stormwater flows as well as proposed changes to stormwater controls due to the addition of the impervious solar panels. Use precipitation data from the Northeast Regional Climate Center (or as requested by NHDES AoT) and precipitation curves that reflect recent climate trends. NHDES notes that you may also need approval from NHDES' AoT Bureau – call (603) 271-2147.
- Provide a description and design details showing how the electrical infrastructure is protected from landfill gas. Explosion-proof electrical equipment will be used wherever feasible.
- Provide design plans showing access controls including fencing, gates and road layout(s) for all phases of the project, including construction, operation and on-going landfill maintenance. Existing access roads should be used whenever possible.
- Provide a description of how mowing or other vegetation control will be accomplished after a solar array is in place.
- Show or describe set-backs of all parts of a proposed solar array from all monitoring points at the solid waste facility, including gas vents, gas probes, groundwater monitoring wells, ground control markers, and any access points to leachate and landfill gas collection and control systems. Ten feet in all directions

is a minimum set-back, but the nature of each monitoring/access point should be assessed during design to determine appropriate set-backs – consider what machinery might be required to do work in, around and at any of the monitoring/access points.

- Provide a description of the measures that will be taken if damage occurs to the landfill and systems, and repair of any system is required.
- Provide a description of how the installation will be removed at the end of its life. Returning the site to pre-existing conditions will be required.

Additional requirements will be to update the facility's design plans, closure plan and financial assurance plan. The proposed updated or revisions must be included with the application. Design plans must meet the requirements of Env-Sw 1103.05. Design plans and calculations must include the seal (stamp and signature) or a qualified professional engineer.

If the application for a solar array project is approved, a Notice of Intent to Construct and a construction certification report, which must include as-built drawings will be required to be filed with NHDES. Further, the services of a professional engineer will be required during construction of the solar array (see Env-Sw 1104), and biweekly reports must be filed with NHDES during construction.

Also, municipal zoning and/or site plan review processes must be followed.

Vendor shall be responsible for NH DES application and permit approval for the municipal landfill.

TOWN OF HOOKSETT SOLAR RFP PRICING TEMPLATE
LEASE/BUY (PPA) OPTION

(WW savings should be shown separately from other Town buildings)

Year	khh produced	Behind Meter Consumption (kwh)	Proposer Rate (\$/kwh)	Proposer Payments for Production \$	Net Metering Credit Rate for Town \$/kwh	Net Metering Savings \$	Behind the Meter Savings \$	Other Savings \$	Net Cost to Town \$	Buyout Price \$	O&M (After Buyout) \$
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
Total											

Assumptions

- 1
- 2
- 3

De-Commission Cost at
Year 25: \$

Payment Schedule Tied to Schedule Milestones

Additional Pricing Discount for inclusion of Schools: \$

TOWN OF HOOKSETT SOLAR RFP PRICING TEMPLATE
OUTRIGHT PURCHASE OPTION

Year	KWH Produced	Value of Electricity Behind Meter \$	Value of Exported \$	REC Savings \$	Other Savings \$	Operating Costs \$	Annual Net Cash Flow \$	O & M
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
Total								

Assumptions

- 1
- 2
- 3

De-Commission
Cost at Year 25 \$

Payment Schedule Tied to Schedule Milestones

Payment #	Description	\$
	1 Downpayment	
	2	
	3	
	4	
	5	

Additional Pricing Discount for inclusion of Schools: \$

APPENDIX F

EXCEPTIONS, OPTIONS, ALTERNATES, CLARIFICATIONS. & CERTIFICATION

1. ITEM #1

Type: (e.g. Exception))

Page, paragraph #, title, subject: (e.g. page 12, paragraph b.6.i, warranty)

Statement: (e.g. Cell warranty requested was 25 yrs; supplier std is 30 yr.)

Impact: (e.g. Benefit to customers lifecycle cost)

2. ITEM #2

Type: (e.g option)

Page, paragraph #, title, subject: (e.g. page 11, paragraph a.2.b. warranty)

Statement: (e.g. Enphase offers a system monitoring system down to the individual cell level)

Impact: (e.g. Increased availability and maintainability. Benefit to customers lifecycle cost)

LEGALIZE CERTIFICATION STATEMENT

Company name; position in company; Print name: signature; date.

Bid #22-12
Group Net Metering Photovoltaic System
January 30, 2023 @ 2:00 pm

Attendees: Andre Garron, Town Administrator; Leann McLaughlin, Project Coordinator
 Wendy Baker, Executive Assistant; Christine Tewksbury, Finance Director

Bidders	Total
ReVision Energy, Inc. Brentwood, NH	\$3,871,119.00 Lease option submitted
Alliance Clean Energy, Inc. North Andover, MA	\$5,151,644.00
SunLight General Capital New York, NY	Lease option submitted

Bid opening closed: 2:35 PM

Town Council **STAFF REPORT**



To: Town Council
Title: Town Owned Property Inventory - Phase II Review
Meeting: Town Council - 12 Jul 2023
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

In April, the Town of Hooksett auctioned off Phase I Town Owned properties successfully. Administration has continued to work on the Town Owned Property list. This second phase was sent to all departments as well as boards/committees for review and this list is presented to the Town Council for final review.

RECOMMENDATION:

1. Review and discuss Phase II list of town owned properties.
2. Make any necessary amendments the Council sees fit.
3. Move Phase II to a public hearing, including notification of abutters as previously done

SUGGESTED MOTION:

Motion to move Phase II list of town owned properties to a public hearing.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

ATTACHMENTS:

[Phase II Properties - Town Council Review](#)
[Map 9 Lot 72 Off Hackett Hill Road](#)
[Map 10 Lot 30 Off Donald Street](#)
[Map 10 Lot 31 15 Donald Street](#)
[Map 15 Lot 13 Whitehall Road](#)
[Map 20 Lot 29 157 Whitehall Road](#)
[Map 22 Lot 37 Goffstown Road](#)
[Map 26 Lot 114-6 10 Doris Drive](#)
[Map 26 Lot 114-17 5 Doris Drive](#)
[Map 29 Lot 64-6-C Quality Drive](#)
[Map 31 Lot 15-10 22 Harmony Lane](#)
[Map 31 Lot 65 16 Monroe Drive](#)
[Map 34 Lot 1 Off Hooksett Road](#)
[Map 36 Lot 42-7 199 Londonderry Turnpike](#)
[Map 38 Lot 29 44 Donati Drive](#)

[Map 38 Lot 30 Bicentennial Drive](#)

[Map 45 Lot 72 Elmer Avenue](#)

[Map 46 Lot 12 Bicentennial drive](#)

[Map 46 Lot 28 Arah Street](#)

Phase II	Town Owned Property			2023										Notes
Property Location	Map	Lot	Zoning	Building Value	Land Value	Acres	Assessed Value	Category	Year Owned	Amount taken For	Annual taxes based on 2022 Tax Rate			
Off Hooksett Road	9	72	MDR	Vacant	\$ 6,700.00	0.190978	\$ 6,700.00	Tax Deed	1994	\$ 70.00	\$ 161.14	Landlocked		
Off Donald Street	10	30	UDR	Vacant	\$ 7,900.00	0.19	\$ 7,900.00	Tax Deed	1994	\$ 28.71	\$ 190.00	Landlocked - Would need access through other Town property of 10-31		
15 Donald Street	10	31	UDR	Vacant	\$ 7,800.00	0.160698	\$ 7,800.00	Tax Deed	1994	\$ 487.38	\$ 187.59	Does not meet Zoning-lot not large enough to build on		
Whitehall Road	15	13	LDR	Vacant	\$ 6,300.00	0.09332	\$ 6,300.00	Tax Deed	1985	\$ 12.31	\$ 151.52	Landlocked - On Candia Town Line		
157 Whitehall Road	20	29	LDR	Vacant	\$ 58,100.00	0.4	\$ 58,100.00	Tax Deed	1981	\$ 6.42	\$ 1,397.31	Not enough frontage to build (only about 15' of frontage)		
Goffstown Road	22	37	LDR	Vacant	\$ 9,600.00	1	\$ 9,600.00	Tax Deed	1994	\$ 42.00	\$ 230.88	Landlocked		
10 Doris Drive	26	114-6	MDR	Vacant	\$ 2,100.00	0.68	\$ 2,100.00	Tax Deed	2005	\$ 720.75	\$ 50.51	Not enough frontage to build (101.56, needs 150 feet)		
5 Doris Drive	26	114-17	MDR	Vacant	\$ 1,300.00	0.4	\$ 1,300.00	Tax Deed	2005	\$ 661.22	\$ 31.26	Not enough lot area to build		
Quality Drive	29	64-6-C	MUD3	Vacant	\$ 503,000.00	2.25	\$ 503,000.00	Tax Deed	2007	\$ 7,843.23	\$ 12,097.15			
22 Harmony Lane	31	15-10	MDR	Vacant	\$ 78,600.00	0.397796	\$ 78,600.00	Tax Deed	2007	\$ 1,432.17	\$ 1,890.33	Approved subdivision-land has wetlands		
16 Monroe Drive	31	65	MDR	Vacant	\$ 8,700.00	0.11017	\$ 8,700.00	Tax Deed	2005	\$ 261.30	\$ 209.24	Does not meet Zoning Requirements		
Off Hooksett Road	34	1	PZ	Vacant	\$ 87,600.00	2.7	\$ 87,600.00	Tax Deed	1994	\$ 416.15	\$ 2,106.78	Landlocked		
199 Londonderry Turnpike	36	42-7	COM	Vacant	\$ 20,500.00	0.264004	\$ 20,500.00	Tax Deed	2007	\$ 212.27	\$ 493.03	Not buildable-better suited for abutter purchase		
44 Donati Drive	38	29	MDR	Vacant	\$ 55,300.00	0.45	\$ 55,300.00	Tax Deed	2005	\$ 136.38	\$ 1,329.97	Not enough lot area to build		
Bicentennial Drive	38	30	MDR	Vacant	\$ 7,300.00	0.061983	\$ 7,300.00	Tax Deed	2005	\$ 100.63	\$ 175.57	Not buildable		
Elmer Avenue	45	72	PZ	Vacant	\$ 24,400.00	1.9	\$ 24,400.00	Tax Deed	2006	\$ 33.55	\$ 586.82	Landlocked-PSNH Easement through it		
Bicentennial Drive	46	12	MDR	Vacant	\$ 7,500.00	0.1	\$ 7,500.00	Tax Deed	2005	\$ 75.42	\$ 180.38	Landlocked-not building-suitable for abutter purchase		
Arah Street	46	28	MDR	Vacant	\$ 56,900.00	0.330005	\$ 56,900.00	Tax Deed	1994	\$ 444.89	\$ 1,368.45	Not enough lot area to build		

230369

94 AUG 31 AM 8:36

BK1987 PG0537

"KNOW ALL MEN BY THESE PRESENTS

That I, Leslie A. Nepveu, Collector of Taxes for the Town of Hooksett, in the County of Merrimack and State of New Hampshire, for the year 1994 by the authority in me vested by the laws of the State, and in consideration of Seventy Dollars and No Cents (\$70.00) to me paid by the Town of Hooksett do hereby sell and convey to the said Town of Hooksett successors/heirs and assigns, a certain tract or parcel of land situated in the Town of Hooksett aforesaid, Taxed by the Selectmen/Assessors in 1989 to Owners Unknown and described in the Invoice Books as Land-Hooksett Road. A more particular description of said property is understood to be as follows: Land-Hooksett Road 009-072. The whole of the above real estate was bought by Town of Hooksett at a Tax Collector's sale held at the Municipal Building in said Town of Hooksett, New Hampshire on the 28th day of September, 1990. To have and to hold the said Premises, with the appurtenances, to the said Town of Hooksett successors/heirs and assigns forever. And I hereby covenant with the said Town of Hooksett that in making sale of the same I have in all things complied with the law, and that I have good right, so far as that right, so far as that right may depend upon the regularity of my own proceedings, to sell and convey the same in the manner aforesaid.

In Witness Whereof, I have hereunto set my hand and seal, the 24th day of August, the year of our Lord one thousand nine hundred and Ninty Four.

Signed, Sealed, and Delivered in the presence of:

Nicole Young
Kenneth W. Andrews
Matthew J. Smith

Leslie A. Nepveu
Collector

State of New Hampshire Merrimack County Leslie

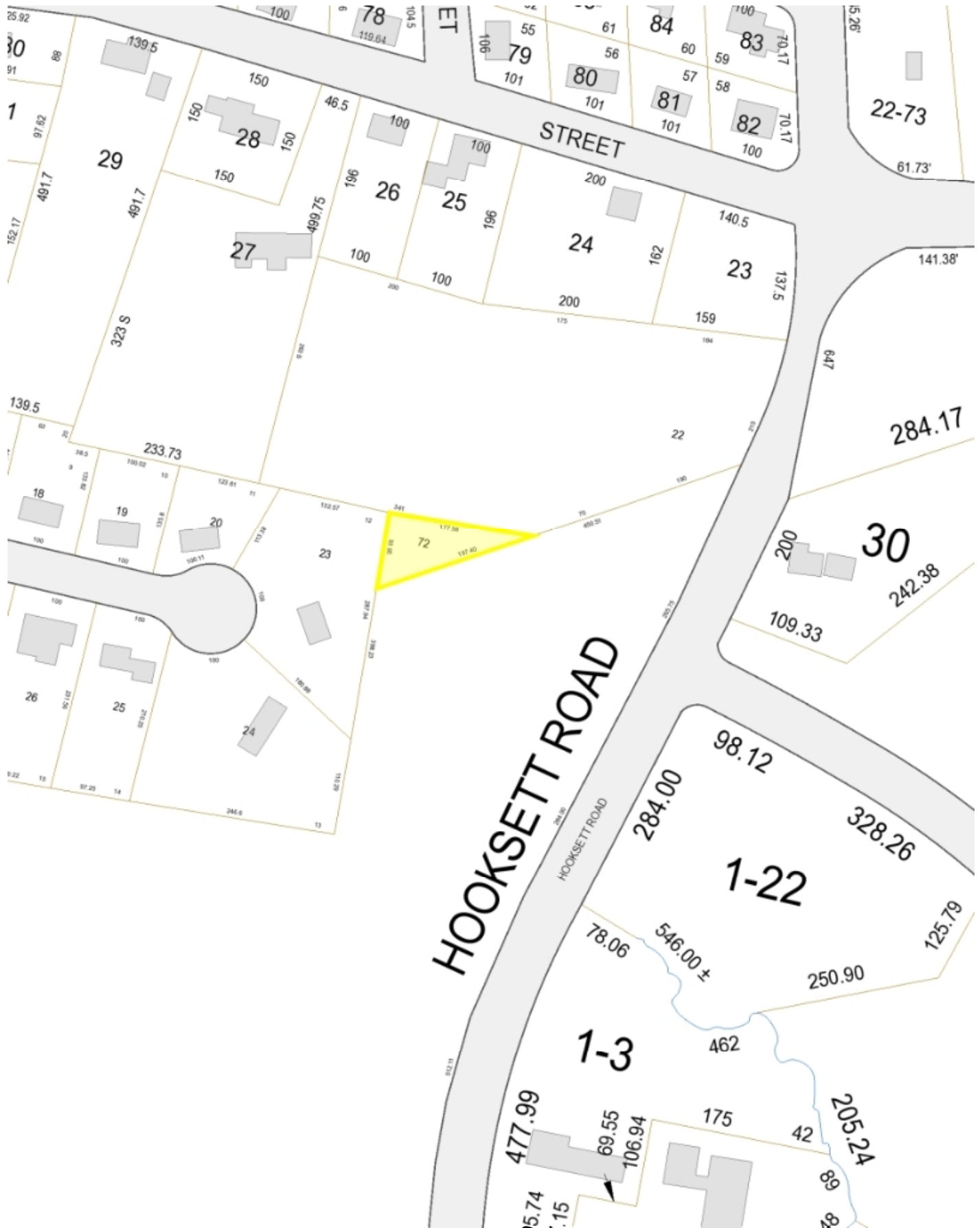
A. L. [Signature] Personally appearing and acknowledged for the foregoing instrument to be his voluntary act and deed. Before me

[Signature]



MERRIMACK COUNTY RECORDS

Kathi L. Gray, Register



230368

94 AUG 31 AM 8:35

BK1967 P0536

KNOW ALL MEN BY THESE PRESENTS

That I, Leslie A. Nepveu, Collector of Taxes for the Town of Hooksett, in the County of Merrimack and State of New Hampshire, for the year 1994 by the authority in me vested by the laws of the State, and in consideration of Twenty Eight Dollars and Seventy One Cents (\$28.71) to me paid by the Town of Hooksett do hereby sell and convey to the said Town of Hooksett successors/heirs and assigns, a certain tract or parcel of land situated in the Town of Hooksett aforesaid, Taxed by the Selectmen/Assessors in 1989 to Owners Unknown and described in the Invoice Books as Land-Donald Street. A more particular description of said property is understood to be as follows: Land-Donald Street 010-030. The whole of the above real estate was bought by Town of Hooksett at a Tax Collector's sale held at the Municipal Building in said Town of Hooksett, New Hampshire on the 28th day of September, 1990. To have and to hold the said Premises, with the appurtenances, to the said Town of Hooksett successors/heirs and assigns forever. And I hereby covenant with the said Town of Hooksett that in making sale of the same I have in all things complied with the law, and that I have good right, so far as that right, so far as that right may depend upon the regularity of my own proceedings, to sell and convey the same in the manner aforesaid.

