



AGENDA

Town of Hooksett Town Council

Wednesday, December 13, 2023 at 5:30 PM

A meeting of the Town Council will be held Wednesday, December 13, 2023 in the Hooksett Municipal Building commencing at **5:30 PM**.

Page

- 1. CALL TO ORDER**
- 2. PROOF OF POSTING**
- 3. ROLL CALL**
- 4. NON-PUBLIC SESSION NH RSA 91-A:3 II**
- 5. PUBLIC SESSION WILL BEGIN IMMEDIATELY FOLLOWING THE NON-PUBLIC SESSION NOTED ABOVE**
- 6. PLEDGE OF ALLEGIANCE**
- 7. AGENDA OVERVIEW**
- 8. PUBLIC HEARINGS**
 - 8.1. Public Hearing to accept the unanticipated revenue in the amount of \$85,415.36 from the State of New Hampshire Highway Block Grant Aid in accordance with RSA 31:95-b, III(a) (see item 16.2)
[Staff Report - SR-23-208 - Pdf](#) 5 - 7
 - 8.2. Public hearing for Hooksett Cemetery Commission to update Cemetery regulations and interment fees. (see item 11.3)
[12132023 Cem Com Regulations PH - revised 12052023](#) 9
- 9. SPECIAL RECOGNITION**
 - 9.1. Hooksett Municipal Employee - New Hire
- 10. PUBLIC INPUT - 15 MINUTES**
- 11. SCHEDULED APPOINTMENTS**
 - 11.1. Teamsters Local 633 and Town of Hooksett NH Police Supervisors Collective Bargaining Agreement July 1, 2024-June 30, 2027
 - 11.2. IAFF Local 3264 and Town of Hooksett NH Firefighters Collective Bargaining Agreement July 1, 2024-June 30, 2027
 - 11.3. Hooksett Cemetery Commission - update Cemetery regulations and interment fees.
[Staff Report - SR-23-225 - Pdf](#) 11 - 29
 - 11.4. YMCA Karen Provost - 2024 Hooksett Summer Camp
[Staff Report - SR-23-226 - Pdf](#) 31 - 34
- 12. CONSENT AGENDA**

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

12.1.	Accept the donation of \$1,000.00 from the Rice Family Charitable Fund to the Town of Hooksett Conservation Commission fund per RSA 31:95-b:III(b). Staff Report - SR-23-216 - Pdf	35
12.2.	Accept donations to the Town of Hooksett for the Family Services Department for the Holiday Assistance Program for a total dollar value not to exceed \$10,000, as well as any other donations the Family Services Department may receive prior to the holiday, per RSA 31:95-b, 111 (b) and RSA 31:95-e, II Staff Report - SR-23-224 - Pdf	37
12.3.	Accept Southeastern NH HazMat Mutual Aid District funds reimbursed to the Town of Hooksett, NH in the amount of \$944.19 for Hooksett Fire-Rescue Department HazMat Team members overtime/backfill costs from Aug 1, 2023 - October 20, 2023, per NH RSA 31:95-b III(b). Staff Report - SR-23-218 - Pdf	39
12.4.	Surety Release of \$6,000 plus interest for 36 Churchill Drive. Staff Report - SR-23-221 - Pdf	41 - 43
12.5.	Surety Release of \$13,790 plus accumulated interest for 1134 Hooksett Road Staff Report - SR-23-220 - Pdf	45 - 49
12.6.	Surety Release of \$56,834.20 – Marmon Aerospace, 18 Legends Drive Staff Report - SR-23-214 - Pdf	51 - 60
13.	NOMINATIONS AND APPOINTMENTS	
13.1.	A. Stein Application and Fraud Policy Staff Report - SR-23-213 - Pdf	61
14.	BRIEF RECESS	
15.	OLD BUSINESS	
15.1.	Tax Increment Finance District (TIF) –Amend the Tax Increment Finance Plan To Remove Parcel 17-39 from the TIF District Staff Report - SR-23-217 - Pdf	63 - 67
15.2.	FY 2024-25 Budget and Warrant Articles (Revaluation Tabled at 11/01/2023 Town Council Meeting) (January 9, 2024 Council Special Meeting should monetary petitioned warrant article(s) be submitted) Staff Report - SR-23-210 - Pdf	69 - 89
15.3.	Proposed Town Charter Amendments for March 2024 Ballot Staff Report - SR-23-222 - Pdf	91 - 103
15.4.	Town Council 2023/2024 Goals Update Staff Report - SR-23-219 - Pdf	105 - 106
16.	NEW BUSINESS	
16.1.	Transfer Station Winter and Holiday Schedule Staff Report - SR-23-211 - Pdf	107
16.2.	Accept the unanticipated revenue in the amount of \$85,415.36 from the State of New Hampshire Highway Block Grant Aid in accordance with RSA 31:95-b, III(a)	109

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

[Staff Report - SR-23-212 - Pdf](#)

16.3. Establishment of the Municipal Transportation Improvement Fee 111 - 121

[Staff Report - SR-23-209 - Pdf](#)

16.4. IRS penalty assessment for late filing of the 2021 Form W-2 123 - 125

[Staff Report - SR-23-215 - Pdf](#)

17. APPROVAL OF MINUTES

17.1. Public: October 25, 2023 127 - 140

[TC 10252023 Minutes](#)

17.2. Public: November 1, 2023 141 - 149

[TC 11012023 Minutes](#)

17.3. Non-Public: October 25, 2023

17.4. Non-Public: November 1, 2023

18. TOWN ADMINISTRATOR'S REPORT

19. TOWN COUNCIL FUTURE AGENDA ITEMS

20. INFORMATIONAL ITEMS AND CORRESPONDENCE

21. SUB-COMMITTEE REPORTS

22. PUBLIC INPUT

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

24. ADJOURNMENT

PUBLIC INPUT

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

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

Town Council

STAFF REPORT



To: Town Council
Title: Public Hearing to accept the unanticipated revenue in the amount of \$85,415.36 from the State of New Hampshire Highway Block Grant Aid in accordance with RSA 31:95-b, III(a)
Meeting: Town Council - 13 Dec 2023
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

The NH 2023 legislative session provided state aid to local governments. [SB 270](#) was intended to provide one-time property tax relief through direct payments to cities and towns. This payment is through the Highway Block Grant Aid and will be distributed among the municipalities based on their population in proportion to the entire state's population and the other half is disbursed based on a municipality's Class IV and V road mileage in proportion to the total statewide Class IV and V mileage. The additional funds in the amount of \$85,415.36 were received in early November.

Public Hearing notice was in the December 4, 2023, edition of the Union Leader.

FINANCIAL IMPACT:

\$85,415.36 can be used to fund repairs, maintain, and construct class IV and V roads or acquire the equipment necessary to maintain class IV or V roads. These funds will "supplement not supplant" local budgets, meaning these funds must add to (supplement) and not replace (supplant) local budgets. Staff is recommending to Council, these funds be used towards the Martins Ferry Road reconstruction project.

POLICY IMPLICATIONS:

None

RECOMMENDATION:

1. Chair will open Public Hearing
2. Listen to public input
3. Chair will close Public Hearing
4. Council discussion and motion are in the New Business Section of this agenda.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Public Hearing. Listen to public input on the reception of this Highway Block Grant aid in the amount of \$85,415.36.

ATTACHMENTS:

[Public Hearing Notice SB 270 Block Aid](#)

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

Town of Hooksett Town Council will be holding a public hearing in accordance with RSA 31:95-b, III (a) on Wednesday, December 13, 2023, at 6:00 pm at the Town Hall, 35 Main Street, Hooksett, NH. The purpose of this public hearing is to accept unanticipated revenue in the amount of \$85,415.36 from the State of New Hampshire Highway Block Grant Aid. For documentation or questions contact the Finance Department at 603-485-2712.

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council will be holding a public hearing on Wednesday, December 13, 2023 @ 6:00pm at the Hooksett Town Hall Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is for Hooksett Cemetery Commission to update Cemetery regulations and interment fees. For documentation or questions contact the Hooksett Administration Department at 603-485-8472.

Town Council
STAFF REPORT



To: Town Council
Title: Hooksett Cemetery Commission - update Cemetery regulations and interment fees.
Meeting: Town Council - 13 Dec 2023
Department: Administration
Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

See attached for Hooksett Cemetery Commission documentation.

FINANCIAL IMPACT:

See attached

POLICY IMPLICATIONS:

See attached

RECOMMENDATION:

1. Open public hearing (see item 8.2 above)
2. Discuss item
3. Close public hearing
4. Motion to approve updates to Cemetery regulations and interment fees as presented.

SUGGESTED MOTION:

Motion to approve updates to Cemetery regulations and interment fees as presented.

ATTACHMENTS:

[Changes that we need to have made to the Cemetery Commission webpage](#)
[Fee Schedule for Cemetery lots and Grave Openings-Oct 2018](#)
[Hooksett grave opening request effective Oct 2018](#)
[Proposed updated Hooksett CEMETERY REGULATIONS for Public Hearing review December 2023](#)
[proposed new Right of Interment Grave Lot Prices and Fee Schedule](#)

Changes that we need to have made to the Cemetery Commission webpage`

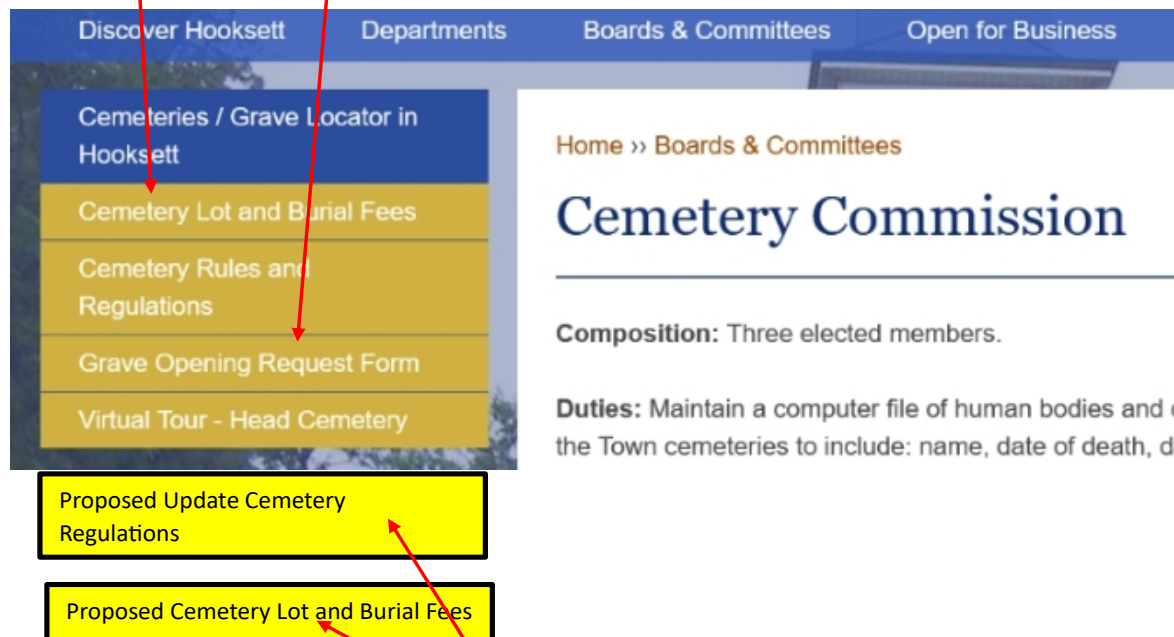
December 3, 2023

<https://www.hooksett.org/cemetery-commission>

NOTE: Donna is submitting a Public Hearing request to be published in the newspaper (I think)

1) Replace the current pdf form for "Cemetery Lot and Burial Fees" with the attached pdf (form now has a date at bottom).

2) Replace the current pdf form for Grave Opening Request Form" with the other attached pdf (that form also now has a date at the bottom)



3) Add two new MENU bars here, one labeled "Proposed Updated Cemetery Regulations" and second one labeled "Proposed Cemetery Lot and Burial Fees"

Once the Regulations and the Burial Fees are through the Public Hearing, review of input, and final approval process, hopefully by January 1st, I'll update the Grave Opening Request to have the updated prices on it.

**FEE SCHEDULE
FOR
HOOKSETT MUNICIPAL CEMETERIES**

Purchase of Grave Lot

\$300.00 - Allows one (1) casket and one (1) cremains burial or two (2) cremains burials.

Grave Opening/Closing

Full size grave opening (Monday – Friday)	\$300.00
Full size grave opening (Saturday, Sunday & Town Holidays)	\$500.00
Cremation size grave opening (Monday – Friday)	\$100.00
Cremation size grave opening (Saturday, Sunday & Town Holidays)	\$300.00

NOTE: Hooksett Municipal Cemeteries are a joint responsibility between two different entities. The Parks, Recreation and Cemeteries Division processes the Grave Opening Requests, digs and backfills the graves and performs the mowing and landscaping. The Cemetery Commission verifies and marks grave locations and sells the cemetery lots.

October 23, 2018

**HOOKSETT PARKS, RECREATION & CEMETERIES DIVISION
GRAVE OPENING REQUEST
Phone No. (603) 668-8019
Fax No. (603)668-6850**

Date of Request: _____ Requested by: _____
 Phone No. _____ Email Address: _____
 Date of Burial: _____ Time of Burial: _____
 Cemetery: _____ Section: _____ Lot No. _____
 Name of Deceased: _____ DOB: _____
 Lot Owner: _____ Date of Death: _____

***Please furnish copy of deed or other evidence of ownership or other authorization.**

Check which is attached: Deed ____ Other ____ Type of Burial: Standard Grave ____ Cremation ____

Vault Company: _____

Funeral Home: _____ Contact Name: _____

Funeral Home Address: _____

Funeral Home Phone No.: _____ Fax No.: _____

***Note: Grave site must be clearly marked on the ground prior to opening.**

Marking to be done by: _____ (Hooksett Cemetery Commission)

***For a fee, the Hooksett Parks, Recreation & Cemeteries Division provides excavation and backfill of graves within the Town. They also maintain the lanes and mows and trims grass at town-owned cemeteries, which are administered by the Cemetery Commission. Hooksett Parks, Recreation & Cemeteries Division does not maintain records of lot ownership and burial location and is not responsible for the layout of cemetery lots.**

A minimum of a 48-hour notice (submission of Grave Opening Request) is required for marking, scheduling employees to work and preparing the grave.