In Witness Whereof, I have hereunto set my hand and seal, the 24th day of August, the year of our Lord one thousand nine hundred and Ninty Four.

Signed, Sealed, and Delivered in the presence of:

Nicole Young
Kenneth W. Young
Michael J. Young

Leslie A. Nepveu
Collector

State of New Hampshire Merrimack County Leslie

Personally appearing and acknowledged for the foregoing instrument to be her voluntary act and deed. Before

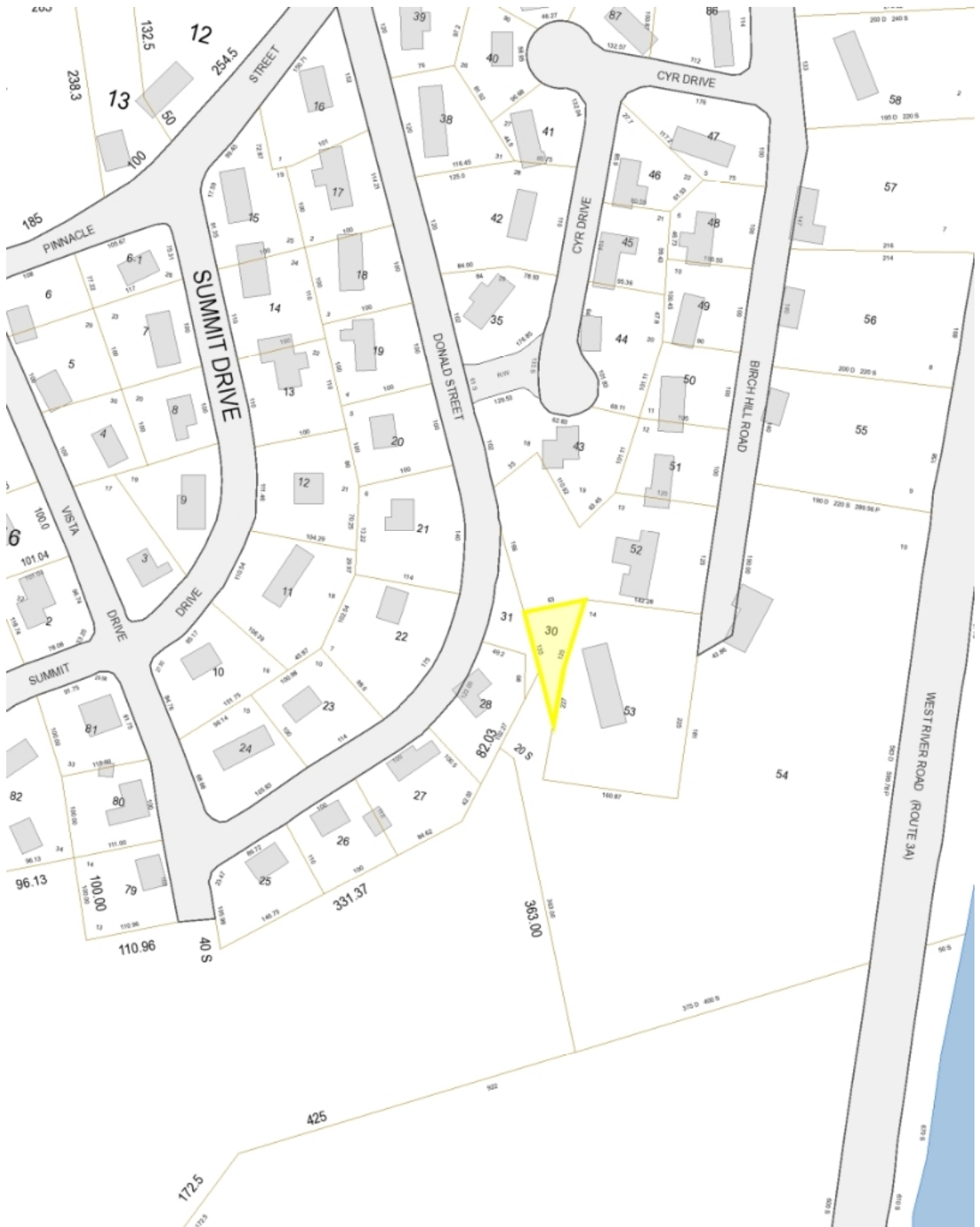
me, [Signature]

MERRIMACK COUNTY RECORDS

Kathi L. Gray, Register

Notary

SONDRA M. PIER, Notary Public
My Commission Expires September 2, 1998



230367

94 AUG 31 AM 8:35

BM1967 P00535

KNOW ALL MEN BY THESE PRESENTS

That I, Leslie A. Nepveu, Collector of Taxes for the Town of Hooksett, in the County of Merrimack and State of New Hampshire, for the year 1994 by the authority in me vested by the laws of the State, and in consideration of Four Hundred Eighty Seven Dollars and Thirty Eight Cents (\$487.38) to me paid by the Town of Hooksett do hereby sell and convey to the said Town of Hooksett successors/heirs and assigns, a certain tract or parcel of land situated in the Town of Hooksett aforesaid, Taxed by the Selectmen/Assessors in 1989 to Owners Unknown and described in the Invoice Books as Land 15 Donald Street. A more particular description of said property is understood to be as follows: Land 15 Donald Street 010-031. The whole of the above real estate was bought by Town of Hooksett at a Tax Collector's sale held at the Municipal Building in said Town of Hooksett, New Hampshire on the 28th day of September, 1990. To have and to hold the said Premises, with the appurtenances, to the said Town of Hooksett successors/heirs and assigns forever. And I hereby covenant with the said Town of Hooksett that in making sale of the same I have in all things complied with the law, and that I have good right, so far as that right, so far as that right may depend upon the regularity of my own proceedings, to sell and convey the same in the manner aforesaid.

In Witness Whereof, I have hereunto set my hand and seal, the 24th day of August, the year of our Lord one thousand nine hundred and Ninty Four.

Signed, Sealed, and Delivered in the presence of:

Nicole Young
Ronald W. Anderson
Michael J. Smith

Leslie A. Nepveu
Collector

State of New Hampshire, Merrimack County, Leslie

Personally appearing and acknowledged for the foregoing instrument to be her voluntary act and deed. Before

me, SANDRAM PIPER



SANDRAM PIPER, Notary Public
My Commission Expires September 6, 1995

MERRIMACK COUNTY RECORDS

Kathi L. Quay, Register



B 1527P0401

Know all Men by these Presents

That I, **Patricia D. Sack** Collector of Taxes for
the Town of **Hooksett**, in the County of **Merrimack**
and State of New Hampshire, for the year 19 85 by the authority in me vested by the laws of the State, and
in consideration of

Twelve Dollars and Thirty One Cents

to me paid by the **Town of Hooksett**
Do hereby sell and convey to the said **Town of Hooksett** successors / heirs and
assigns, a certain tract or parcel of land situated in the Town of **Hooksett** aforesaid.
Taxed by the Selectmen/Assessors in 19 82 to **Owner Unknown**
and described in the Invoice Books as

015-013-00A

A more particular description of said property is understood to be as follows:

The whole or **100%** of the above real estate was / were bought by **Town of Hooksett**
at a Tax Collector's sale held at the **Municipal Building**
in said Town of **Hooksett**, New Hampshire, on the
Ninth day of **April** 19 83.

To have and to hold the said Premises, with the appurtenances, to the said **Town of Hooksett**
successors / heirs and assigns forever. And I hereby covenant with the said
Town of Hooksett that in making sale of the same I have
in all things complied with the law, and that I have good right, so far as that right may depend upon the
regularity of my own proceedings, to sell and convey the same in the manner aforesaid.

In Witness Whereof, I have hereunto set my hand and seal, the **Twenty Third**
day of **August**, in the year of our Lord one thousand nine hundred and **Eighty Five**.

Signed, Sealed and Delivered in the presence of:

Marilyn Keller
John J. Currier
Patricia D. Sack

State of New Hampshire,
Personally appearing

and acknowledged the foregoing instrument to be his voluntary act and deed. Before me

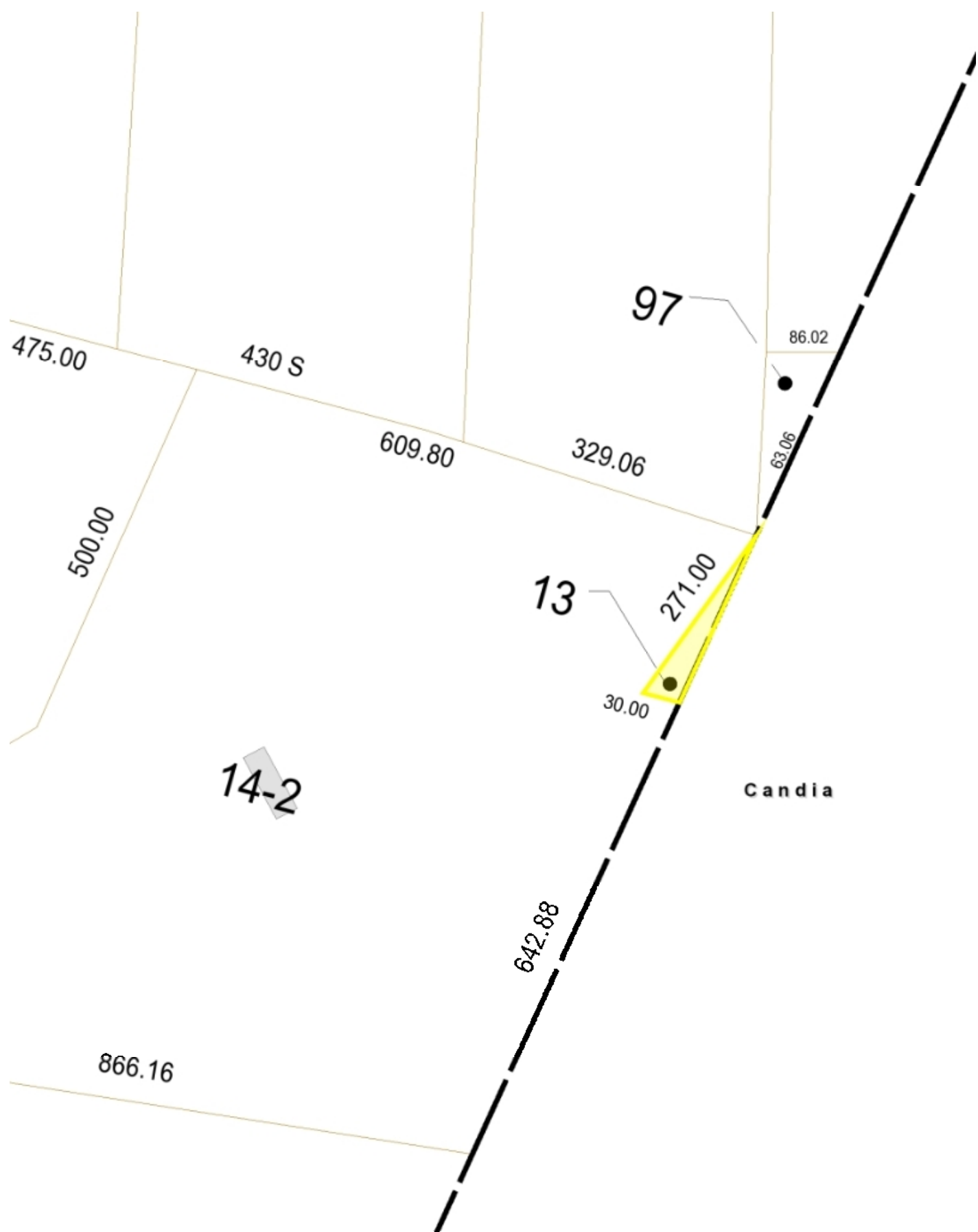
MERRIMACK COUNTY RECORDS
Recorded Sept. 6, 8-00AM, 1985

Merrimack ss. *Aug 23*, 19 *85*
Collector.
above named.

Sandra M. Quignon
Sandra M. Quignon, Notary Public
My Commission Expires October 23, 1987
Justice of the Peace
Notary Public

B 1527P0401

Kathi L. Gray
Register



Know all Men by these Presents

B 1403P0638

That I, **Joyce A. Emerson**, Collector of Taxes for the Town of **Hooksett**, in the County of **Merrimack** and State of New Hampshire, for the year 19 **81** by the authority in me vested by the laws of the State, and in consideration of

Six dollars and forty-two cents

to me paid by the **Town of Hooksett**
Do hereby sell and convey to the said **Town of Hooksett** successors / heirs and assigns, a certain tract or parcel of land situated in the Town of **Hooksett** aforesaid, Taxed by the Selectmen / Assessors in 1978 to **Ralph and Evelyn St. Laurent** and described in the Invoice Books as

Land s/s Whitehall Road
020-029 Landlocked .4 Acre

A more particular description of said property is understood to be as follows:

The whole or of the above real estate was / were bought by **Town of Hooksett** at a Tax Collector's sale held at the **Municipal Building**, New Hampshire, on the in said Town of **Hooksett**, **thirtieth** day of **June** 19 **79**.
To have and to hold the said Premises, with the appurtenances, to the said **Town of Hooksett** successors / heirs and assigns forever. And I hereby covenant with the said **Town of Hooksett** that in making sale of the same I have in all things complied with the law, and that I have good right, so far as that right may depend upon the regularity of my own proceedings, to sell and convey the same in the manner aforesaid.

In Witness Whereof, I have hereunto set my hand and seal, the **fourth** day of **September**, the year of our Lord one thousand nine hundred and **eighty-one**

Signed / Sealed and Delivered in the presence of:

[Signatures of witnesses]

[Signature of Joyce A. Emerson]
Joyce A. Emerson Collector.

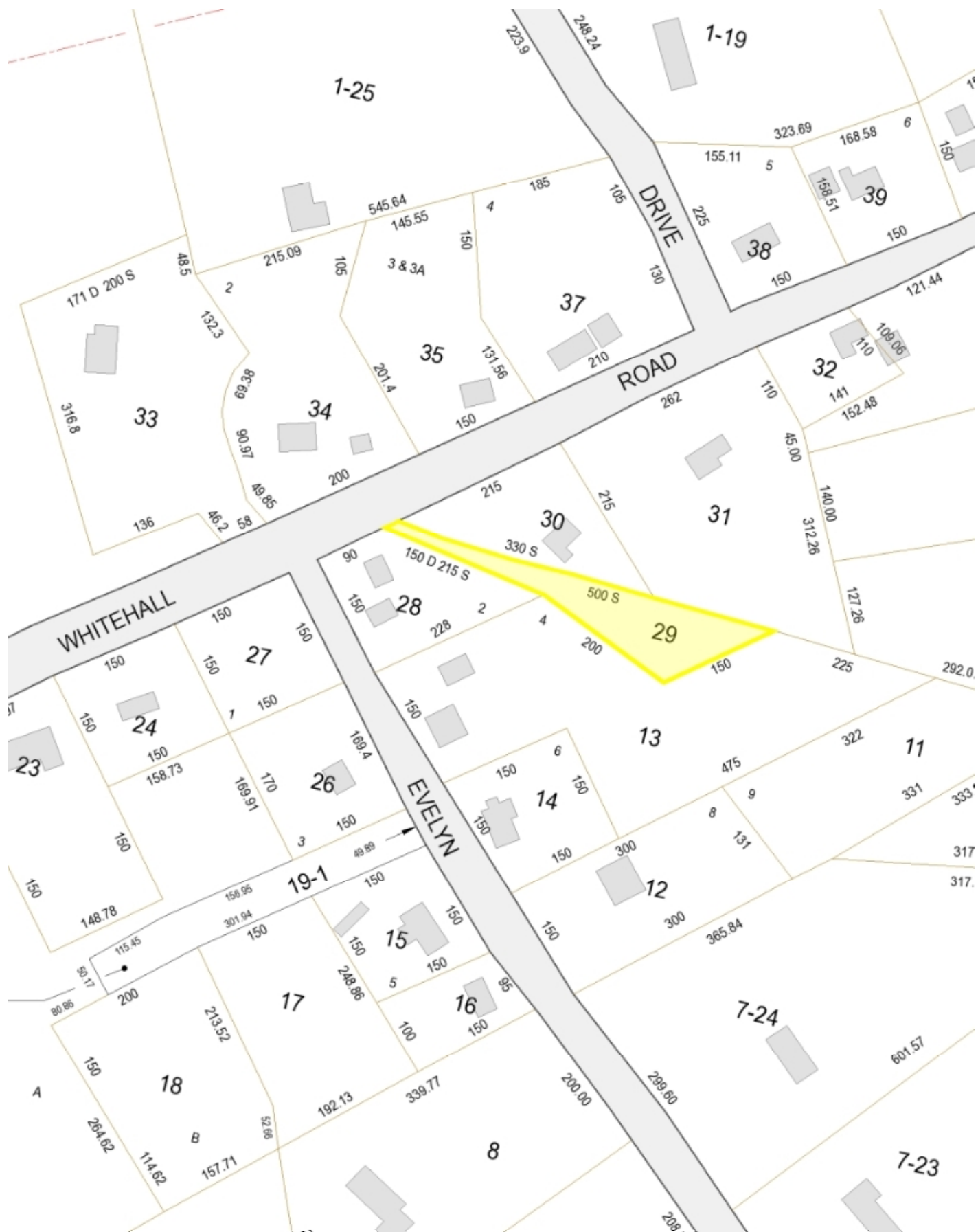
State of New Hampshire, **Merrimack County** **15. September 1981**
Personally appearing **Joyce A. Emerson** above named,
and acknowledged the foregoing instrument to be his voluntary act and deed. Before me

[Signature of Notary]
Justice of the Peace.
Notary Public.

MERRIMACK COUNTY RECORDS
Recorded Sept. 28, 8-00AM. 1981

B 1403P0638

[Signature of Marjorie B. Hatherum]
Marjorie B. Hatherum
Commissioner



230374

94 AUG 31 AM 8:36

DK1967 PG0542

"KNOW ALL MEN BY THESE PRESENTS

That I, Leslie Nepveu, Collector of Taxes for the Town of Hooksett, in the County of Merrimack and State of New Hampshire, for the year 1994 by the authority in me vested by the laws of the State, and in consideration of Forty Two Dollars and No Cents (\$42.00) to me paid by the Town of Hooksett do hereby sell and convey to the said Town of Hooksett successors/heirs and assigns, a certain tract or parcel of land situated in the Town of Hooksett aforesaid, Taxed by the Selectmen/Assessors in 1988 to Owners Unknown and described in the Invoice Books as Land-Goffstown Road. A more particular description of said property is understood to be as follows: Land-Goffstown Road 022-037. The whole of the above real estate was bought by Town of Hooksett at a Tax Collector's sale held at the Municipal Building in said Town of Hooksett, New Hampshire on the 30th day of September, 1989. To have and to hold the said Premises, with the appurtenances, to the said Town of Hooksett successors/heirs and assigns forever. And I hereby covenant with the said Town of Hooksett that in making sale of the same I have in all things complied with the law, and that I have good right, so far as that right, so far as that right may depend upon the regularity of my own proceedings, to sell and convey the same in the manner aforesaid.

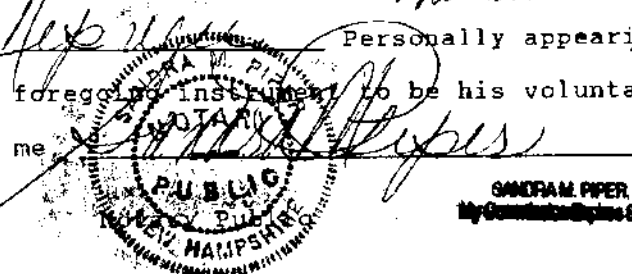
In Witness Whereof, I have hereunto set my hand and seal, the 26th day of August, the year of our Lord one thousand nine hundred and Ninty Four.

Signed, Sealed, and Delivered in the presence of:

Juan St. Germain
Nicole Young
Matthew P. Smith

Leslie A. Nepveu
Collector

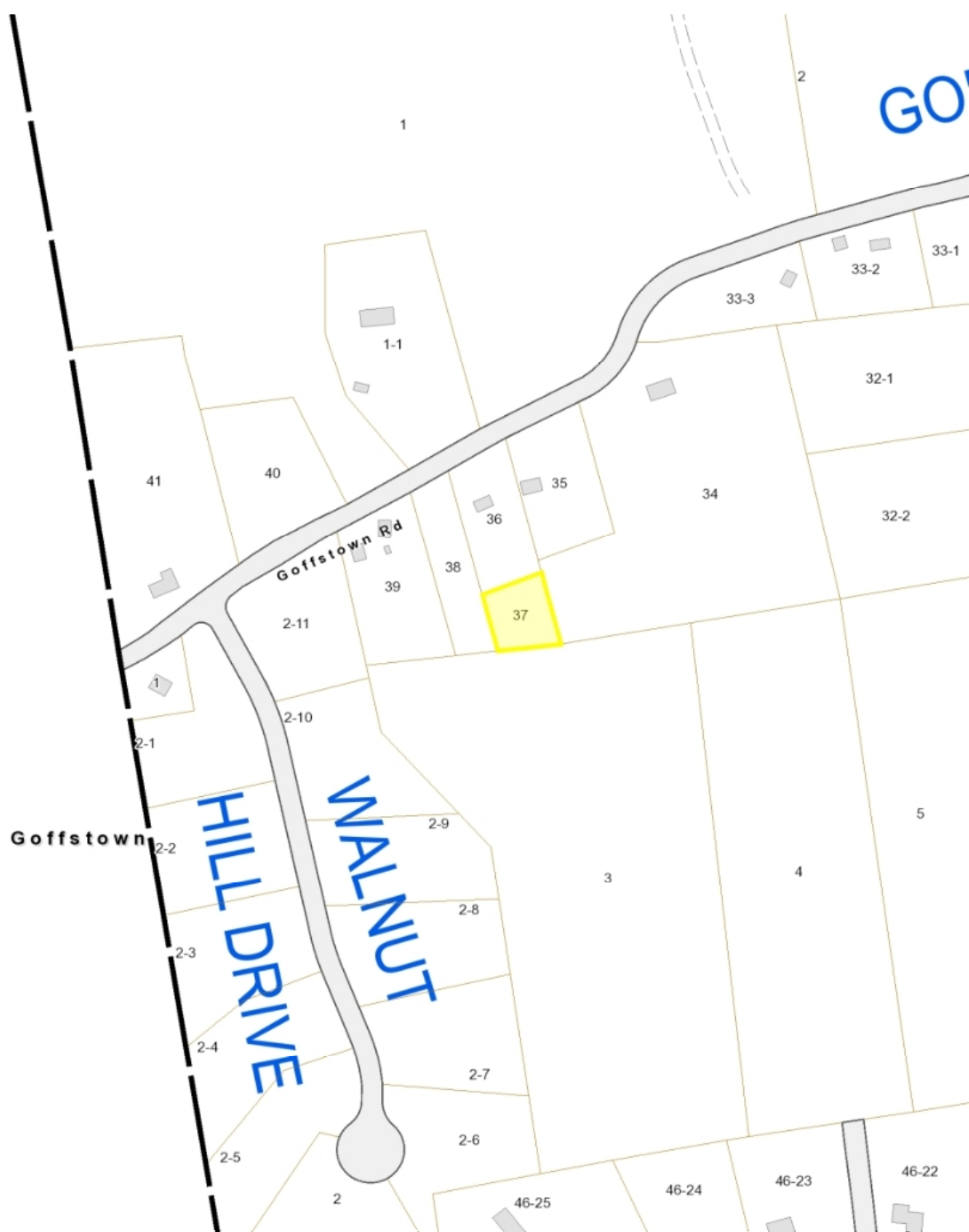
State of New Hampshire, Merrimack County, Leslie
Personally appearing and acknowledged for the
foregoing instrument to be his voluntary act and deed. Before
me, Sandra M. Piper



SANDRA M. PIPER, Notary Public
My Commission Expires September 9, 1998

MERRIMACK COUNTY RECORDS

Kathi L. Gray, Register



Town of Hooksett

Doc# 610138
Book: 2795
Pages: 0272
Filed & Recorded
07/05/2005 10:36AM
KATHI L. GUAY, CPO, REGISTER

MERRIMACK COUNTY REGISTRY OF DEEDS
RECORDING \$ 10.00
SURCHARGE \$ 2.00
POSTAGE \$ 0.37

B
10/37
2

Know all Men by these Presents

That I, Leslie A. Nepveu Tax Collector for the Town of Hooksett,
In the County of Merrimack and State of New Hampshire, for the year 2005 by the authority in me vested
by the laws of the State, and in consideration of \$720.75
To me paid by the Town of Hooksett. Do hereby sell and convey to the said Town of Hooksett,
successors/heirs and assigns, a certain tract or parcel of land situated in the Town of Hooksett, N.H. Taxes
by the Selectmen/ Assessors in 1992 to Davott Development Inc.
And described in the Invoice Books as

MAP/LOT 0026-0114-0006 LAND 10 DORIS DRIVE

This deed is the result of the tax lien execution held at the Hooksett Municipal Building in the Town of
Hooksett, New Hampshire, on the 30th day of September, 1993.
To have and to hold the said Premises with the appurtenances to the said Town of Hooksett,
successors/heirs and assigns forever. And I hereby covenant with the said Town of Hooksett that in making
this conveyance I have in all things complied with the law, and that I have good right, so far as that right
may depend upon the regularity of my own proceedings, to sell and convey the same in the manner
aforesaid.

In Witness Whereof, I have hereunto set my hand and seal, the 30th day of June, in the year of our Lord,
two thousand, five.

Signed, Sealed, and Delivered in the presence of:

Elizabeth Dionne
Julia [illegible]

Jessica Stash

Leslie A. Nepveu
Collector

State of New Hampshire
Personally appearing

ss.

Merrimack

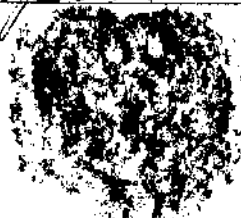
And acknowledged the foregoing instrument to be his voluntary act and deed, Before me

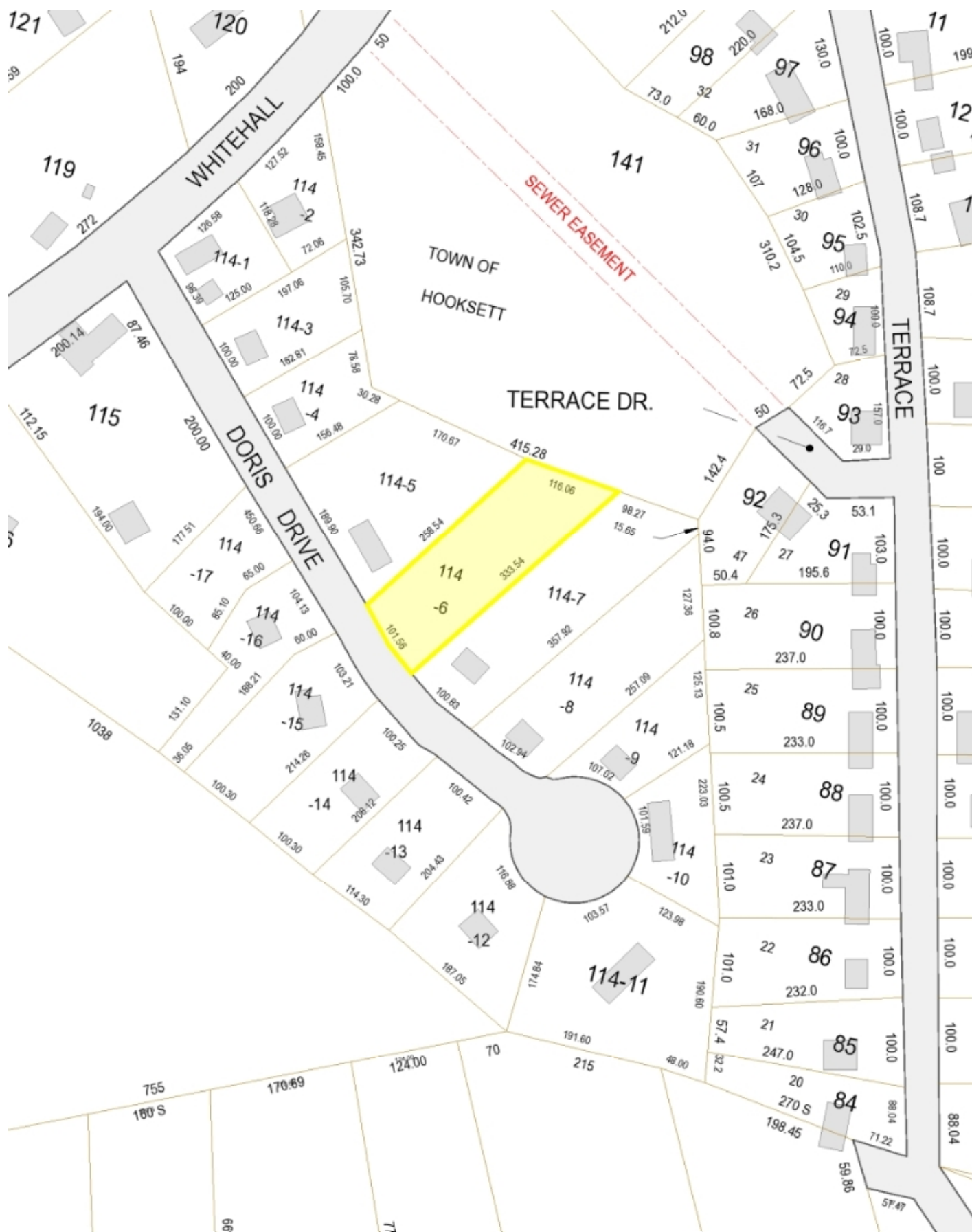
Sandra M. Piper
Notary Public

SANDRA M. PIPER
NOTARY PUBLIC
STATE OF NEW HAMPSHIRE
My commission expires July 25, 2006

MERRIMACK COUNTY RECORDS

Kathi L. Guay, CPO, Register





Town of Hooksett

B
10.37
2-

Doc# 610139
Book: 2795
Pages: 0273
Filed & Recorded
07/05/2005 10:36AM
KATHI L. GURAY, CPO, REGISTER

MERRIMACK COUNTY REGISTRY OF DEEDS
RECORDING \$ 18.00
SURCHARGE \$ 2.00
POSTAGE \$ 0.37

MERRIMACK COUNTY RECORDS

Kathi L. Guray CPO, Register

Know all Men by these Presents

That I, Leslie A. Nepveu Tax Collector for the Town of Hooksett.
In the County of Merrimack and State of New Hampshire, for the year 2002 by the authority in me vested
by the laws of the State, and in consideration of 661.22
To me paid by the Town of Hooksett. Do hereby sell and convey to the said Town of Hooksett,
successors/heirs and assigns, a certain tract or parcel of land situated in the Town of Hooksett, N.H. Taxes
by the Selectmen/ Assessors in 1993 to Davott Development Inc.
And described in the Invoice Books as

MAP/LOT 0026-0114-0017 LAND 5 DORIS DRIVE

This deed is the result of the tax lien execution held at the Hooksett Municipal Building in the Town of
Hooksett, New Hampshire, on the 30th day of September, 1994.
To have and to hold the said Premises with the appurtenances to the said Town of Hooksett,
successors/heirs and assigns forever. And I hereby covenant with the said Town of Hooksett that in making
this conveyance I have in all things complied with the law, and that I have good right, so far as that right
may depend upon the regularity of my own proceedings, to sell and convey the same in the manner
aforesaid.

In Witness Whereof, I have hereunto set my hand and seal, the 30th day of June, in the year of our Lord,
two thousand, five.

Signed, Sealed, and Delivered in the presence of:

Elizabeth Deon
Cheryl

Jessie Traci

Leslie A. Nepveu
Collector

State of New Hampshire
Personally appearing

ss.

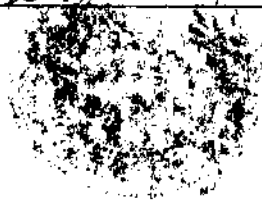
Merrimack

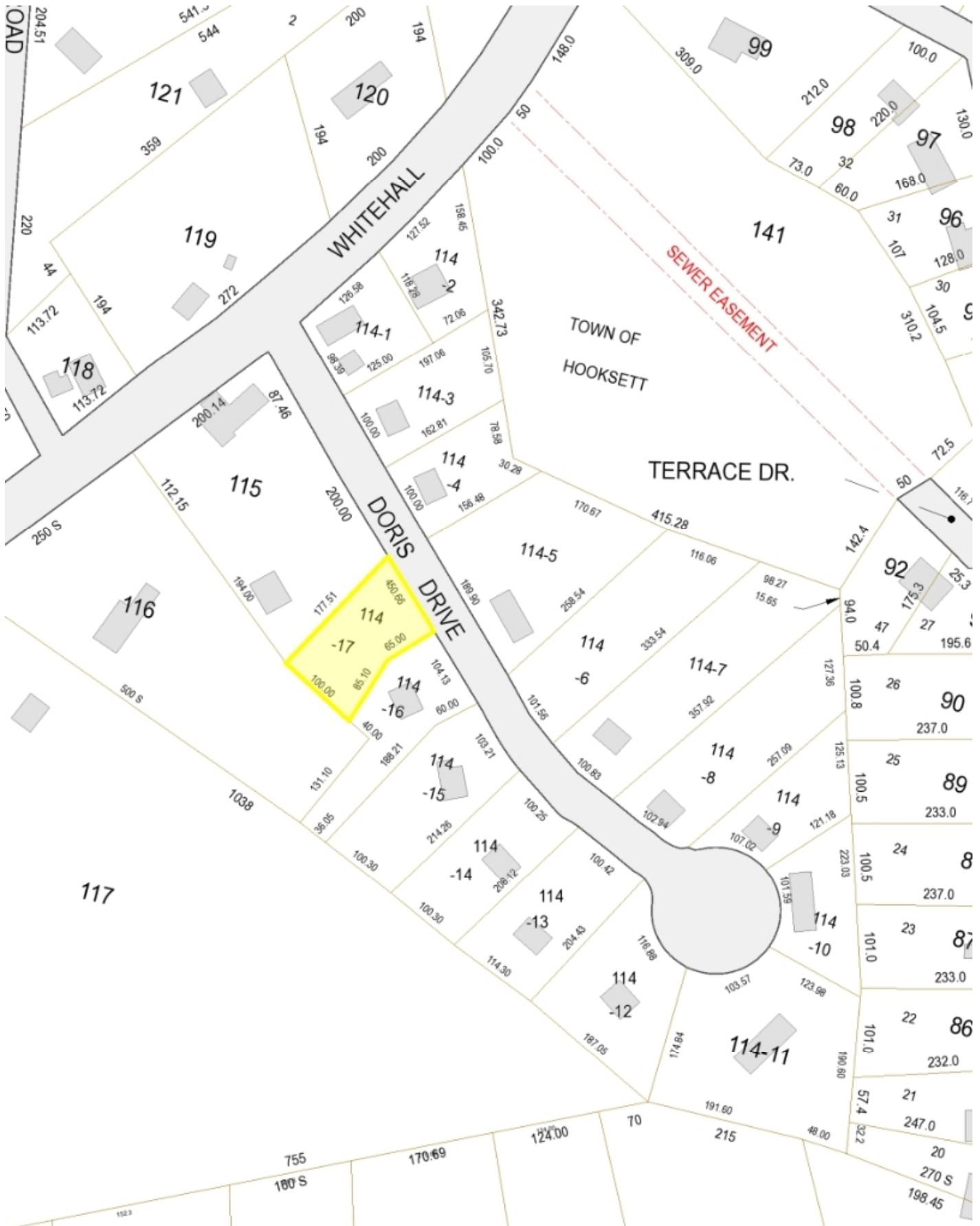
And acknowledged the foregoing instrument to be his voluntary act and deed, Before me