At the time of interment (burial), a copy of the cremation certificate or burial transit permit is required.

Fee Schedule (Checks made out to the Town of Hooksett.)

Burial Grave Lot - \$300.00
 Full Size Grave Opening (Mon-Fri) - \$300.00
 Full Size Grave Opening (Sat, Sun & Town Holidays) - \$500.00
 Cremation Size Grave Opening (Mon-Fri) – \$100.00
 Cremation Size Grave Opening (Sat, Sun & Town Holidays) – \$300.00

October 23, 2018

“PROPOSED – presented for public input December 2023”

CEMETERY REGULATIONS

TOWN OF HOOKSETT NEW HAMPSHIRE

ADOPTED: _____

REVISED: _____

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The Cemetery Regulations are for the mutual protection of the Town of Hooksett, Hooksett Cemetery Trustees, Cemetery Right to Inter Holders, Lot Owners, and the general public. Per NH RSA 289:7, 1 (a), the Hooksett Cemetery Trustees reserve the right, at any time, to amend, alter, repeal, modify, or make an exception to these rules and regulations as circumstances demand.

For further information regarding these Regulations, the purchase or use of burial sites, or for other related burial or cemetery issues please contact:

**Hooksett Cemetery Commission
Hooksett Municipal Building
35 Main Street
Hooksett, New Hampshire 03106**

E-mail: Hooksettcemeterycommission@gmail.com
Website: <https://www.hooksett.org/cemetery-commission>

Town of Hooksett, New Hampshire
Municipal Cemeteries

Active Municipal Cemeteries

There are two Active Municipal Cemeteries that are open for public visitation. The cemeteries are closed from the first snowfall or when frost prevents opening graves to a time in the spring when the Trustees determine the grounds are firm enough for vehicular traffic and frost is out of the ground.

MARTINS CEMETERY

HEAD CEMETERY

Inactive Municipal Cemetery

There are two Inactive Municipal Cemeteries that are open for public visitation. Any future interments are limited to members of the named families.

DAVIS CATE CEMETERY

RIVERSIDE CEMETERY

Private Cemeteries and Burial Grounds

NOT ADMINISTERED BY THE HOOKSETT CEMETERY COMMISSION

CEMETERY REGULATIONS HOOKSETT, NEW HAMPSHIRE

REGULATIONS GOVERNING THE FOLLOWING CEMETERIES:

Active Municipal Cemeteries: Head Cemetery and Martins Cemetery
Inactive Municipal Cemetery: Davis Cate and Riverside Cemeteries

SECTION 1: PURPOSE AND INTENT

The following regulations are hereby established for the mutual protection of lot / rights of interment owners and the cemeteries as a whole. Persons visiting and contracted to work within the cemeteries will be expected to abide by such regulations as herein enacted and as hereafter amended, which are intended to assist in maintaining these cemeteries.

These Regulations shall also apply to lots sold by deed prior to the adoption of these Regulations.

SECTION 2: AUTHORITY

These Regulations are established by the Cemetery Trustees in accordance with RSA Chapter 289, RSA Chapter 290, RSA Chapter 635, RSA 561:1, RSA 31:19-22a, RSA 485 - A29. They may at times be amended, for the operation and maintenance of all cemeteries owned and/or maintained by the Town of Hooksett.

SECTION 3: DEFINITIONS

CEMETERY TRUSTEE - Elected by ballot at Town Meeting and are responsible for the care and maintenance of the four municipal cemeteries in town. Cemetery Trustees establish regulations for the care, protection, preservation, and use of the cemeteries as well as prepare an annual budget, prepare the right to inter documents for cemetery lots and arrange for appropriate maintenance of the cemeteries. There are three elected cemetery trustees and up to two alternate trustees who can be appointed per NH RSA 289:6.

CERTIFICATE OF RIGHT TO INTER - Certificate issued by the Cemetery Trustees transferring a limited right to inter remains in a specific lot /plot to a purchaser for a fee.

CORNER STONES - The owner may have four granite posts placed flush to the ground as marked by the Trustees to the dimensions of the owner's lot/plot. This should be done as soon as possible after the purchase of the lot/plot. Exception: Corner stones may not be placed on cremation lots.

CREMAINS - The ashes of a cremated human body.

DEED - Deed issued transferring a limited right to legally inter remains in a specific lot to a purchaser for a fee. Deeds were the form of transfer prior to the adoption of these updated regulations. The deed does not convey ownership of the real estate, it does give the right to inter in the lot/plot and right to place a marker or monument.

GREEN BURIAL - The set of body preparation, funeral, and burial practices that allow a body to decompose naturally (no embalming) in a site specifically set aside for this type of burial. Hooksett Cemeteries do NOT allow green burials.

INTERMENT - The permanent disposition by burial of the body or cremation.

LOT - Full size: The space required to accommodate an adult casket and three cremains;
Cremation: the space required to accommodate up to two cremains.

LOT OWNER - Person(s) who holds a valid deed or right to inter.

MARKER - A footstone or headstone that lies flush with the ground.

MONUMENT - A headstone of approved material that extends above the surface of the ground.

PLOT - Shall apply to two or more contiguous lots.

REGULATIONS - Town of Hooksett, New Hampshire Cemetery Regulations, per latest revision.

RIGHT TO INTER - Right to a lot/plot for the interments allowed by these Regulations.

SECTION 4: GENERAL REGULATIONS

A. Administration

All business pertaining to cemeteries shall be processed through the Cemetery Trustees, Town of Hooksett, NH 03106. Direct contact can be made to the Cemetery Trustees as listed in the Town records or at a scheduled Cemetery Trustee meeting as posted.

B. Cemetery Hours

The cemeteries are open from sunrise to sunset. They are closed for burials and vehicles from the first snowfall and/or in ground frost, to a time in the spring when the Trustees determine the roads are firm enough for vehicular traffic. The cemeteries may be closed to the general public if any conditions within the cemetery grounds become hazardous, including ice and snow. The cemetery will not be used for recreational purpose. Cemeteries are not maintained for public access during winter months.

C. Loss or Damage

Damage done to lots, walks, drives, trees, shrubs or other property by visitors, lot owners, funeral directors, next of kin or designated agent, dealers, contractors, or their agents shall be repaired by same.

D. Sole Agreement

These regulations, including amendments thereto, constitute the sole agreement between the Cemetery Trustees, Town of Hooksett, and owners of the lots or rights to inter. The statement of any employee or agent, unless confirmed in writing by an authorized representative of the cemetery of the Town of Hooksett, shall in no way bind the cemetery trustees or the Town of Hooksett.