Bandra M. Piper

Notary Public

BANDRA M. PIPER
NOTARY PUBLIC
STATE OF NEW HAMPSHIRE
My commission expires July 25, 2006





Town of Hooksett
16 main st
Hooksett, NH 03106

Doc# 672920
Book: 2970
Pages: 1511
Filed & Recorded
03/09/2007 9:09AM
KATHI L. GRAY, CPO, REGISTER

Book 2970 Page 1511

3
10.39
2-

Know all Men by these Presents

That I, Leslie A. Nepveu Tax Collector for the Town of Hooksett,
In the County of Merrimack and State of New Hampshire, for the year 2003 by the authority vested in me
by the laws of the State, and in consideration of \$7,843.23
To me paid by the Town of Hooksett, Do hereby sell and convey to the said Town of Hooksett, 16 Main
Street, Hooksett, NH, successors/heirs and assigns, a certain tract or parcel of land situated in the Town of
Hooksett, N.H. Taxes by the Selectmen/ Assessors in 2003 to West River Road LLC.
And described in the Invoice Books as

LAND QUALITY DRIVE
MAP 0029, LOT 0064-006C

This deed is the result of the tax lien execution held at the Hooksett Municipal Building in the Town of
Hooksett, New Hampshire, on the 30th day of September, 2004.
To have and to hold the said Premises with the appurtenances to the said Town of Hooksett,
successors/heirs and assigns forever. And I hereby covenant with the said Town of Hooksett that in making
this conveyance I have in all things complied with the law, and that I have good right, so far as that right
may depend upon the regularity of my own proceedings, to sell and convey the same in the manner
aforesaid.

In Witness Whereof, I have hereunto set my hand and seal, the 15th day of December, in the year of our
Lord, two thousand, six.

Signed, Sealed, and Delivered in the presence of:

Jacqueline A. Marsh

Shirley M. Martin

Kimberly A. Blichman

Leslie A. Nepveu
Collector

State of New Hampshire
Personally appearing

And acknowledged the foregoing instrument to be his voluntary act and deed, Before me

Sandra M. Piper
Notary Public



MERRIMACK COUNTY RECORDS

Kathi L. Gray CPO, Register



Hooksett, NH



May 11, 2023

1 inch = 275 Feet

www.cai-tech.com



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✓ Town of Hooksett
16 MAIN ST.
Hooksett NH 03106-1397

Doc# 670236
Book: 2963
Pages: 1710
Filed & Recorded
02/07/2007 9:19AM
KATHI L. BURY, CPO, REGISTER

MERRIMACK COUNTY REGISTRY OF DEEDS
RECORDING \$ 18.00
SURCHARGE \$ 2.00
POSTAGE \$ 0.39

Know all Men by these Presents

B/
10.39
2.00

That I, Leslie A. Nepveu Tax Collector for the Town of Hooksett.
In the County of Merrimack and State of New Hampshire, for the year 2003 by the authority vested in me
by the laws of the State, and in consideration of \$1432.17
To me paid by the Town of Hooksett. Do hereby sell and convey to the said Town of Hooksett, 16 Main
Street, Hooksett, NH 03106, successors/heirs and assigns, a certain tract or parcel of land situated in the
Town of Hooksett, N.H. Taxes by the Selectmen/ Assessors in 2003 to Jennie L. Stewart.
And described in the Invoice Books as

LAND 22 HARMONY LANE
MAP/LOT: 0031-0015-0010

This deed is the result of the tax lien execution held at the Hooksett Municipal Building in the Town of
Hooksett, New Hampshire, on the 30th day of September, 2004.
To have and to hold the said Premises with the appurtenances to the said Town of Hooksett,
successors/heirs and assigns forever. And I hereby covenant with the said Town of Hooksett that in making
this conveyance I have in all things complied with the law, and that I have good right, so far as that right
may depend upon the regularity of my own proceedings, to sell and convey the same in the manner
aforesaid.

In Witness Whereof, I have hereunto set my hand and seal, the 15th day of December, in the year of our
Lord, two thousand, six.

Signed, Sealed, and Delivered in the presence of:

Jacqueline A. Marsh

K. A. Blodman

Shirley M. White

Leslie A. Nepveu
Collector

State of New Hampshire

Personally appearing

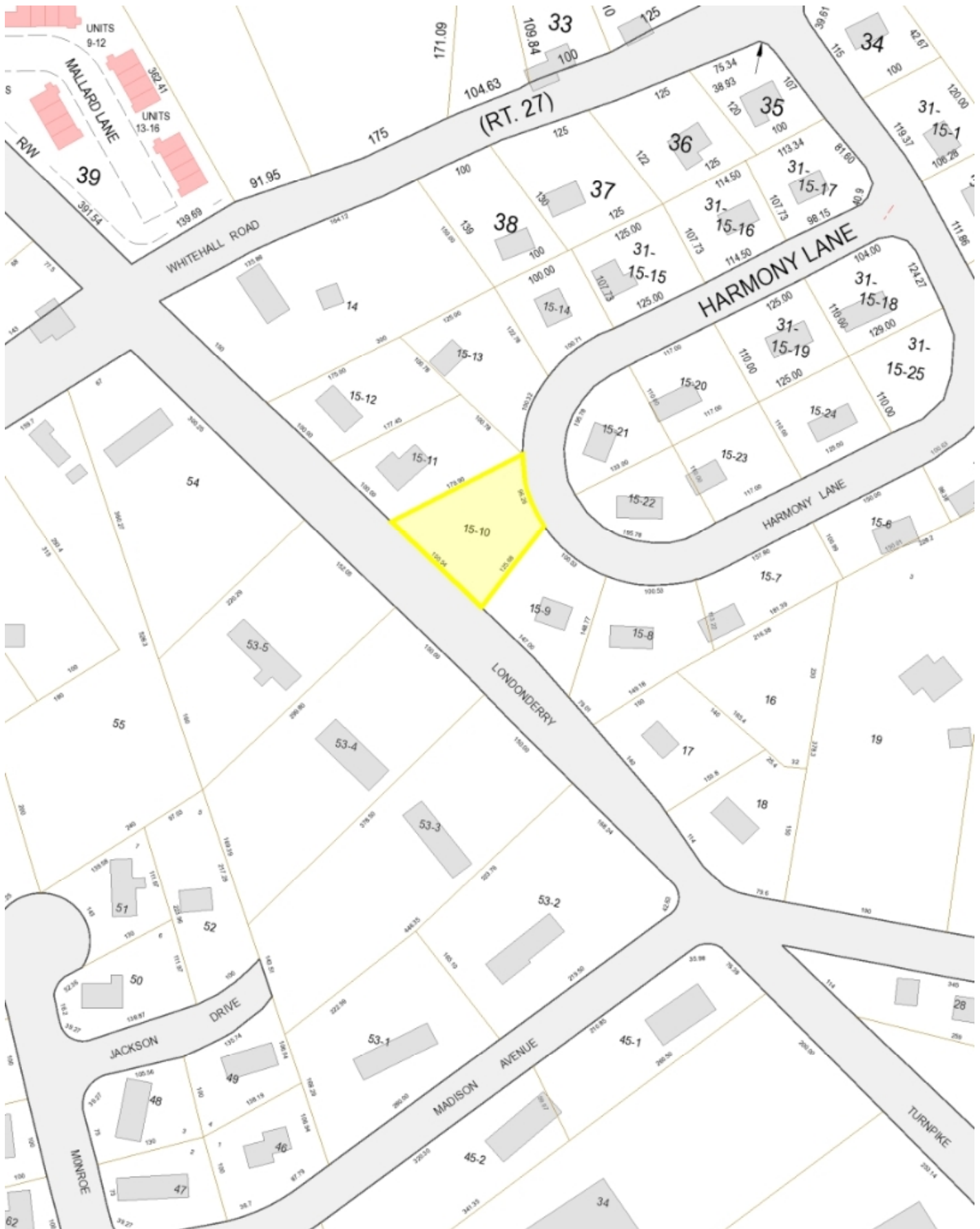
And acknowledged the foregoing instrument to be his voluntary act and deed, Before me

Sandra M. Piper
Notary Public

MERRIMACK COUNTY RECORDS

Kathi L. Bury, CPO, Register





Town of Hooksett

B
10.37
2-

Doc# 610132
Book: 2795
Pages: 0266
Filed & Recorded
07/05/2005 10:36AM
KATHI L. GRAY, CPO, REGISTER

MERRIMACK COUNTY REGISTRY OF DEEDS
RECORDING \$ 10.00
SURCHARGE \$ 2.00
POSTAGE \$ 0.37

Know all Men by these Presents

That I, Leslie A. Nepveu Tax Collector for the Town of Hooksett,
In the County of Merrimack and State of New Hampshire, for the year 2005 by the authority in me vested
by the laws of the State, and in consideration of \$261.30
To me paid by the Town of Hooksett. Do hereby sell and convey to the said Town of Hooksett,
successors/heirs and assigns, a certain tract or parcel of land situated in the Town of Hooksett, N.H. Taxed
by the Selectmen/ Assessors in 1992 to Ardor Corporation.
And described in the Invoice Books as

MAP/LOT: 0031-0065 LAND 16 MONROE DRIVE

This deed is the result of the tax lien execution held at the Hooksett Municipal Building in the Town of
Hooksett, New Hampshire, on the 30th day of September, 1993.
To have and to hold the said Premises with the appurtenances to the said Town of Hooksett,
successors/heirs and assigns forever. And I hereby covenant with the said Town of Hooksett that in making
this conveyance I have in all things complied with the law, and that I have good right, so far as that right
may depend upon the regularity of my own proceedings, to sell and convey the same in the manner
aforesaid.

In Witness Whereof, I have hereunto set my hand and seal, the 30th day of June, in the year of our Lord,
two thousand, five.

Signed, Sealed, and Delivered in the presence of:

Elizabeth Deane

Julia

Jessica Shattuck

Leslie A. Nepveu
Collector

State of New Hampshire

Personally appearing

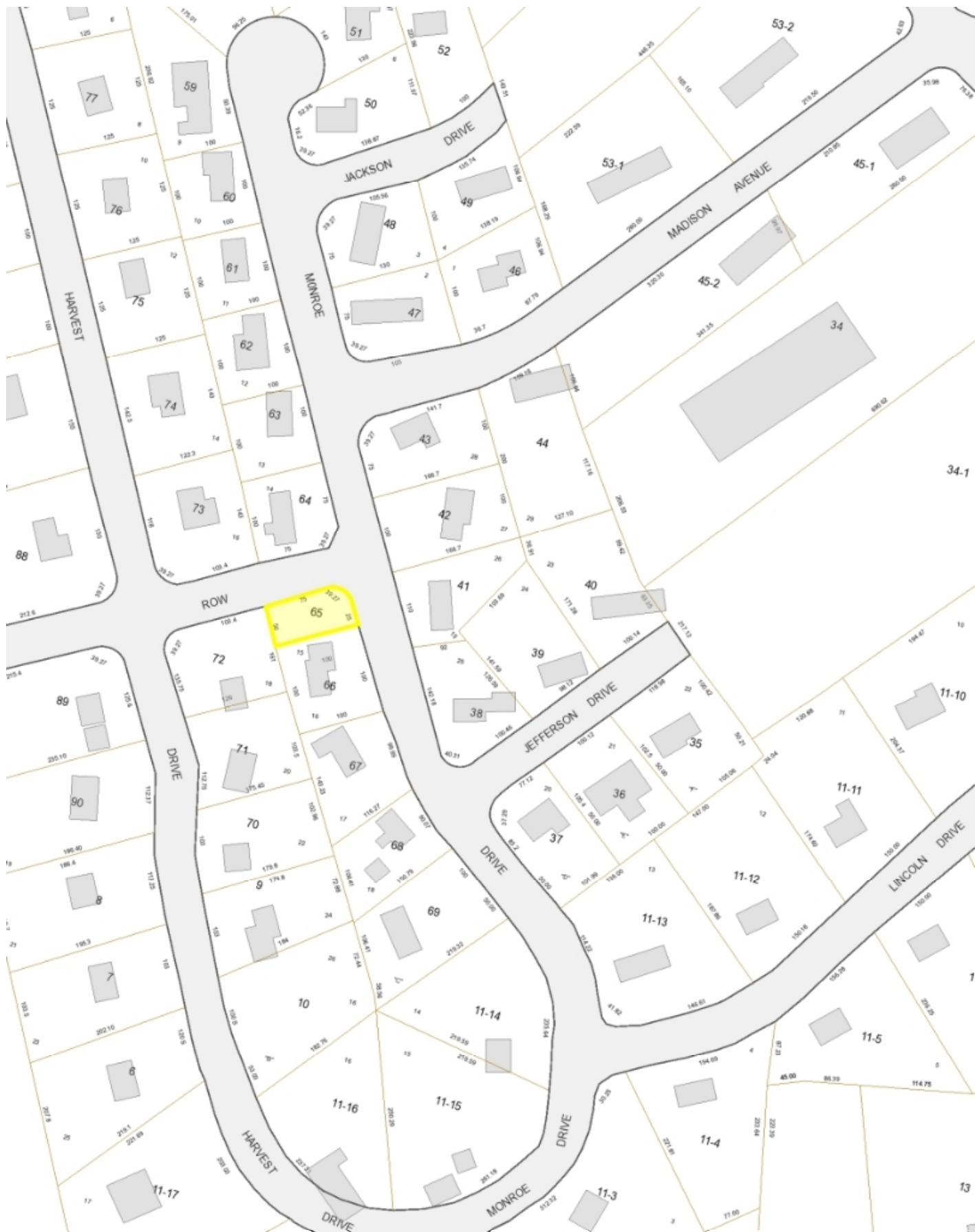
And acknowledged the foregoing instrument to be his voluntary act and deed, Before me

Sandra M. Pifer
Notary Public

SANDRA M. PIFER
NOTARY PUBLIC
STATE OF NEW HAMPSHIRE
My commission expires July 26, 2006

MERRIMACK COUNTY RECORDS

Kathi L. Gray CPO, Register



230372

94 AUG 31 AM 8:36

BK1967 PG0540

"KNOW ALL MEN BY THESE PRESENTS

That I, Leslie Nepveu, Collector of Taxes for the Town of Hooksett, in the County of Merrimack and State of New Hampshire, for the year 1994 by the authority in me vested by the laws of the State, and in consideration of Four Hundred Sixteen Dollars and Fifteen Cents (\$416.15) to me paid by the Town of Hooksett do hereby sell and convey to the said Town of Hooksett successors/heirs and assigns, a certain tract or parcel of land situated in the Town of Hooksett aforesaid, Taxed by the Selectmen/Assessors in 1988 to Owners Unknown and described in the Invoice Books as Land-off Hooksett Road. A more particular description of said property is understood to be as follows: Land-Off Hooksett Road 034-001. The whole of the above real estate was bought by Town of Hooksett at a Tax Collector's sale held at the Municipal Building in said Town of Hooksett, New Hampshire on the 30th day of September, 1989. To have and to hold the said Premises, with the appurtenances, to the said Town of Hooksett successors/heirs and assigns forever. And I hereby covenant with the said Town of Hooksett that in making sale of the same I have in all things complied with the law, and that I have good right, so far as that right, so far as that right may depend upon the regularity of my own proceedings, to sell and convey the same in the manner aforesaid.

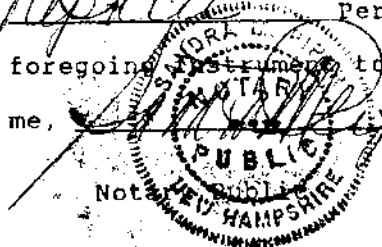
In Witness Whereof, I have hereunto set my hand and seal, the 26th day of August, the year of our Lord one thousand nine hundred and Ninty Four.

Signed, Sealed, and Delivered in the presence of:

Susan St. Germain
Nicole Young
Robert St. Germain

Leslie Nepveu
Collector

State of New Hampshire Merrimack County, Leslie Nepveu personally appearing and acknowledged for the foregoing instrument to be his voluntary act and deed. Before me, Sandra M. Pifer



SANDRA M. PIFER, Notary Public
My Commission Expires September 9, 1995

MERRIMACK COUNTY RECORDS

Kathi L. Gray, Register



Town of Hooksett

Doc# 669748
Book: 2962
Pages: 1503
Filed & Recorded
02/01/2007 8:07AM
KATHI L. GUAY, CPO, REGISTER

B
10.39
2

Know all Men by these Presents

That I, Leslie A. Nepveu Tax Collector for the Town of Hooksett.