SECTION 5: LIMITS OF MUNICIPAL LIABILITY

The Trustees shall take reasonable precautions to protect cemeteries from loss or damage; but distinctly disclaim all responsibility for loss or damage from causes beyond their reasonable control, and, especially from damage caused by the elements, an act of God, common enemy, thieves, vandals, strikers, malicious mischief makers, explosions, unavoidable accidents, invasions, insurrections, riots, or order of any military or civil authority, whether the damage be direct or collateral, other than as herein provided.

SECTION 6: CEMETERY VISITORS

- A.** Visitors will respect the privacy of persons visiting gravesites. Vehicles must remain on paved surfaces only.
- B.** All visitors are prohibited from gathering flowers, either wild or cultivated, cutting trees or shrubs, or defacing or otherwise damaging memorials or structures. The disposal of trash, flowers, containers or any other debris is prohibited within or adjacent to cemeteries. Carry in - carry out.
- C.** Dogs must be leashed at all times and owners shall clean up after your dog. No off-highway recreational vehicles or horses shall be admitted to the cemeteries.
- D.** The cemeteries are open to the public, but unsupervised. Visitors assume any risk for accidents and damage, whether direct or collateral, that may occur. The Cemetery Trustees attempt to avoid loss or damage within the cemeteries, but disclaim any and all responsibility for accidents or the actions of persons not within the Trustee's control.
- E.** Gravestone rubbings are not permitted in any of the Hooksett cemeteries.

SECTION 7: LOT SALES

Upon adoption of these Regulations, the sale and purchase of cemetery lots shall be by a right to inter only. Title to the real estate remains with the Town. No easement or right of interment is granted to any lot owner in any road, drive, or path within the cemetery, but such road, drive or path may be used as a means of access to the cemetery as long as it shall be devoted to such purpose.

- A.** Persons desiring to purchase burial rights should contact the Trustees who will aid them in making a selection. Regulations relating to such graves will be explained and a copy of the regulations will be given to each purchaser, who will acknowledge receipt in writing. Payment will also be explained and arrangements made for such.
- B.** At the time of sale, the purchaser should submit to the Trustees a written list of names of those authorized to be interred within the lot. If the purchaser makes no designation, then by default these authorized persons include the lot owner, his/her mate at the time of his/her death, and his/her children, subject to the capacity of the lot, State Statutes and these

Regulations. Only the current owner of the lot may designate or alter an existing designation, and must do so in writing to the Trustees. For further details on ownership see Section 9.

- C. Burial rights can only be sold to a current or former Hooksett resident. However, persons authorized to be interred within the lot(s) by the purchaser are not so restricted.
- D. A Certificate of Right to Inter will be issued by the Town Administrator when the total sale price is paid in full.
- E. No interment may occur and no foundations, markers, or stones may be placed upon a lot/plot until it is paid for in full.
- F. For rights to inter, a cemetery lot is defined as:
 - 1. Full Size Lot
 - a. One full burial plus three cremation burials; or
 - b. One full burial plus one infant burial.
 - 2. Cremation Lot: Up to two cremation burials.
- G. Prices:

Full size lot (Rights to Inter)	\$500
Cremation lot (Rights to Inter)	\$300
Right to Inter an additional cremation burial (max. two more) on a Full size lot purchased prior to these regulations being approved	\$200.
- H. All lots and all non-lot areas within the cemetery are maintained under the responsibility of the Trustees. Maintenance is limited to raking, mowing and seeding of lots when necessary. It includes reasonable and practical care of the unsold areas of the cemetery, such as lawn areas, roads, shrubs and trees, which have been established by the cemetery. In no case shall the Trustees be responsible to maintain, repair, or replace any monument, marker, or mausoleum erected or placed upon a lot, nor perform any special or unusual work in the cemetery. However, the trustees reserve the right to repair monuments, markers, curbing, or mausoleum when they determine it is needed.
- I. The Trustees reserve the right when they deem it to be in the best interests of the town to purchase outright, or by exchange for other graves, any unoccupied grave or graves or cremation spaces at the original price.

SECTION 8: LOT / RIGHT TO INTER OWNERSHIP

- A. RSA 290:24 and other applicable laws of the State of New Hampshire govern the descent of title for cemetery lots, as well as other matters relating to their ownership.
- B. On the death of an owner of the lot, the heirs or devisees of such person should file with the Trustees proof of ownership for the purpose of correcting the record. Notarized statements as

to relationship and certified copies of wills or probate records are normally sufficient.

- C. No person shall be considered as the rightful owner of any lot unless he/she shall be in possession of a duly executed Deed or Certificate of Right to Inter signed by the authority having jurisdiction. The records of the Cemetery Trustees shall be considered as final in determining ownership of any lot or plot. The Trustees reserve the right to make an interment of any member of the immediate family of the lot owners upon their own authorization. No other person may be interred in any plot without proof of ownership or written consent of the owner.
- D. It shall be the duty of the lot owner to notify the Trustees of any change in address.
- E. Notice sent to the lot owner at the last address on file with the Trustees shall be considered sufficient and proper legal notification.

SECTION 9: LOT/RIGHT TO INTER RESALE/RELINQUISHMENT

- A. The owners of interment property, or their heirs, shall not grant, sell, alienate, or convey, the said interment property to any person or persons other than the Town of Hooksett. Resale of interment property to the Town shall be for the same sale amount as originally paid for the interment property, returned to the owners or heirs.
- B. After completing the noticing required by RSA 289:18, as amended, the Trustees may declare forfeiture of unused lots meeting the stated conditions. Lots so forfeited may be resold.

SECTION 10: INTERMENTS/DISINTERMENTS

- A. When an interment is requested, the applicant must provide a completed Grave Opening Request, proof of ownership, and/or proof of right to inter. In the instance of a pre-existing lot for which the Town has insufficient burial records, no interment shall be allowed unless the applicant also provides proof that available burial space exists. In the instance where ground-sensing radar is utilized it shall be at the expense of the applicant. When instructions regarding the location of an interment space in a lot cannot be obtained, or are indefinite, or when, for any reason, the interment space cannot be opened where specified, the Trustees may, in their discretion, authorize it opened in such location in the lot as they deem best and proper, so as not to delay the funeral; and the Town shall not be liable in damages for any error so made. The Trustees and the Town shall not be responsible for any mistake occurring from the want of precise and proper instructions as to the particular space, size and location in a plot where interment, disinterment or removal is desired.
- B. The cemetery will be open for interments only upon approval by the Trustees. A minimum notice of 48 hours shall be given for an interment. The Trustees reserve the right to postpone interment time due to acts of God, nature, weather, and civil and national emergencies.
- C. Interments will not be made from the first snowfall or when frost is in the ground to a time in the spring when Trustees determine the roads are firm enough for vehicular travel, except with the prior consent of the Trustees. Every effort will be made to accommodate requests, however, permission will be granted subject to availability of staff and weather conditions that

allow gravesites to be located and opened without damage to cemetery property or other gravesites.

- D. The Hooksett Parks, Recreation & Cemetery Division staff shall do all interments, including cremains, under the supervision of the Trustees.
- E. The funeral director, next of kin, or designated agent shall present all burial documents and payment to Town staff prior to or upon arrival in the cemetery.
- F. Once a casket containing a body is within the confines of the cemetery, it shall not be opened except by a funeral director or his assistants or on an order signed by a court of competent jurisdiction.
- G. The Trustees do not provide services for interment, disinterment, ceremonial activities, or monument, marker or foundation installation, repair or maintenance. A funeral director, next of kin, or designated agent, shall provide all burial services. Services may include artificial grass, lowering devices and any other materials and/or equipment associated with the burial ceremony.