In the County of Merrimack and State of New Hampshire, for the year 1999 by the authority vested in me by the laws of the State, and in consideration of \$212.27

To me paid by the Town of Hooksett. Do hereby sell and convey to the said Town of Hooksett, 16 Main Street, Hooksett, NH, successors/heirs and assigns, a certain tract or parcel of land situated in the Town of Hooksett, N.H. Taxes by the Selectmen/ Assessors in 1999 to Jean M. Gagnon & Constance Gagnon. And described in the Invoice Books as

LAND 199 LONDONDERRY TURNPIKE
MAP 0036, LOT 0042-0007

This deed is the result of the tax lien execution held at the Hooksett Municipal Building in the Town of Hooksett, New Hampshire, on the 29th day of September, 2000.

To have and to hold the said Premises with the appurtenances to the said Town of Hooksett, successors/heirs and assigns forever. And I hereby covenant with the said Town of Hooksett that in making this conveyance I have in all things complied with the law, and that I have good right, so far as that right may depend upon the regularity of my own proceedings, to sell and convey the same in the manner aforesaid.

In Witness Whereof, I have hereunto set my hand and seal, the 15th day of December, in the year of our Lord, two thousand, six.

Signed, Sealed, and Delivered in the presence of:

Shirley M. Mente

Timothy A. Blighorn

Jacqueline A. Marsh

Leslie A. Nepveu
Collector

State of New Hampshire
Personally appearing

ss.

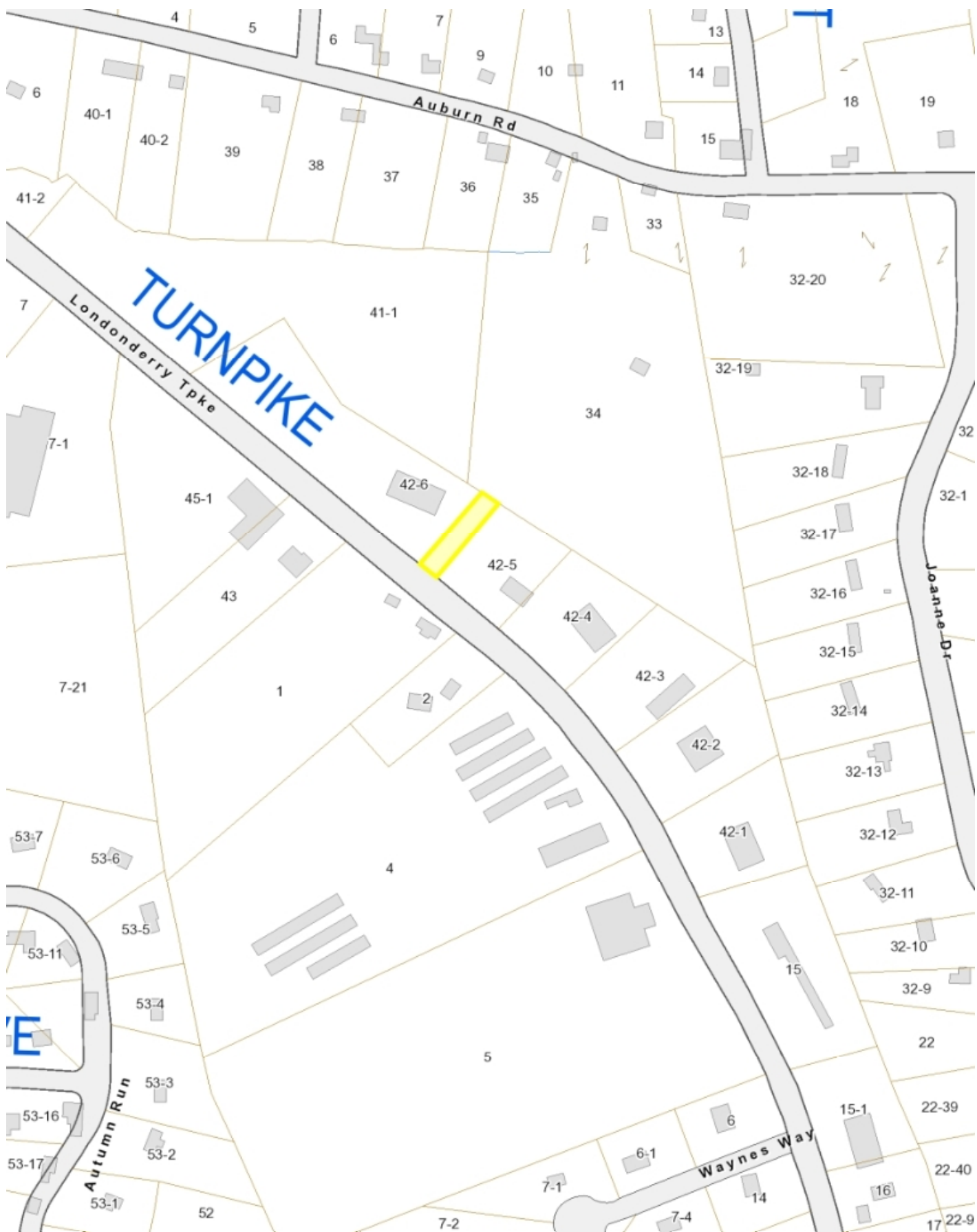
And acknowledged the foregoing instrument to be his voluntary act and deed, Before me

Sandra M. Piper
Notary Public

MERRIMACK COUNTY RECORDS

Kathi L. Guay, CPO, Register





Town of Hooksett

Doc# 610141
Book: 2795
Pages: 0275
Filed & Recorded
07/05/2005 10:36AM
MERRIMACK COUNTY REGISTRY OF DEEDS
KATHI L. GRAY, CPO, REGISTER

Fees \$12.37

MERRIMACK COUNTY RECORDS

Kathi L. Gray, CPO, Register

B
10.37
2-

Know all Men by these Presents

That I, Leslie A. Nepveu Tax Collector for the Town of Hooksett.

In the County of Merrimack and State of New Hampshire, for the year 2005 by the authority in me vested by the laws of the State, and in consideration of \$136.38

To me paid by the Town of Hooksett. Do hereby sell and convey to the said Town of Hooksett, successors/heirs and assigns, a certain tract or parcel of land situated in the Town of Hooksett, N.H. Taxes by the Selectmen/ Assessors in 1993 to Eugene A. & Joseph A. Donati, Anthony A. & Donato Donati. And described in the Invoice Books as

MAP/LOT 0038-0029 LAND 44 DONATI DRIVE

This deed is the result of the tax lien execution held at the Hooksett Municipal Building in the Town of Hooksett, New Hampshire, on the 30th day of September, 1994.

To have and to hold the said Premises with the appurtenances to the said Town of Hooksett, successors/heirs and assigns forever. And I hereby covenant with the said Town of Hooksett that in making this conveyance I have in all things complied with the law, and that I have good right, so far as that right may depend upon the regularity of my own proceedings, to sell and convey the same in the manner aforesaid.

In Witness Whereof, I have hereunto set my hand and seal, the 30th day of June, in the year of our Lord, two thousand, five.

Signed, Sealed, and Delivered in the presence of:

Elizabeth Dionne
John F.
Jessie P.
Leslie A. Nepveu
Collector

State of New Hampshire

Personally appearing

And acknowledged the foregoing instrument to be his voluntary act and deed, Before me

ss.

Merrimack

Notary Public

SANDRA M. PIPER
NOTARY PUBLIC
STATE OF NEW HAMPSHIRE
My commission expires July 25, 2006



Town of Hooksett

B
10-37
2-

Doc# 610140
Book: 2795
Pages: 0274
Filed & Recorded
07/05/2005 10:36AM
MERRIMACK COUNTY REGISTRY OF DEEDS
KATHI L. GRAY, CPO, REGISTER

Fees \$12.37

MERRIMACK COUNTY RECORDS

Kathi L. Gray, CPO, Register

Know all Men by these Presents

That I, Leslie A. Nepveu Tax Collector for the Town of Hooksett,
In the County of Merrimack and State of New Hampshire, for the year 2005 by the authority in me vested
by the laws of the State, and in consideration of \$100.63
To me paid by the Town of Hooksett. Do hereby sell and convey to the said Town of Hooksett,
successors/heirs and assigns, a certain tract or parcel of land situated in the Town of Hooksett, N.H. Taxes
by the Selectmen/ Assessors in 1993 to Eugene A. & Joseph A. Donati, Anthony A. & Donato Donati.
And described in the Invoice Books as

MAP/LOT 0038-0030 LAND BICENTENNIAL DRIVE

This deed is the result of the tax lien execution held at the Hooksett Municipal Building in the Town of
Hooksett, New Hampshire, on the 30th day of September, 1994.
To have and to hold the said Premises with the appurtenances to the said Town of Hooksett,
successors/heirs and assigns forever. And I hereby covenant with the said Town of Hooksett that in making
this conveyance I have in all things complied with the law, and that I have good right, so far as that right
may depend upon the regularity of my own proceedings, to sell and convey the same in the manner
aforesaid.

In Witness Whereof, I have hereunto set my hand and seal, the 30th day of June, in the year of our Lord,
two thousand, five.

Signed, Sealed, and Delivered in the presence of:

Elizabeth Dionne
Julia
Jessica Speltz

Leslie A. Nepveu
Collector

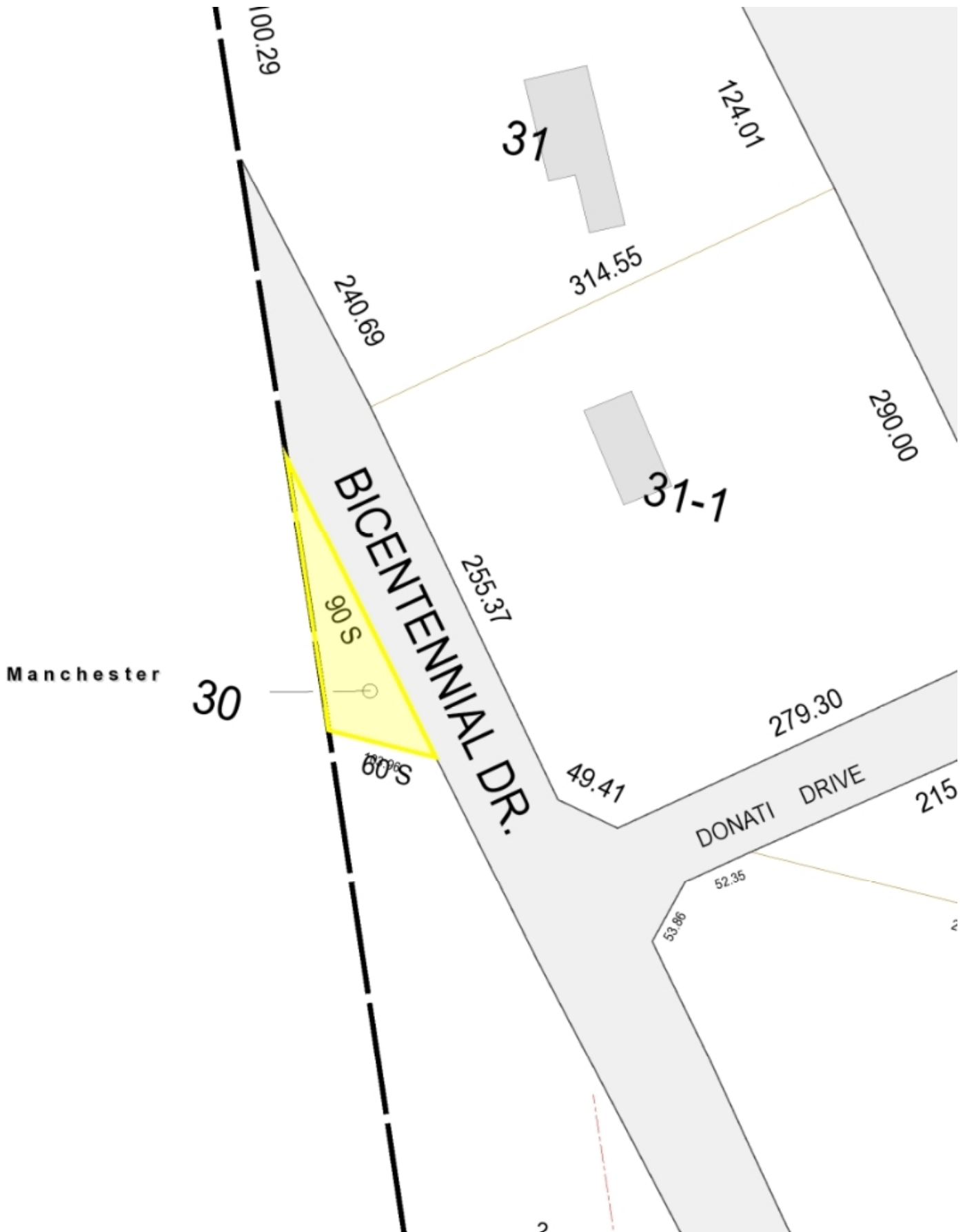
State of New Hampshire
Personally appearing

ss.

And acknowledged the foregoing instrument to be his voluntary act and deed, Before me

Sandra M. Piper
Notary Public

SANDRA M. PIPER
NOTARY PUBLIC
STATE OF NEW HAMPSHIRE
My commission expires July 25, 2006



Doc# 654728
Book: 2920
Pages: 1478
Filed & Recorded
08/21/2006 10:31AM
KATHI L. GUY, CPO, REGISTER

MERRIMACK COUNTY RECORDS

Kathi L. Guy, CPO, Register

Know all Men by these Presents

That I, Leslie A. Nepveu Tax Collector for the Town of Hooksett,
In the County of Merrimack and State of New Hampshire, for the year 2005 by the authority vested in me
by the laws of the State, and in consideration of \$33.55
To me paid by the Town of Hooksett. Do hereby sell and convey to the said Town of Hooksett, 16 Main St.
successors/heirs and assigns, a certain tract or parcel of land situated in the Town of Hooksett, N.H. Taxes
by the Selectmen/ Assessors in 2001 to Heirs of Lucien Lavigne
And described in the Invoice Books as:

LAND SOUTH ELMER AVENUE 0045-0072

This deed is the result of the tax lien execution held at the Hooksett Municipal Building in the Town of
Hooksett, New Hampshire, on the 30th day of September.
To have and to hold the said Premises with the appurtenances to the said Town of Hooksett,
successors/heirs and assigns forever. And I hereby covenant with the said Town of Hooksett that in making
this conveyance I have in all things complied with the law, and that I have good right, so far as that right
may depend upon the regularity of my own proceedings, to sell and convey the same in the manner
aforesaid.

In Witness Whereof, I have hereunto set my hand and seal, the 2nd day of December, in the year of our
Lord, two thousand, five.

Signed, Sealed, and Delivered in the presence of:

Shirley M. Martin

Kimberly A. Blodman

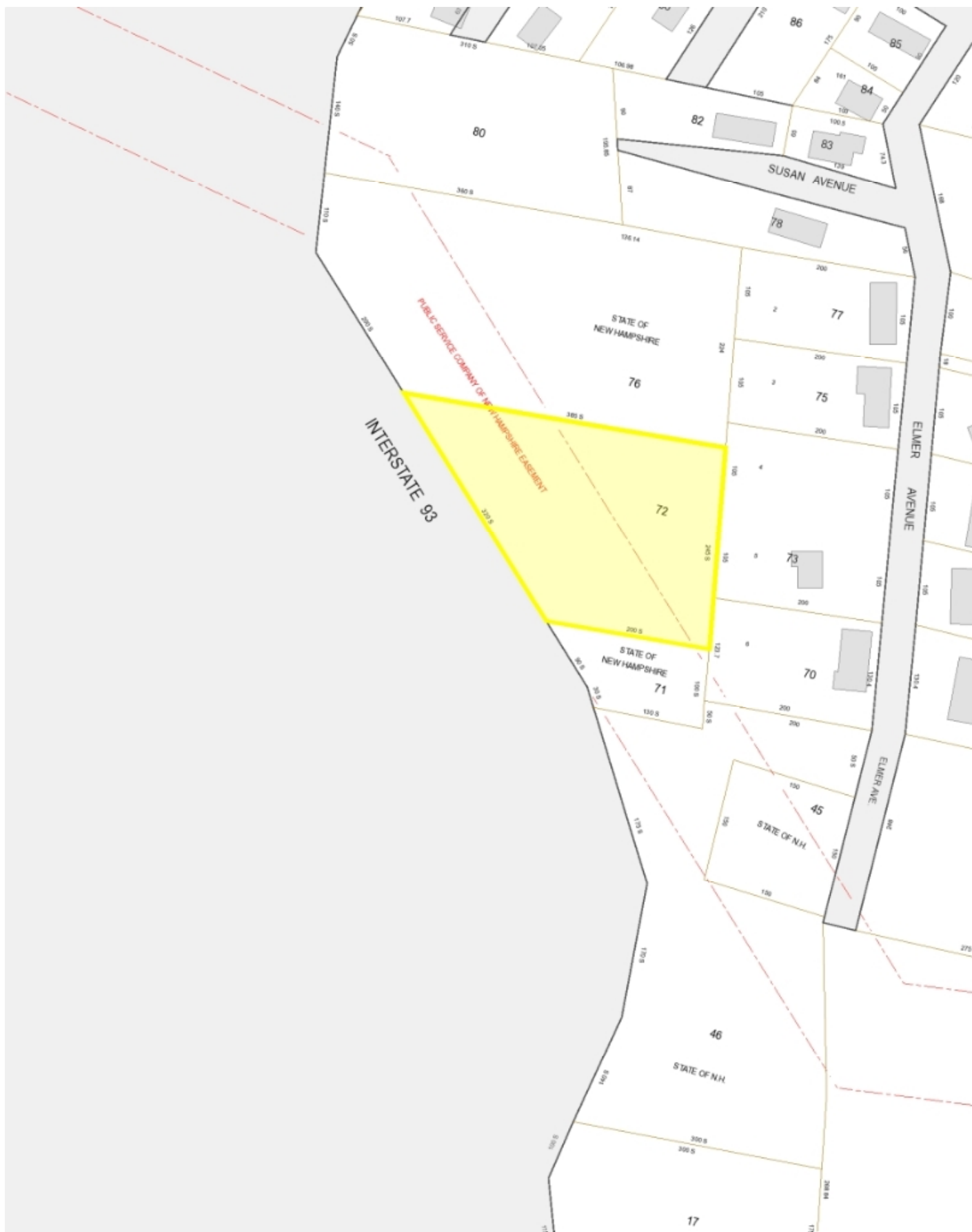
Mary L. Lefebvre

Richard Nepveu
Collector

State of New Hampshire ss. Merrimack
Personally appearing *Leslie A. Nepveu*
And acknowledged the foregoing instrument to be her voluntary act and deed, Before me

Sandra M. Piper
Notary Public





Town of Hooksett

Doc# 610134
Book: 2795
Pages: 0268
Filed & Recorded
07/05/2005 10:36AM
KATHI L. GUY, CPO, REGISTER

MERRIMACK COUNTY REGISTRY OF DEEDS
RECORDING \$ 18.00
SURCHARGE \$ 2.00
POSTAGE \$ 0.37

B
10.37
2-

Know all Men by these Presents

That I, Leslie A. Nepveu Tax Collector for the Town of Hooksett,
In the County of Merrimack and State of New Hampshire, for the year 2005 by the authority in me vested
by the laws of the State, and in consideration of \$75.42
To me paid by the Town of Hooksett. Do hereby sell and convey to the said Town of Hooksett,
successors/heirs and assigns, a certain tract or parcel of land situated in the Town of Hooksett, N.H. Taxed
by the Selectmen/ Assessors in 1988 to J. P. King Realty Trust.(Current owner Patricia K. King.)
And described in the Invoice Books as

MAP/LOT: 0046-0012 LAND BICENTENNIAL DRIVE

This deed is the result of the tax lien execution held at the Hooksett Municipal Building in the Town of
Hooksett, New Hampshire, on the 30th day of September, 1989.
To have and to hold the said Premises with the appurtenances to the said Town of Hooksett,
successors/heirs and assigns forever. And I hereby covenant with the said Town of Hooksett that in making
this conveyance I have in all things complied with the law, and that I have good right, so far as that right
may depend upon the regularity of my own proceedings, to sell and convey the same in the manner
aforesaid.

In Witness Whereof, I have hereunto set my hand and seal, the 30th day of June, in the year of our Lord,
two thousand, five.

Signed, Sealed, and Delivered in the presence of:

Elizabeth Deanne

Julia

Jessica Supski

Leslie A. Nepveu
Collector

State of New Hampshire

Personally appearing

And acknowledged the foregoing instrument to be his voluntary act and deed, Before me

ss.

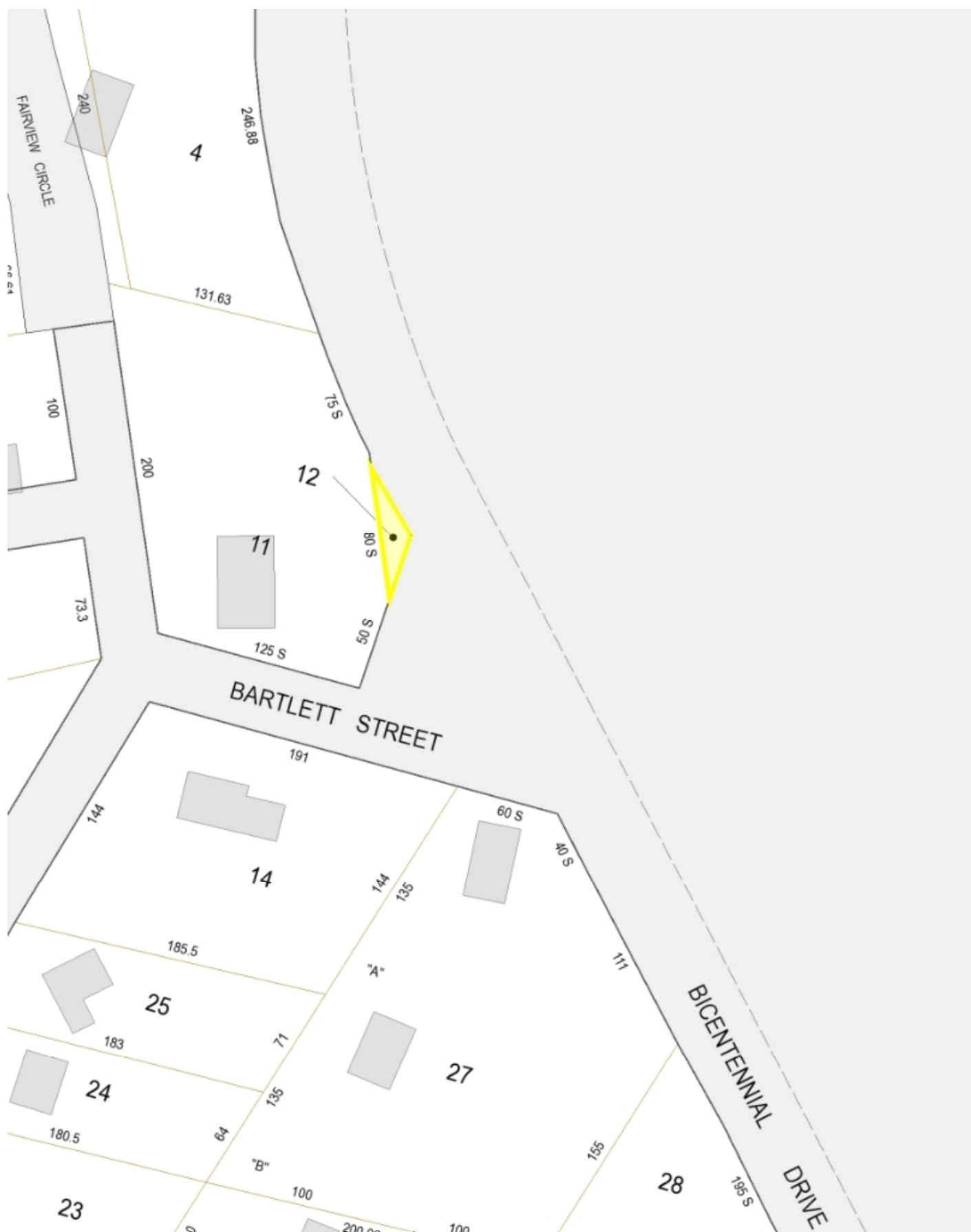
Merrimack

Sandra M. Piper
Notary Public

SANDRA M. PIPER
NOTARY PUBLIC
STATE OF NEW HAMPSHIRE
My commission expires July 25, 2006

MERRIMACK COUNTY RECORDS

Kathi L. Guy, CPO, Register



230378

94 AUG 31 AM 8:36

BK1987 PG0546

"KNOW ALL MEN BY THESE PRESENTS

That I, Leslie Nepveu, Collector of Taxes for the Town of Hooksett, in the County of Merrimack and State of New Hampshire, for the year 19 94 by the authority in me vested by the laws of the State, and in consideration of Four Hundred Forty Four Dollars and Eighty Nine Cents to me paid by the (\$444.89) Town of Hooksett do hereby sell and convey to the said Town of Hooksett successors/heirs and assigns, a certain tract or parcel of land situated in the Town of Hooksett aforesaid, Taxed by the Selectmen/Assessors in 19 88 to Owners Unknown and described in the Invoice Books as Land-Arah Street. A more particular description of said property is understood to be as follows: Land-Arah Street 046-028. The whole of the above real estate was bought by Town of Hooksett at a Tax Collector's sale held at the Municipal Building in said Town of Hooksett, New Hampshire on the 30th day of September, 19 89. To have and to hold the said Premises, with the appurtenances, to the said Town of Hooksett successors/heirs and assigns forever. And I hereby covenant with the said Town of Hooksett that in making sale of the same I have in all things complied with the law, and that I have good right, so far as that right, so far as that right may depend upon the regularity of my own proceedings, to sell and convey the same in the manner aforesaid.

In Witness Whereof, I have hereunto set my hand and seal, the 26th day of August, the year of our Lord one thousand nine hundred and Ninty Four.

Signed, Sealed, and Delivered in the presence of:

Lucas St. Germain
Nicole Young
Mathew St. Germain

Leslie A. Nepveu
Collector

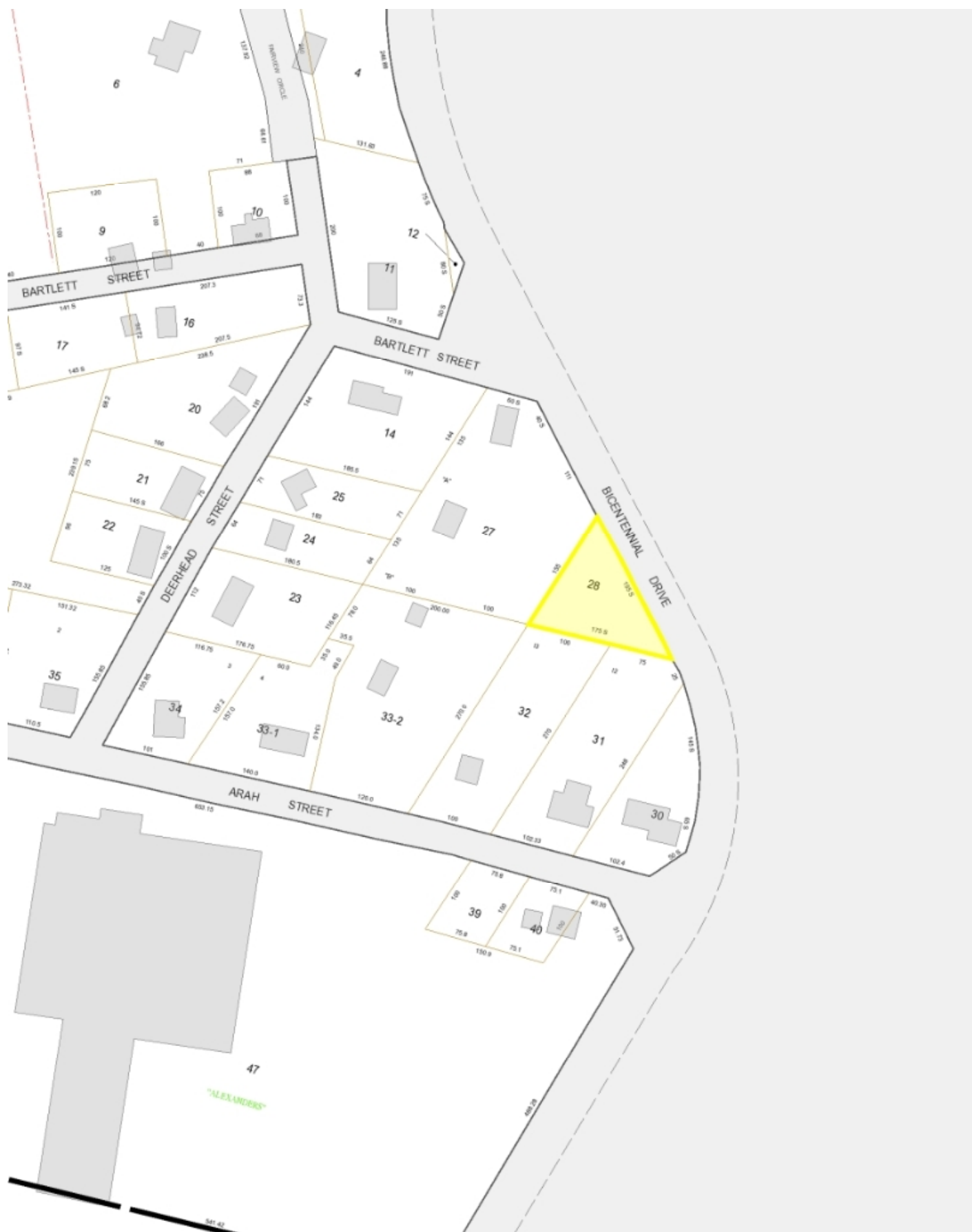
State of New Hampshire, Merrimack County, Leslie

Personally appearing and acknowledged for the foregoing instrument to be his voluntary act and deed. Before

SANDRAM PIPER
PUBLIC NOTARY
NEW HAMPSHIRE

MERRIMACK COUNTY RECORDS

Kathi L. Gray, Register



**Town of Hooksett
Town Council Meeting Minutes
Wednesday, June 28, 2023**

The Hooksett Town Council met on Wednesday, June 28, 2023, at 5:30 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 28 Jun 2023 to order at (6:29) pm.

PROOF OF POSTING

Chair Sullivan provided proof of posting.

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor Timothy Tsantoulis, Councilor Alex Walczyk (arrived at 5:32), Councilor Randall Lapierre (arrived at 7:05), Councilor David Boutin, Councilor John Durand, Councilor Roger Duhaime (arrived at 5:32 and left at 7:38), Councilor Keith Judge, and Councilor Jodi Pinard.

PUBLIC SESSION WILL BEGIN IMMEDIATELY FOLLOWING THE NON-PUBLIC SESSION NOTED BELOW

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

J. Sullivan motioned to enter NON-PUBLIC SESSION NH RSA 91-A:3 II A and L; seconded by D. Boutin.

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

(I) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

Roll Call Vote #2

R. Duhaime NP

J Durand Aye

J. Pinard Aye

R. Lapierre NP

A. Walczyk NP

D. Boutin Aye

K. Judge Aye

T. Tsantoulis Aye

J. Sullivan Aye

Vote in favor 6-0

R. Lapierre motioned to leave non-public session #1 of June 28, 2023, seconded by J. Pinard

Vote in favor 6-0

R. Lapierre motioned to seal the minutes non-public session #1 of June 28, 2023; seconded by J. Pinard.

Vote in favor

PLEDGE OF ALLEGIANCE

AGENDA OVERVIEW- Given by J. Sullivan

PUBLIC HEARINGS- None

SPECIAL RECOGNITION

9.1 Boston Post Cane Recognition - Gertrude Connor

J. Sullivan- hello and welcome. We offer our sympathy to the passing of your husband. We welcome you. Here with her is her daughter Karen.

Town awarded Gertrude Connor with the Bost Cane Post as the eldest resident. J. Sullivan read the following letter:

Gertrude Piche Connor was born on April 2, 1924 on 21 Highland St. Hooksett. Her parents were Anna Morgan Piche and Bruno Piche, Gert (which she prefers to be called) was the third child of six children. She is of Irish and Canadian French descent, her grandfather was from Ireland and her father and mother were from Canada as a young child, she used to "skip" out and follow her uncle down the hill to the store. Back then there were three small stores in the village, she attended Hooksett Village School from grades 4 through 8. The baby grades, as Gert would call it, (1 through 3) were attended at the Catholic School by Holy Rosary Church. The school was destroyed in the flood of 1936 Gert saw many changes in her life. There was a textile mill that sat on land which is now Lambert's Park. That is where her mother and father met, she remembers the three bridges before they went down in the flood. She can't forget the slaughterhouse that housed cows near Robie's Store. People would cross the river by boats and there was an old tavern and hotel near the river in the town. Most of these are gone now and replaced by something else. Through the years she saw horse and buggy, the evolution of cars, the ice box, wash tubes, dishwashers, the telephone, space travel and computers just to name a few She met her husband Jim around 1943, just too many years back to remember exactly. But Gert does recall meeting the love of her life in the China Mills in Suncook. Jim joined the Navy Seabees and when he came back from the Aleutian Islands they married on April 14, 1945. Gert followed Jim to Oregon where she worked in a peach factory for a time. She returned to Hooksett until Jim was discharged from the Navy shortly after WW 2 ended Gert and Jim built their home on her father's land where he gardened vegetables and some tobacco, The house was built in 1952 and their address would be 51 Granite Street. If you look out the side window you can see the house where she was born, So, in 99 years she didn't move far. Gert and Jim had three daughters. The middle child, Darlene Anne, died shortly after birth. Sharon and Karen gave them three grandchildren and three great grandchildren for over 42 years Gert worked with Jim at Pandora Mills in Manchester where they made sweaters. She retired in 1986 and Jim followed shortly after. They went to Branson with the Seniors, went to Hawaii twice, went on a cruise just to name a few trips As a couple Gert and Jim square danced, sang in minstrel shows in Hooksett for many years and were members of the Hooksett-ites for over 25 years. For a short time, she was a member of the Catholic Women's Club, she preferred to stay in her home and make clothing for her girls, sports jackets for her husband, wedding dresses and so on. Gert loved to sew and was self-taught. On March 24, 2023 she lost her sister, Edna Piche Hemeon and 20 days later lost her

96 husband Jim on April 13th, less than 24 hours of their 78th wedding anniversary, Gert is now the last
 97 person standing in her or Jim's immediate family in her generation. She is an aunt to many nieces and
 98 nephews and is Godmother to Larry Piche, one of her brother's children. She talks about Jim and
 99 laughs at the memories when he joked, which was often. These memories and when she looks at her
 100 backyard commenting on how beautiful it looks keeps her upbeat. She and Jim worked hard to make
 101 their home and yard look good. Her daughters are both living with her.