SECTION 11: GREEN BURIALS

Green burials currently are not allowed in the Hooksett cemeteries. The Hooksett Cemetery Trustees are monitoring the desires of owners and future owners of lots and rights to inter for having a green burial option and will update these regulations when desires make the change prudent.

SECTION 12: MINIMUM STANDARDS

- A. No granite or other curbing, fence, or enclosure of any kind will be permitted in or around any grave or cremation space, and no post, indicating either an extreme or intermediate boundary in any grave or cremation space will be allowed to protrude above the level of the walkway or ground adjacent to said grave or cremation space.
- B. Graves shall be used for no other purpose than a place of burial.
- C. No animal(s) will be allowed to be buried in or on any cemetery site, or property with the exception that pet cremains may be included with a human interment.
- D. All body interments shall be enclosed in a concrete or steel vault.
- E. Cremains shall be interred in a container. An urn vault is not required.
- F. No monument shall be erected until a suitable foundation is laid. All foundations for monuments and markers shall be no less than 4 feet in depth. Deeper foundations will be used when deemed advisable by the Trustees.

G. Monuments and Markers:

1. On a full size lot(s) are allowed:
 - a. A flush marker not exceeding 12" X 24" and/or
 - b. One monument per lot with a base not exceeding 30" wide by 12" deep by 6"/8" high and the monument 26" in total height and 24" wide (unless one of the joint monument options below is utilized). Remaining lot interments shall utilize a flush marker if a marker is desired.
 - c. Two or more adjacent lots may have one joint monument, the base not to exceed 36" wide by 12" deep and 6"/8" high and the monument 26" in total height, and 30" wide and centered on the lots.
 - d. Four or more adjacent lots may have one joint monument with a base not to exceed 54" wide by 12" deep and 6"/8" high and the monument 30" in total height, and 42" in width and centered on the lots.
 - e. On a cremation lot(s) are allowed: A flush marker not exceeding 12" x 24"
- H. No monument or other structure on a lot above ground shall be constructed of any other material than cut marble, granite, natural stone, or real bronze.
- I. Monument installation shall be by the owner's contractor under the supervision of the Cemetery Trustees.
- J. Should any monument, memorial, mausoleum or tomb become unsightly, dilapidated, or a safety concern to visitors, the Town shall have the right to correct the condition.

SECTION 13: PLANTS, SHRUBS, FLOWERS, DECORATIONS

- A. Faded or unsightly flowers, wreaths, baskets, etc. left on graves or lots are to be removed by persons who placed them. Trustees or cemetery staff may also remove them.
- B. Planting of shrubs and trees is prohibited. Shrubs and trees, which were planted in the cemeteries prior to the adoption of these Regulations, will be left. However, existing plantings shall not hinder maintenance or the aesthetics of the cemetery or by means of its roots or branches become detrimental to the subject lot or adjacent lots or areas. The Trustees have the right to remove the said tree, shrub, or such parts thereof as deemed detrimental or dangerous.
- C. The in-ground planting of flowers on lots with above ground monuments is allowed, but is limited to an area of 12 inches in front of the aboveground monument.
- D. The placing of small flags on graves is allowed between Memorial Day and Veterans Day. The Trustees have the right to remove flags at other times or in the case of a flag in deteriorated condition.

- E. No decorative landscaping stones, bricks, crushed stone, mulch, etc. will be permitted on any lot. It is not permissible to place fences, curbs, or other articles on any lot.
- F. The placing of sea shells, toys, ornaments, benches, breakable objects of any kind, will not be permitted on lots.
- G. The cemetery has the right to remove non-conforming items from any lot. Items will be left at the Donati Park maintenance building if people want to pick them up.

SECTION 14: CORRECTION OF ERRORS

The Trustees reserve the right to correct any errors that may be made by them in making interments, disinterments; or in the description, transfer, or conveyance of any interment property.

SECTION 15: ENFORCEMENT

- A. The Trustees are hereby empowered to enforce the foregoing Regulations and to exclude from the cemetery any person deliberately violating such Regulations. The said Trustees shall have charge of the cemetery grounds and shall have supervision and control of employees and all persons visiting the cemetery, whether lot owners or otherwise.
- B. It shall be the duty of the Trustees to report any violations to the Police Department who shall then prosecute any such offense as defined by law.

SECTION 16: WAIVER

Upon written request, the Trustees may waive or modify the requirements of these Regulations when, in the opinion of the Trustees, specific circumstances surrounding a proposal indicate that such waiver or modification will properly carry out the purpose and intent of these Regulations.

**THE FOREGOING REGULATIONS ARE SUBJECT TO CHANGE
BY VOTE OF THE CEMETERY TRUSTEES AT A LEGALLY
NOTICED MEETING.**

Effective Date:

CEMETERY TRUSTEES:

Michael Horne, Chairman

Kristen Kotrlik, Trustee

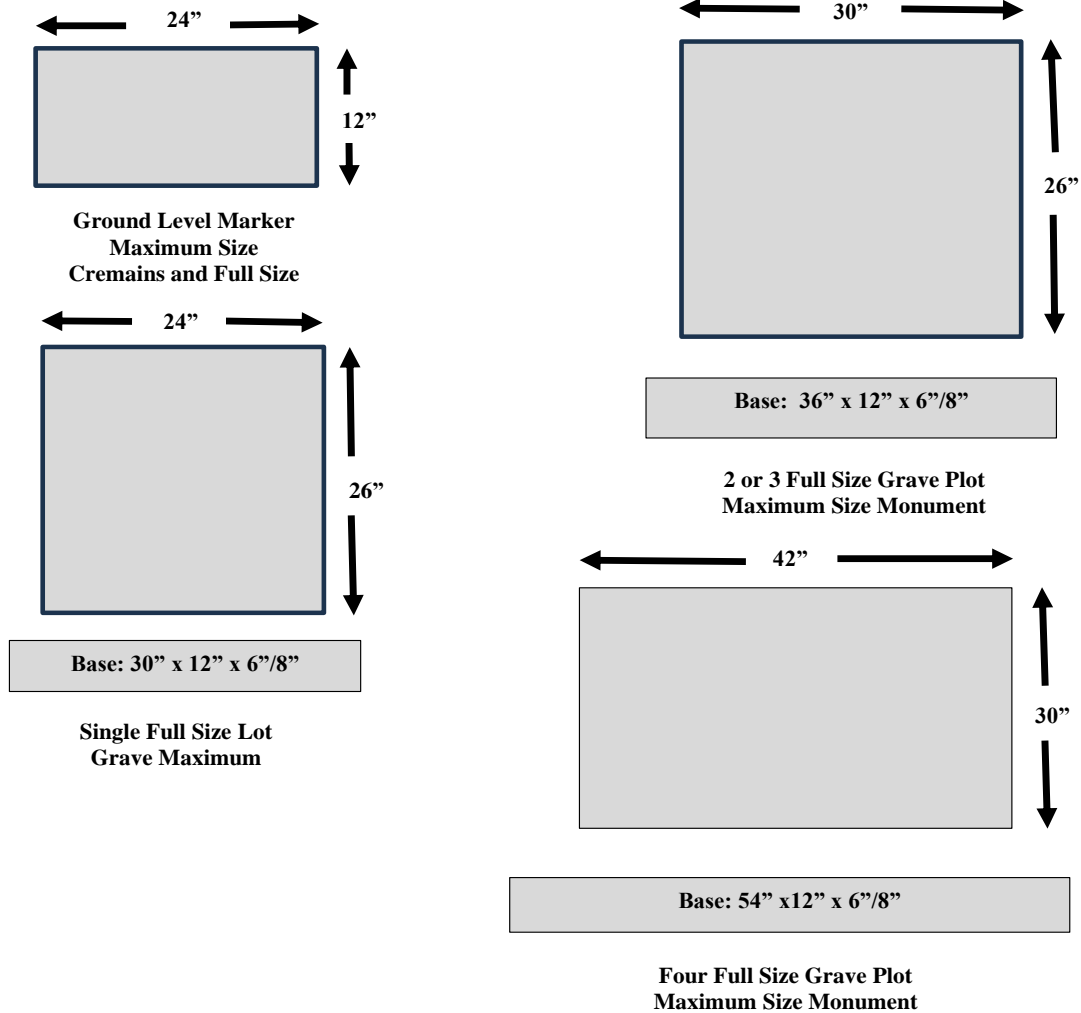
James Morin, Trustee

Nancy Philbrick, Trustee

Original Signatures on File

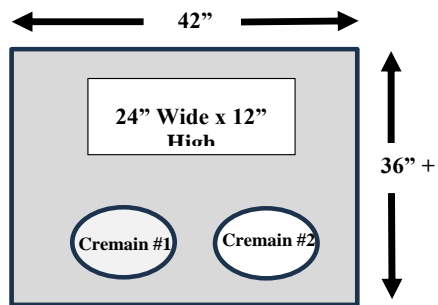
Appendix A

Monument and Marker Standards

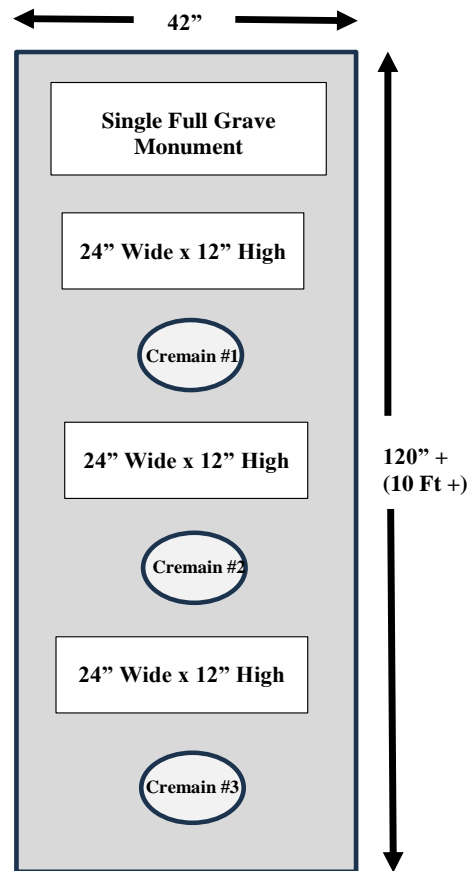


Appendix B

CREMATION & FULL BURIAL MARKER/MONUMENT & CREMAINS PLACEMENT



**Cremation Lot
Marker
&
Burial Placement**



**Full Lot Monument
&
Burial Placement**

Appendix C

Some Local Cemetery Monument Companies

***LeBlanc Brothers Monuments
(603) 622-4522***

***Manchester Memorial Company
305 Calef Road
Manchester, NH
(603) 622-9013***

***NH Monuments
(603) 738-5312***

***Perry Brothers Monument Company
253 Sheep Davis Road
Concord, NH
(603) 225-6721***

"PROPOSED"

**FEE SCHEDULE
FOR
HOOKSETT MUNICIPAL CEMETERIES**

Purchase of Grave Lot (Right to Inter) Head Cemetery (new section) and Martins Cemetery

Full-size grave \$500.00
 Allows one (1) casket and three (3) cremains burials.

Cremation grave \$300.00
 Allows two (2) cremain burials.

Grave Opening/Closing

Full size grave opening (Monday – Friday)	\$500.00
Full size grave opening (Saturday, Sunday & Town Holidays)	\$700.00
Cremation size grave opening (Monday – Friday)	\$300.00
Cremation size grave opening (Saturday, Sunday & Town Holidays)	\$450.00

NOTE: Hooksett Municipal Cemeteries are a joint responsibility between two different entities.

The Parks, Recreation and Cemeteries Division processes the Grave Opening Requests, digs and backfills the graves and performs the mowing and landscaping.

The Cemetery Commission verifies and marks grave locations and sells the cemetery lots (Rights to Inter).

For more information, go to the Town Website: <https://www.hooksett.org/cemetery-commission>

Effective date: _____

Town Council
STAFF REPORT



To: Town Council
Title: YMCA Karen Provost - 2024 Hooksett Summer Camp
Meeting: Town Council - 13 Dec 2023
Department: Administration
Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

The YMCA contracts with the Town of Hooksett NH for a summer day camp. Karen Provost from the YMCA will be attending the December 13, 2023 Town Council meeting for Q&A with the Council and seek authorization of the 2024 Hooksett summer camp at the Memorial School site. See attached Hooksett Summer Program Agreement for details

FINANCIAL IMPACT:

See attached.

POLICY IMPLICATIONS:

N/A

RECOMMENDATION:

Motion to approved the 2024 Hooksett-YMCA Summer Program Agreement as presented.

SUGGESTED MOTION:

Motion to approved the 2024 Hooksett-YMCA Summer Program Agreement as presented.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

ATTACHMENTS:

[2024 Day Camp MOU](#)

**HOOKSETT SUMMER PROGRAM AGREEMENT
BETWEEN TOWN COUNCIL OF HOOKSETT;
HOOKSETT SAU, HOOKSETT, NH
AND
THE GRANITE YMCA, YMCA of Downtown Manchester, NH
SUMMER 2024**

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

WHEREAS, The Granite YMCA (hereinafter called "the Provider"), with a principal place of business located at 670 N. Commercial St, Manchester, NH, is desirous of providing such service,

WITNESS that:

I. The central goal of this program is to provide eight (8) weeks (Monday, June 24, 2024 – Friday, August 16, 2024) of a safe, quality summer recreational camp for Hooksett children, ages 6 through 13, and ages 13-14 (LIT Program) and 15-16 (CIT program) in response to a stated need by the Hooksett Recreation Department and Town Councilors.