102

103 **9.2 Hooksett Municipal Employee - New Hire-**

104

105 A. Garron- No new hires only resignations Jordan McCluskey K-9 Police Officer, Christopher Porter
 106 Public Works Heavy Equipment Operator, Dylan Silva Firefighter.

107

108 **PUBLIC INPUT - 15 MINUTES- None**

109

110 **SCHEDULED APPOINTMENTS**

111

112 **11.1 Approval for the Kiwanis 5K Race - Sue Willey**

113

114 S. Willey- we try and plan it for the same day as OHD. OHD is on September 16th, 2023, and this event
 115 starts at 8:30. We've gone to the property owners, and they have all granted us permission. We will
 116 provide a certificate of insurance so that they are not liable. We are requesting police traffic, EMS, use
 117 of town roads, porta potties & waste receptacles, public works traffic cones and barriers, and use of
 118 Heads pond trail and conservation easements.

119

120 ***D. Boutin motioned that the town grant the request from the Kiwanis club for the 5k race,***
 121 ***seconded by A. Walczyk.***

122

123 ***Vote in favor 8-0***

124

125 **11.2 Annual Update from the Library Trustees - Sandra Mack, Chair and Heather Rainier, Library**
 126 **Director**

127

128 H. Rainer- the library was awarded the 2023 Community Impact Award. We are a member of the
 129 GMILCS library consortium. We added Hudson to the group. We have about 1.2 million books available
 130 to us. You can also visit other libraries that are a part of the consortium. We held 141 adult events with
 131 a total of 3,538 attendees and 81 children's events with 11,339 attendees. Meeting room usage is
 132 coming back as well as visitors. With 55,895 visitors. We have started a lot of community connection
 133 events. We held our touch a truck event. This is our 12th year that we've held it. This is an incredible
 134 event for our businesses in town to attend and make connections. The friends of the library held a
 135 wildlife encounters event. We came to you last year saying that we were starting to digitalize our scrap
 136 books. It is our digital history collection.

137

138 S. Mack- I want to thank all the Library staff for how wonderful they do at events and they are
 139 outstanding staff and do a great job at what they do.

140

141 **CONSENT AGENDA**

142

143 **12.1 Surety Release of \$22,006.00 – Carriage Manor**

144

145 ***D. Boutin motioned to release the \$22,006.00 surety to the Enterprise Bank #8193-21-31 on***
 146 ***behalf of the developer; seconded by T. Tsantoulis.***

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195

Vote in favor 8-0

12.2 Surety Release of \$477,570.00 – Seasons Market Project #1311 Hooksett Road

D. Boutin motioned to approve the release of \$477,570.00 surety to the developer (Colbea/Eastside Enterprises, LLC) through Westchester Fire Insurance Co # K-40400308; seconded by T. Tsantoulis.

Vote in favor 8-0

NOMINATIONS AND APPOINTMENTS

13.1 Colin Merritt - Zoning Board of Adjustment

D. Boutin motioned to nominate and appoint Colin Merritt as an Alternate on the Zoning Board of Adjustment with a term ending June 30, 2026. Seconded by T. Tsantoulis.

Vote in favor 8-0

13.2 Board/Committee Term Renewals

D. Boutin motioned to nominate and appoint Michelle Gannon as a member of the Economic Development Advisory Committee with a term expiring June 30, 2026. Seconded by T. Tsantoulis.

D. Boutin motioned to nominate and appoint Mike Somers as a member of the Planning Board with a term expiring June 30, 2026. Seconded by T. Tsantoulis.

Vote in favor 9-0

J. Sullivan motioned to nominate and appoint the following: Tim Stewart for reappointment as a full member on the Zoning Board of Adjustment with a term ending June 30, 2026. Judy Trembly as a member of the Parks and Recreation advisory committee with a term ending June 30, 2026. Leslie Madison as a member of the Heritage Commission with a term ending June 30, 2026. Seconded by D. Boutin.

Vote in favor 9-0

OLD BUSINESS

15.1 FY 2022-23 Budget Encumbrances

C. Tewksbury- I have 4 reductions to the list I sent over on Wednesday. We don't have to address them as the encumbrances are a maximum not a minimum. We finished up 2 critical infrastructure items. The switches at the police & fire station, the annual T-Shirts for the Fire Department. We did about \$53,000 of road paving in June, and the tax software we paid 50% of what was due. It's up to you what number you want to use.

196 ***D. Boutin motioned to encumber items #1 to 24 on the "Encumbrances" list as presented in the***
 197 ***amount of \$1,156,332.35 from the FY 2022-23 budget under RSA 32:7. Seconded by T.***
 198 ***Tsantoulis.***

199

200 **Roll Call Vote #6**

201 ***J. Durand Aye***

202 ***R. Lapierre Aye***

203 ***K. Judge Aye***

204 ***D. Boutin Aye***

205 ***J. Pinard Aye***

206 ***T. Tsantoulis Aye***

207 ***A. Walczyk Aye***

208 ***R. Duhaime Aye***

209 ***J. Sullivan Aye***

210

211 ***Vote in favor 9-0***

212

213 **15.2 Town Council Goals Update**

214

215 J. Sullivan- under tax planning we have come up with how meet that goal of 8%. The other section was
 216 category 3.

217

218 A. Garron- vehicle acquisition plan for review. Fire there is an engine scheduled for an update, police
 219 was going to be outlined in the budget, DPW you have a plow truck, auto truck, maintenance van is
 220 scheduled for maintenance. if you look at our CIP we do have items scheduled to be replaced. We also
 221 have capital reserve accounts set up for them as well that we draw from. Is the question on how we go
 222 about doing the replacement? Longevity?

223

224 J. Pinard- I want to see the CIP listings, showing all of those items and rundown will give more
 225 information that help us with these questions that we don't know.

226

227 **NEW BUSINESS**

228

229 **16.1 Discussion to approve the Town Hall Security Project estimated at \$175,000.00 with ARPA**
 230 **funds.**

231

232 A. Garron- I think that an enhancement of the security of the building is important. Many groups and
 233 departments, and the public do come in and use this building. The biggest concern is the security of the
 234 building and the information we hold in it and the safety of the employees.

235

236 ***D. Boutin motioned to approve the Town Hall Security Project as presented, not to exceed***
 237 ***\$175,000.00 with ARPA funds; seconded by J. Pinard.***

238

239 **Roll Call Vote #7**

240 ***J. Pinard Aye***

241 ***K. Judge Aye***

242 ***R. Lapierre Aye***

243 ***R. Duhaime Nay***

244 ***A. Walczyk Aye***

245 ***J. Durand Aye***

246 **T. Tsantoulis** *Nay*

247 **D. Boutin** *Aye*

248 **J. Sullivan** *Aye*

249

250 **Vote in favor 7-2**

251

252 D. Pendergast- we took a very extensive look at the security in the building, and it is very minimal at
253 best. We looked at where we needed cameras and card readers.

254

255 T. Tsantoulis- when you talk about the cameras, who monitors after hours?

256

257 D. Pendergast- depending on how we set them up. we would have them in the hallways and exterior.

258

259 J. Pinard- thank you, this town is wide open, and this building is wide open. I work in a town where we
260 have bullet proof areas. Thank you for moving forward with this, and the faster you can move forward
261 with this the better.

262

263 R. Duhaime- I see the CIP, is there anything in the process to budget in the CIP? Was there anything in
264 CIP for ongoing security upgrades? I think there needs to be security improvements here \$175,000 is a
265 lot of money. This is a large expense and I'd like to see this done in pieces.

266

267

268 A. Garron- not beyond Town Hall but we have discussed other buildings.

269

270 D. Pendergast- Yeah it might be able to be paired down. I have put this forth to the CIP, ARPA and
271 have applied for a homeland security grant.

272

273 A. Garron- the reason we wanted to put it in CIP, but also looked at ARPA as it won't come from the tax
274 payers.

275

276 D. Boutin- I want to express my support for this. This is a small amount of money to cover this building.

277

278 K. Judge- I think the safety and security of our employees is number 1.

279

280 D. Pendergast- our current security is key codes to get in. and then a few have keys. We all have panic
281 buttons in our seated positions.

282

283 A. Walczyk- would this adjust some of the practices we use with regard to RTK requests. The terabyte
284 storage how much is that?

285

286 D. Pendergast- they are recorded for 28 days.

287

288 A. Walczyk- it says 2 users is that enough? As far as the installation goes, I know Hooksett is on the
289 hook for installing wiring, power and cables and you know how hard access and install of wires and be.

290

291 D. Pendergast- this building is a public building open to access.

292

293 J. Durand- this \$175,000 only covers cameras and cards?

294

295 D. Pendergast- yes. We did talk about all kinds of situations. We went through a lot of scenarios. We
296 discussed a half door to a full door and limiting their access.
297

298 J. Durand- can we possibly add to the motion that we will look into that grant money and if we got the
299 grant money the excess would revert back to the ARPA fund.
300

301 J. Pinard- can we look into the alarms going directly to dispatch vs the alarm company, that would be
302 great.
303

304 ***J. Sullivan motioned for an Amendment that we approve the \$175,000 for security upgrades with***
305 ***funds coming from ARPA subject to seeking grant funding from Homeland Security and other***
306 ***grant funding sources for this project; seconded by D. Boutin.***
307

308 ***Vote in favor 9-0***
309

310 **16.2 ARPA fund request - Hooksett Community Food Pantry Town Hall Kitchen Renovation**
311 **Project – D. Scarpetti and Barb Brennan.**
312

313 ***T. Tsantoulis motioned to Approve the request to use ARPA funds for Town Hall Kitchen***
314 ***renovations not to exceed \$50,000; seconded by D. Boutin.***
315

316 B. Brennan- HCFP has utilized the kitchen since 2009 for everyday pantry use Box storage, Extra
317 household refrigerators for food storage, food drives, and during the holidays for community food
318 baskets. Renovating the kitchen space allows the HCFP volunteers In the Hooksett Family Services
319 department to fully utilize the entire footprint more functionally. Their proposed renovation will make the
320 space more Compliant for all future use by the community. Upgrade of the kitchen space will include
321 removing unused and outdated items and new electrical panel and circuits. New food storage
322 appliances, new shelving and food sorting tables. Added AC and heat to maintain an acceptable
323 storage and occupational climate for USDA. And commodity food. Presently there is no heat or AC in
324 the kitchen, and it is non-compliant with USDA requirements. The HCFP was designed from inception
325 in 2008 to be a local project for the community run by the community. In 2009, John Brennan proposed
326 to the town Administrator Carol Grandfield The renovation of The Walking coolers and dry storage
327 spaces beyond the kitchen to be converted into a functional food pantry as part of his Eagle Scout
328 project. Hooksett Kiwanis became the sponsor of this community volunteer run mission for providing
329 food and services to the Hooksett community in need. Volunteers of the pantry are town residents,
330 retirees, teachers, grade school, middle school, high school, college students. Kiwanis members. Lions
331 Club members, Knights of Columbus members, Rotary Club members and employees at area
332 business. Its current location, the HCFP is able to serve those in the Hooksett community seeking food
333 assistance as well as requests of the Family Services Director. For clients in need of food. Volunteers
334 of the pantry put food together daily per the schedule. Families are provided A variety of non-
335 perishable, dry and wet goods. Fresh dairy and produce, bakery items and frozen goods. Distribution is
336 managed by packing carts based on their registered family size. In 2022, the HCFP distributed 55,595
337 food items to an average of 38 families, made-up of 70 persons, including eleven children and 16 Over
338 55 each month. It can be estimated with a representative value of 1.65 million In food since its inception
339 in 2008 and we are nearly one million items distributed. Since 2009, the Family Services Department
340 has not had to give out any food vouchers to the community due to the dedicated project and mission of
341 the HCF P.
342

343 D. Scarpetti- HCFP is asking the ARPA committee to consider a grant in the amount of \$50,000. To
344 \$70,000 for the renovation of the town kitchen space and the expanded operations of the Hooksett
345 Community Food Pantry. H CFP is committed to fundraising \$8,500 towards this project, focusing on
346 the operating investment items. HCFP is asking Town Council to consider this proposal for the approval

347 to move forward with the renovation of the existing Town Hall kitchen space in conjunction with the
 348 ARPA funding and HCFP fundraising commitment. This renovation is long overdue and needed to
 349 make this public space. Compliant. With current standards per code enforcement and the Hooksett fire
 350 department. This basic clean-out and renovation will enhance the usage of the space for years to
 351 come. Last week we opened our doors for tours of the pantry and kitchen space under consideration
 352 that many of you were able to attend. Thank you for visiting. It is the mission of the Hooksett community
 353 food pantry to help those of the local community who are food insecure by providing food items, thereby
 354 enhancing the quality of life in our community.

355
 356 J. Sullivan- the request in the packet is \$50,000 and you mentioned up to \$70,000. And the 50k wont
 357 be going towards the 3 points on the bottom of the page. If we fund it for the purchase of a refrigerator,
 358 and you leave you can't take it with you.

359
 360 A. Garron- as you will see in the packet the ARPA committee recommended was up to \$50,000 and
 361 that would take care of most of it.

362
 363 T. Tsantoulis- what the food pantry is asking for is very basic requirements. This is to serve the public
 364 that needs this. This is not a wish list and the items needed are well intended and needed.

365
 366 J. Sullivan- You mentioned that there might be interest in buying unwanted kitchen items, are we selling
 367 that.

368
 369 A. Garron- there were some people who had interest, but we would need to go through our financial
 370 policy to go through the sale of that.

371

372

373 **Roll Call Vote #8**

374 ***R. Lapierre Aye***

375 ***R. Duhaime Aye***

376 ***T. Tsantoulis Aye***

377 ***A. Walczyk Aye***

378 ***J. Durand Aye***

379 ***J. Pinard Aye***

380 ***D. Boutin Aye***

381 ***K. Judge Aye***

382 ***J. Sullivan Aye***

383

384 ***Vote in favor 9-0***

385

386 **16.3 ARPA Funds Request: Assessing and Town Clerk Office Optimization**

387

388 ***J. Pinard motioned to approve the Town Clerk Optimization Project with a cost not to exceed***
 389 ***\$15,000 to be funded through ARPA funds; seconded by D. Boutin.***

390

391 A. Garron- This project is to create a wall separation between the current open wall situation in the town
 392 clerks area. So that each dept, will have their own perspective department areas and have a more
 393 separation of offices.

394

395 A. Walczyk- I like that this is being applied for from ARPA funds as the Town Clerks office got hit the
 396 most during covid.

397

398 **Roll Call Vote #9**

399 **J. Durand Aye**

400 **D. Boutin Aye**

401 **J. Pinard Aye**

402 **R. Duhaime NP**

403 **K. Judge NP**

404 **A. Walczyk Aye**

405 **T. Tsantoulis Aye**

406 **R. Lapierre Aye**

407 **J. Sullivan Aye**

408

409

410 **Vote in favor 7-0**

411

412 **16.4 Update Sec 5. Administrative Financial Policies and Procedures Section of Administrative**
413 **Code to increase approval levels and remove "three" competitive bid requirements.**

414

415 ***A. Walczyk motioned to accept the amended Administrative Code section 5.3.2, to section 5.4 as***
416 ***presented, increasing the maximum spending levels for department heads to \$5,000 and the***
417 ***Town Administrator to \$20,000 and remove the "three" competitive bid requirement effective***
418 ***July 1, 2023; seconded by J. Pinard.***

419

420 **Vote in favor 7-0**

421

422 J. Sullivan- Why the change in the administration rules?

423

424 C. Tewksbury- the policy made it seem like the charter required the 3 bids, but the charter does not, it
425 just says after competitive process. So, I compared, and I know we discuss if we need to waive the
426 rules. The department heads do the full process to advertise and follow the competitive bid process,
427 and if they get 1 bid or 3 it doesn't matter since they followed the process.

428

429 **16.5 Workers' Compensation Contribution Assurance Program**

430

431 **J. Pinard motioned to have Chair Sullivan sign Primex's Workers' Compensation Contribution**
432 **Assurance Program and the Resolution (both attached) for 2-years with a ten percent (10%)**
433 **maximum increase per year; seconded by T. Tsantoulis.**

434

435 **Vote in favor 7-0**

436

437 **16.6 Union Negotiation Council Representatives**

438

439 J. Sullivan- do we want to assign the same members to all teams or break it up?

440

441 R. Lapierre- is the union negotiation team looking for a new representative?

442

443 J. Sullivan- no we are re upping our appointments per our charter. Do you want to serve again?

444

445 J. Durand and R. Lapierre volunteered to stay on the committees.

446

447 **16.7 Discussion on August Town Council Workshop**

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497

J. Sullivan- last year we had a facilitator join us last year do we want that again?

J. Durand- No

A. Garron- facilitator aside, did the Board find meaning in gathering in establishing goals?

A. Walczyk- I did, I think it was good to hear what others had as ideas and all share. I think the TC has been better at producing goals that are attainable and have reached them. I think the facilitator was good, but I think there should have been more direction from them. I didn't see a high value in it.