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

III. The Hooksett Memorial School will make dedicated space at the 5 Memorial Drive location available for this program, June 24 through August 16, 2024, between the hours of 8:30 AM – 4:00 PM, Monday through Friday. During before and after camp hours 7:00-8:30 AM and 4-5:30 PM, the Provider is agreeable to sharing fields and playground spaces with non-camp participants when applicable to the camp program needs and safety. The Provider requests access to all designated camp indoor and outdoor spaces if feasible, a minimum of one week prior to the camp opening date to install, set-up, and prepare indoor and outdoor spaces for campers and for staff training. This will be done in coordination with the Memorial School Principal and Provider staff. Indoor spaces being requested for use by the Provider include: Teacher Break Room, Cafeteria seating space, Gymnasium, Common Area, and student restrooms.

Provider will plan virtual camp open houses in the spring for parent Q & A and registration information. The SAU will permit the Provider to hold in July and August two nights of program for Camp Family and Character Recognition activities. These events will only occur if the Provider and Town feel they can occur safely after reviewing the Providers Covid-19 safety protocols.

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

IV. The premises for the summer program are made available to Provider and will be maintained by the same in a neat and clean condition during camp hours. All maintenance relating to the general use of the school building or individual rooms within the building, daily thorough sanitation of restrooms, fieldwork and mowing will be the responsibility of

the Town of Hooksett Town Council. Any and all utility expenses incurred at the premises during this Agreement will be the sole responsibility of the Town of Hooksett. The Hooksett SAU staff will be responsible to invoice the Town Administrator's office for all janitorial and utility costs related to the 8 weeks of the YMCA Day Camp. The SAU Business Administrator will provide the Provider with a School Use Form to be completed prior to the commencement of the 2024 camp period.

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

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

VII. The Provider will collect a weekly resident fee of \$210.00 for the first enrolled child and \$195 for each additional family sibling for each of the weeks enrolled. Non-resident youth will be charged a \$228 weekly rate for the first child and \$213 for additional siblings for YMCA Members and \$285 weekly rate for the first child and \$270 for additional siblings for non-members. The Town of Hooksett will once again provide \$20,000 additional funding to assist Hooksett families in need of financial assistance to attend the summer camp program. Monies collected by the Provider from the weekly fee will serve as the remuneration for services provided to coordinate, staff, manage and operate the 2024 Hooksett Summer Camp.

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

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

X. The Town of Hooksett Town Council, the Superintendent's Office and their representatives retain the right to enter and inspect the premises, as they deem appropriate at any time, with or without notice and agree to check in and out of the camp in compliance with The Granite YMCA Day Camp safety regulations.

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

IN WITNESS WHEREOF, we have hereunto set our hands this _____ day of
_____ 2023, in the presence of

William Rearick
Superintendent of Schools
Hooksett School District

André Garron
Town of Hooksett
Town Administrator

Ryan Gadow
Chief Operating Officer
The Granite YMCA

Ryan Novo
Association Director of Day Camps
and Teen Services
The Granite YMCA

Town Council
STAFF REPORT



To: Hooksett Conservation Commission
Title: Accept the donation of \$1,000.00 from the Rice Family Charitable Fund to the Town of Hookset Conservation Commission fund per RSA 31:95-b:III(b).
Meeting: Town Council - 13 Dec 2023
Department: Community Development
Staff Contact: Bridgette Grotheer, Community Development Administrative Assistant

BACKGROUND INFORMATION:

The Rice Family has been very generous the last four years and has donated \$1,000.00 to the Hooksett Conservation Commission.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

SUGGESTED MOTION:

Motion to accept the \$1,000.00 donation from the Rice Family Charitable Fund to the Town of Hooksett for the Hooksett Conservation Commission per RSA 31:95-b:III(b).

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

Town Council
STAFF REPORT



To: Town Council
Title: Accept donations to the Town of Hooksett for the Family Services Department for the Holiday Assistance Program for a total dollar value not to exceed \$10,000, as well as any other donations the Family Services Department may receive prior to the holiday, per RSA 31:95-b, 111 (b) and RSA 31:95-e, II
Meeting: Town Council - 13 Dec 2023
Department: Family Services
Staff Contact: Patricia Caruso, Family Services Director

BACKGROUND INFORMATION:

Donations are made to the Hooksett Family Services Department for Holiday Adopt A Family gifts in the form of monetary funds, items and/or perishables

FINANCIAL IMPACT:

Donations

POLICY IMPLICATIONS:

N/A

RECOMMENDATION:

Motion to accept donations to the Town of Hooksett for the Family Services Department for the Holiday Assistance Program for a total dollar value not to exceed \$10,000, as well as any other donations the Family Services Department may receive prior to the holiday, per RSA 31:95-b, 111 (b) and RSA 31:95-e, II

SUGGESTED MOTION:

Motion to accept donations to the Town of Hooksett for the Family Services Department for the Holiday Assistance Program for a total dollar value not to exceed \$10,000, as well as any other donations the Family Services Department may receive prior to the holiday, per RSA 31:95-b, 111 (b) and RSA 31:95-e, II

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

Town Council
STAFF REPORT



To: Town Council
Title: Accept Southeastern NH HazMat Mutual Aid District funds reimbursed to the Town of Hooksett, NH in the amount of \$944.19 for Hooksett Fire-Rescue Department HazMat Team members overtime/backfill costs from Aug 1, 2023 - October 20, 2023, per NH RSA 31:95-b III(b).
Meeting: Town Council - 13 Dec 2023
Department: Fire and Rescue
Staff Contact: Regina Howard, Administrative Assistant

BACKGROUND INFORMATION:

Since the mid-1990's HFR has been a member of the Southeastern NH HazMat Mutual Aid District Team. Several of our employees are team members and their overtime and backfill costs are reimbursed by the Team.

FINANCIAL IMPACT:

\$944.19

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Accept reimbursement funds

SUGGESTED MOTION:

Motion to accept Southeastern NH HazMat Mutual Aid District funds reimbursed to the Town of Hooksett, NH in the amount of \$944.19 for Hooksett Fire-Rescue Department HazMat Team members overtime/backfill cost reimbursement from Aug 1 2023 - October 20 2023, per NH RSA 31:95-b III(b).

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

Town Council
STAFF REPORT



To: Town Council
Title: Surety Release of \$6,000 plus interest for 36 Churchill Drive.
Meeting: Town Council - 13 Dec 2023
Department: Community Development
Staff Contact: Elizabeth Robidoux, Town Planner

BACKGROUND INFORMATION:

In 2019, the Planning Board approved three well radius waiver requests and required that surety be held for each of the lots in the event the well needed to be moved. The surety held for 24 and 39 Churchill has been released. The home has been constructed and is occupied, therefore the town would not be required to adjust the well location. It is recommended the surety be released back to the developer.