J. Sullivan- I think we should have a goal workshop and not bring back the facilitator from what I am hearing. Please have goals submitted by the 26th so we can have a template.

APPROVAL OF MINUTES

D. Boutin motioned to approve the public minutes of June 14, 2023; seconded by T. Tsantoulis.

Vote in favor 8-0

R. Lapierre- a request was had to add a footer to the bottom of the meeting minutes. It was missing off the June 14th minutes.

TOWN ADMINISTRATOR'S REPORT

A. Garron- K9 Program- Current K9 Officer is resigning. Police Chief Sargent would like to continue the program. We got timber in 2018. Few officers have expressed interest. Chief Sargent has a proposal that he would like the Town Council to consider. Our previous handler got to keep the dog for \$1 at his retirement.

J. Sargent- the life span of a working dog is 8 years. There is a stipulation in the grant that if the handler cannot keep the dog within the first 5 years the foundation can take it back, I've investigated the feasibility and if this dog can be repurposed with another handler. The answer is no as it takes a long time to grow a bond with the handler. The dog and his handler are well bonded, and it takes time to rebuild that bond if not impossible to break. They work well as a team and have many credentials.

J. Durand- this is the 2nd time we have been burned by having a dog. We even bought a new truck. I know we can't force an officer to stay, but maybe we don't do the dog program anymore.

J. Sargent- officer McGowan left and went to Manchester and his dog retired. Then officer chip his dog retired at the end of 8 years, those dogs had reached their end of work life. This dog to us is nothing we can do with it, but I do have an idea moving forward.

T. Tsantoulis- does the officer want to keep the dog?

J. Sargent- he does, and he wants to keep the dog up on his training and so the dog is happy in retirement.

T. Tsantoulis- can we legally sell him.

498 J. Sargent- Yes, we can, and I have a copy of the last handler's \$1. We can sell him to the handler for a
499 dollar.

500

501 ***J. Sullivan motioned that we allow officer McClusky to keep the dog Timber and buy the dog for***
502 ***\$1.00; seconded by D. Boutin.***

503

504 ***Vote in favor 7-1***

505

506 J. Durand- in the future I think we should not go this avenue as we just spent a lot of money on a truck
507 for that dog. We just spent taxpayer money on a vehicle and the deal has gone up in our face. I just
508 don't think we should bother with dogs in the future.

509

510 R. Lapierre- that truck that passed by a special warrant article. That truck was always going to outlive
511 the work timeline of Timber. I know Timber came to Hooksett at no cost. Would a new dog cost
512 Hooksett?

513

514 J. Sargent- we received a grant for about \$39,000, we have also received donations for all his food and
515 his vet services and through fund raising. We have \$10,000 left in the fund to go towards purchasing a
516 new dog and all associated costs. Currently the town does not fund the program. The next step would
517 be to allow the PD to pay OT to the officers 3 hours a week for handling the dog. I've looked at other
518 towns and how they fund the k9 program, and they fund it through OT. It is roughly \$12,000 additional
519 in salary. When this dog is utilized, it reduces the harm to a PO, it is used to save a life and assist in
520 preventing harm to a PO, it assists in finding people. My ask is to have the establish a fund and not
521 deplete the funds year to year and not burden our donors yearly with their donations.

522

523 J. Sullivan- I think we should have a PH to allow for public comment from the public, and do more of a
524 formal presentation.

525

526 T. Tsantoulis- the new vehicle that we purchased I assume can still be used?

527

528 J. Sargent- it is currently at the shop being retrofitted for the K-9 upfit. When it comes back from that
529 process then we could use it for that purpose. Then we can only use it for driving around purposes
530 because we can't put a human in the back.

531

532 T. Tsantoulis- can't we pause this?

533

534 J. Sargent- it was a warrant article and I thought it had to be used for that purchase so that is why we
535 didnt stop it going to the shop.

536

537 J. Sargent- I don't know what step they are at in the process in the shop.

538

539 J. Durand- can't we put this on pause? This should not have moved forward for upfitting if we knew he
540 was going to leave.

541

542 A. Garron- Martins Ferry Roadway and Culvert Public Informational Meeting was Scheduled for
543 Tuesday, June 27, 2023, starting at 6pm in Town Hall Chambers. Recap, we had 10 people show up
544 and all were interested in the improvements that were going to happen. We presented the information
545 and why the program was going to be advanced. We got a lot of good input, and we had people who
546 realized there was an issue.

547

548 A. Garron- Splash Pad- Received input from Andy Janosz, Chairman of Park & Rec. Advisory
549 Committee- they have not investigated anything, they did get the message from the council to look at a
550 place. If a splash park has been proposed in the past, a vote can be made to have the park n rec
551 advisory to look at a current park.

552

553 ***J. Sullivan motioned to have the parks n recs advisory look into all possible options for the***
554 ***splash park seconded by T. Tsantoulis.***

555

556 ***Vote in favor 8-0***

557

558 J. Pinard- I know that back in the day it was proposed to have it at University Heights. Then it was
559 proposed here out front of TH, but the neighbors were not in favor. As far as the park on the west side,
560 people on that side were also adamant that they did not want it. I think a splash pad at Donati would be
561 great.

562

563 A. Garron- we applied for a moose plate grant in 2017 or 2018 in the amount of \$9,700 to reclaim some
564 aspects of the singing choir at the old town hall. We have been asking for an extension on that grant as
565 we did not know what we were doing with the old town hall. The state asked us if we want to extend it
566 again or let the grant go. Letting it go does not hurt us from applying in the future.

567

568 ***J. Sullivan motioned that we liquidate the grant for the moose plate grant in the amount of***
569 ***\$9,700 seconded by A. Walczyk.***

570

571 ***Vote in favor 8-0***

572

573 **TOWN COUNCIL FUTURE AGENDA ITEMS- none**

574

575 **INFORMATIONAL ITEMS AND CORRESPONDENCE- none**

576

577 **SUB-COMMITTEE REPORTS**

578

579 R. Lapierre- ARPA tonight we looked at a lot of projects that have come before the committee, we have
580 more scheduled to see. The department heads are getting good at coming forward and presenting their
581 cases in a manner that makes sense. If they are in front of you it is because we feel they are deserving
582 of a second look.

583

584 **PUBLIC INPUT- none**

585

586 **NON-PUBLIC SESSION #2 Per NH RSA 91-A:3 II**

587

588 ***J. Sullivan motioned to enter NON-PUBLIC SESSION #2 per NH RSA 91-A:3 II A, B, C, D, E, I, L;***
589 ***seconded by T. Tsantoulis.***

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

593 (b) The hiring of any person as a public employee.

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

597 (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely

598 benefit a party or parties whose interests are adverse to those of the general community.
 599 (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against
 600 the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such
 601 public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax
 602 abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public
 603 body for the purposes of this subparagraph.
 604 (i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training
 605 to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act
 606 that is intended to result in widespread or severe damage to property or widespread injury or loss of life.
 607 (l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public
 608 body, even where legal counsel is not present.

609 **Roll Call Vote #10**

610 **K. Judge Aye**
 611 **T. Tsantoulis Aye**
 612 **R. Lapierre Aye**
 613 **J. Pinard Aye**
 614 **D. Boutin Aye**
 615 **J. Durand Nay**
 616 **A. Walczyk Aye**
 617 **R. Duhaime NP**
 618 **J. Sullivan Aye**

619
 620 **Vote in favor 7-1**

621
 622 **J. Sullivan motioned to leave non-public session #2 of June 28, 2023, seconded by T.**
 623 **Tsantoulis.**

624
 625 **Vote in favor 8-0**

626
 627 **R. Lapierre motioned to seal the minutes of non-public session #2 of June 28, 2023; with the**
 628 **exception of the annual unsealed non-public minutes of June 2022- May 2023; seconded by D.**
 629 **Boutin.**

630
 631 **Roll Call #11**

632 **T. Tsantoulis Aye**
 633 **R. Lapierre Aye**
 634 **J. Durand Aye**
 635 **J. Pinard Aye**
 636 **K. Judge Aye**
 637 **A. Walczyk Aye**
 638 **R. Duhaime NP**
 639 **D. Boutin Aye**
 640 **J. Sullivan Aye**

641
 642 **Vote in favor 8-0**

643
 644 Unsealing of Council Non-Public session minutes (a) (b) (c) (d) (e) (i) (l) (June 2022 - May 2023), if in
 645 the opinion of a majority of members, the circumstances that sealed the minutes no longer apply in
 646 accordance with RSA 91A:3 III.

647

07/06/2022 Teamsters Local 633 member Robert Hebert Step 4 Grievance – MOU Temporary Upgrade

A. Garron- in accordance with the Teamster's contract, Mr. Hebert did follow the appropriate steps to request his temporary upgrade. The 1st step was reviewed by Phil, and he issued his input, and that he ought to be paid the higher wages. The crew chief went on vacation, and the assistant crew chief filled in during his absences. Mr. Hebert felt that was a violation of the MOU as he was filling in for crew chief and should be paid as such. The acting DPW director denied the request. I heard the basis of his grievance. I rendered my decision. This was filed on June 22, 2022 A. Garron read the grievance into record as followed:

Mr. Hebert, I have reviewed the grievance that you submitted to me on June 1, 2022. On June 8, 2022, I met with you and your union rep, Jim Petrillo, to hear the specifics behind your grievance, and what specific article within the current union contract was violated. You stated verbally and in writing, that the Town violated these terms of the MOU, signed by Keith Judge, on behalf of the union, and myself, on behalf of the Town on November 16, 2021, addressing the occasion of a "temporary upgrade". The MOU states the following:

Temporary Upgrade- 1. An employee may be temporarily assigned, by Dept head or designee, to the work of any position of the same or lower pay grade without a change in pay rate. 2. The Town may temporarily assign employees to work in a higher-grade position for which they are qualified. When an employee works in a temporary upgrade assignment for a minimum of four (4) hours or longer, the employee shall receive the higher grade pay at an increase closest to the employee's current pay for each hour worked.

The language in the MOU was intended to apply whenever an employee was assigned to work in a higher-grade position in the same bargaining unit. It was not intended to apply when an employee is assigned to perform the work performed by an employee in another bargaining unit. But even without limitation, the provision only applies when an employee is assigned to perform the duties of a higher-ranking position. The Town is not obligated to assign someone to serve as an acting crew chief whenever a crew chief is vacant. Instead, assistant crew chiefs, acting solely within the scope of their responsibilities, have the ability to perform routine supervisory tasks; assign manpower; receive and disseminate information and report employee issues. Unless the assistant crew chief is being assigned to perform all of the duties of the crew chief, then it would not seem that a temporary upgrade is appropriate. Based on the information received in writing and verbally, I deny your grievance for temporary upgrade based on the MOU signed on November 16, 2021 between Teamsters Local 633 Public Works Union and the Town of Hooksett.

J. Sullivan- as a result of that it went to a step 4, which is where we are here tonight.

J. Durand- do we discuss the difference in monies now or later?

A. Garron- I don't have that information.

R. Hebert- it was 48 hours of straight time and 3 hours of OT.

R. Hebert- \$24.03 is my current pay and \$26.50 was the next pay that I am seeking to be at.

J. Petrillo- read a letter into record in support of Mr. Hebert's grievance. Exhibit 3 is an expert of the MOU as follows: Temporary Upgrade- 1. An employee may be temporarily assigned to the work of any position of the same or lower pay grade without a change in rate. 2. The Town may temporarily assign employees to work in a higher-grade position for which they are qualified. When an employee works in a temporary upgrade assignment for a minimum of four hours or longer, the employee shall receive the higher grade pay at an increase closest to the employee's current pay for each hour worked. Also noting that the town has done it in the past when people filled in and got paid at the higher rate.

700 J. Durand- the dates when you are talking about for Matt Gordon is in March and in June.
701
702 A. Garron- when Earl Labonte retired, we moved 2 positions to fill in the interim. The difference is we
703 assigned these temporary duties. We assigned the duties of Assistant Crew Chief. When the new DPW
704 was hired he was notified that he would be going back to his duties as they were before. That is the
705 major difference between them.
706
707 J. Durand- When Phil was on vacation you filled in for Phil so essentially you filled in for his absence.
708
709 J. Petrillo- A. Garron in his denial mentioned there was no crossing of departments.
710
711 J. Sullivan- there was an MOU.
712
713 A. Garron – that was a result of a grievance in 2021 that was denied but we did address it by creating
714 the MOU. The intent was not to create that particular MOU when people go out on vacation.
715
716 R. Lapierre-so when Phil was on vacation you were assigned to crew chief?
717
718 R. Hebert- A. Garron did not assign it to me but T. Bartulla . Those 6 days I had to report to Thomas
719 Bartulla. He called me, I had to take calls, I had to find invoices, I attended a meeting that I don't
720 normally do. It's been past practice that when the crew chief is out that I assume his responsibility.
721
722 J. Petrillo- A. Garron keeps saying it does not cover vacations, but it should. Going to meetings is not
723 part of his job, someone had to do the work and he stepped in for mid management.
724
725 R. Duhaime- this is why you have an assistant. If he was gone for 4 hours, do you fill in an expect to get
726 paid? I don't see where you are taking his position. Yeah, there are things that he asked you to fill in
727 for. I expect he may be looking to retire and is looking for you to fill in and learn.
728
729 T. Tsantoulis- the question I have regard in you assuming or taking over the duties. Did you assume it
730 was your job to do that? Who or how were you specifically given that task or responsibility?
731
732 R. Hebert- I did not assume.
733
734 R. Hebert- Tommy asked me to go to the meeting because Phil always went to those meetings. I was
735 asked by the temp director to go to that meeting.
736
737 J. Petrillo- His crew chief believes that he should get the higher rate, he submitted a letter in support of
738 this.
739
740 J. Sullivan- my understanding of the process is that you are here at step 4 of having the hearing. We
741 have within 2 weeks to make a written decision.
742
743 D. Fitzpatrick- for clarification it needs to be at our next meeting on July 27th.
744
745 R. Lapierre- I think the claim is a bit bonkers, moral is really low in DPW. I want to support Andre in his
746 decision. These guys get mad when they see us as being cheap.
747
748 A. Garron- We have done many things to increase moral. We are trying to build moral. I don't want to
749 set the stage that I am going to pay every time someone steps in or does 1 small task that I ask of
750 them.

751
 752 T. Tsantoulis- it seemed it was more assumed to take on the roll and was not designated to take on that
 753 role. I have a hard time him being entitled to that amount.
 754
 755 J. Sullivan- you are looking at the wording of assignment. If someone is assigned, is it a verbal
 756 assignment or designated on paperwork? How does the payroll clerk know that they were assigned and
 757 to pay appropriately?
 758
 759 A. Garron- there is a document that is submitted to show the assignment and the appropriate pay, and
 760 then sent in again to reverse the assignment and pay.
 761
 762 J. Sullivan- the wording here is assignment.
 763
 764 R. Duhaime- I've had guys work with me and they initial the pay increase. So that it covers all. There
 765 was no paperwork to assign and make clear of the arrangements.
 766
 767 ***T. Tsantoulis motioned to deny the grievance seconded by R. Duhaime.***
 768
 769 **Roll Call Vote #5**
 770 ***T. Tsantoulis Aye***
 771 ***D. Ross Np***
 772 ***R. Duhaime Aye***
 773 ***A. Walczyk Aye***
 774 ***R. Lapierre Aye***
 775 ***K. Judge NP***
 776 ***J. Durand Nay***
 777 ***D. Boutin Nay***
 778 ***J. Sullivan Aye***
 779
 780 ***Vote in favor 5-2***
 781
 782 A. Walczyk- it seems that the process was not followed. Maybe they just screwed up the administrative
 783 part.
 784
 785 J. Durand- his crew chief submitted a letter that he should receive it. Maybe he just didn't fill out the
 786 proper paperwork.
 787
 788 A. Garron- the intent of the MOU was not this.
 789
 790 **02/08/2023 Advice and Consent for New Family Services Director**
 791 Council consensus 7-0 in favor (full motion made in public session).
 792
 793 **04/12/2023 Acting Town Administrator Police Chief Janet Bouchard for period April 14-21, 2023**
 794 James Sullivan motion to consent to Police Chief Janet Bouchard as the Town of Hooksett, NH Acting
 795 Town Administrator for the period of time Town Administrator André L. Garron is unavailable to perform
 796 his duties Friday, April 14, 2023, to Friday, April 21, 2023. Seconded by Keith Judge. Vote 7-0 in
 797 favor.
 798
 799 **05/10/2023 Advice and Consent for New Police Chief**

800 Councilor Boutin motion for advice and consent for Hooksett Lieutenant Justin Sargent to be the new
801 Hooksett Police Chief effective May 18, 2023. Chief to have a 3-year employment agreement (#6 non-
802 work passenger to ride in Town vehicle to travel to & from work) (#15 hours of work Monday-Friday
803 7:30am-3:30pm). Seconded by Councilor Walczyk.

804 Roll Call #3

805 Boutin yes

806 Walczyk yes

807 Durand yes

808 Duhaime not present

809 Tsantoulis yes

810 Lapierre yes

811 Judge not present

812 Sullivan yes

813

814 Vote 6-0 in favor.

815

816 **ADJOURNMENT**

817

818 ***J. Sullivan motioned to adjourn the meeting at 9:05 pm. Seconded by T. Tsantoulis.***

819

820 ***All in favor 8-0***

821

822

823 Respectfully submitted,

824

825 ***Alicia Jipson***

826

827 Alicia Jipson

828 Recording Clerk