FINANCIAL IMPACT:

None.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

Recommend the release of \$6,000.00 plus any accumulated interest to the developer - Cash - NHPDIP # 0214

SUGGESTED MOTION:

Move to release surety held in the amount of \$6,000.00, plus any accumulated interest, for 36 Churchill Drive, back to the developer DAR Builders

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

ATTACHMENTS:

[Image 36 Churchill](#)

[Memo 36 Churchill](#)



TOWN OF HOOKSETT
COMMUNITY DEVELOPMENT DEPARTMENT

Elizabeth Robidoux, AICP, Town Planner

35 MAIN STREET
HOOKSETT, NEW HAMPSHIRE 03106

TELEPHONE (603) 268-0279 WEBSITE www.hooksett.org FAX (603) 485-4118

Memo

Date: October 26, 2023
To: Timothy Tsantoulis, Chairman, Hooksett Town Council
CC: André Garron, Town Administrator

RE: Map 12, Lot 24-30
36 Churchill Drive
Release of surety

On July 15, 2019; September 9, 2019, and October 21, 2019, the Planning Board approved three well radius waivers on Churchill Drive and required surety in the amount of \$6,000 for each of the lots. The surety held for 24 and 39 Churchill Drive has been released.

Surety has been held for 36 Churchill Drive since 2019. As the home has been constructed and occupied, there is no further need to retain the surety. It was originally held in the event the well location needed to be adjusted. It is recommended the Town Council release the surety in the amount of \$6,000 plus any accumulated interest.

Town Council

STAFF REPORT



To: Town Council
Title: Surety Release of \$13,790 plus accumulated interest for 1134 Hooksett Road
Meeting: Town Council - 13 Dec 2023
Department: Community Development
Staff Contact: Elizabeth Robidoux, Town Planner

BACKGROUND INFORMATION:

In 2011, the Town accepted surety totaling \$13,790 for the installation of a clock, clock mechanism, and signage as part of site plan approval at 1134 Hooksett Road.

Signage is installed and review indicates intent to release the surety back to the developer. The site is and has been occupied by several businesses and the aesthetics of the building is not affected by the lack of a clock.

Cash surety in the amount of \$3,990.00 is held for the clock and \$9,800.00 is held for the sign.

I recommend releasing the surety in full, plus accumulated interest, back to the developer.

FINANCIAL IMPACT:

None.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

Recommend release of \$13,790.00 surety, plus interest, to the developer - Cash - MBIA #0168

SUGGESTED MOTION:

Move to approve a release of cash surety held for signage, a clock and clock mechanism at 1134 Hooksett Road, to the developer (1134 Hooksett Road, LLC) in the amount of \$13,790.00, plus any accumulated interest.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

ATTACHMENTS:

[Image 2](#)

[Memo 1134 Hooksett Road](#)

[Image 1](#)





TOWN OF HOOKSETT
COMMUNITY DEVELOPMENT DEPARTMENT

Elizabeth Robidoux, AICP, Town Planner

35 MAIN STREET
HOOKSETT, NEW HAMPSHIRE 03106

TELEPHONE (603) 268-0279 WEBSITE www.hooksett.org FAX (603) 485-4118

Memo

Date: October 26, 2023
To: Timothy Tsantoulis, Chairman, Hooksett Town Council
CC: André Garron, Town Administrator

RE: Map 39, Lot 33-1
1134 Hooksett Road
Release of surety

In 2011, the Town of Hooksett accepted a site bond in the amount of \$13,790.00. The funds were being held pending the installation of a clock and clock mechanism in the "tower" of the building and site signage. The signage is installed. Surety was accepted at 2011 labor and material rates. Prior Code Enforcement officials did not pursue the installation of the clock and mechanism and there has been a change in staff in both Code Enforcement and Planning. The aesthetics of the building are not significantly affected by the lack of installation of the clock.

Correspondence in 2015 from a prior Town Planner, indicates an intent to release the surety. Recently, the current staff was made aware surety was still being held for this project. It is recommended the Town Council release the \$13,790, plus accumulated interest.



Town Council
STAFF REPORT



To: Town Council
Title: Surety Release of \$56,834.20 – Marmon Aerospace, 18 Legends Drive
Meeting: Town Council - 13 Dec 2023
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The developer of Mormon Aerospace has requested a release of bond for the completed site work. The work on the referenced project has been complete. I've inspected the site and I approve of the work. The current surety is \$56,834.20. I recommend releasing the surety and returning the funds to the developer. A landscape bond will be held for two years.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Recommend the release of \$56,834.20 surety to the surety Liberty Mutual Insurance # 285069819 on behalf of the developer.

SUGGESTED MOTION:

To release of \$56,834.20 to the surety Liberty Mutual Insurance # 285069819 on behalf of the developer.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

ATTACHMENTS:

[002 Bond release Memo](#)

[03 Bond Documentation](#)

[04 Marmon Photos](#)



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: File
From: Bruce A. Thomas, P.E., Town Engineer *BAT*
Cc:
Date: November 2, 2023
Re: Marmon Aerospace Bond Release Memo

Please be advised that the referenced project has been completed and the surety may be released to the Owner.

Please contact me with any questions or comments.

Town of Hooksett		11/2/2023	
Performance Sureties Located at the Finance Dept			
Project Name	Reason	Amount	Released Date
Marmon Aerospace & Defense			
Subd vision Bond	Site Restoration	56,534.20	06/14/22
Liberty Mutual Insurance # 285068819			















Town Council
STAFF REPORT



To: Town Council
Title: A. Stein Application and Fraud Policy
Meeting: Town Council - 13 Dec 2023
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

Alan Stein presently serves as an Alternate on the Conservation Commission. During the meeting on November 13th, the Chair of the Conservation Commission verified that she had a conversation with Alan, and he has expressed his willingness to transition to a full member.

As of now, the Conservation Commission is comprised of 4 full members and 4 alternates.

RECOMMENDATION:

Nominate and appoint Alan Stein as a full member to the Conservation Commission.

SUGGESTED MOTION:

Motion to nominate and appoint Alan Stein as a full member to the Conservation Commission with a term expiring June 30, 2026.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Town Council to decide on Mr. Alan Stein Conservation Commission volunteer application

Town Council STAFF REPORT



To: Town Council
Title: Tax Increment Finance District (TIF) –Amend the Tax Increment Finance Plan To Remove Parcel 17-39 from the TIF District
Meeting: Town Council - 13 Dec 2023
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The Town is contemplating the amendment of the current Tax Increment Finance (TIF) District plan to incorporate the following:

Remove parcel 17-39 off Cross Road as listed and as shown on the attached plan. This lot is zoned LDR (Low Density Residential). It was added to the TIF District on January 26, 2022 because it was deemed necessary to place utilities on the lot to service the Granite Woods development. The utility work has since been completed and both water and sewer utilities have been installed on the abutting property.

The TIF Committee recommended the removal at their meeting of November, 21, 2022.
A Public Hearing was held on this matter on October 25, 2023.

Based on the information above, there is no need for this property to remain in the TIF District.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Recommend approval to remove parcel 17-39 from the TIF District.

SUGGESTED MOTION:

Recommend approval to remove parcel 17-39 from the TIF District.

TOWN ADMINISTRATOR'S RECOMMENDATION:

At the November 21, 2022, Tax increment Finance District Committee meeting, the Committee voted to remove this lot from the TIF district. I concur with the suggested motion.

ATTACHMENTS:

[TIF Committee Minutes to Remove Parcel](#)

[TIF Parcel Removal Plan](#)

**Town of Hooksett
Tax Increment Financing District Advisory Committee
Date: 11/21/2022
Town of Hooksett Municipal Building,
35 Main Street, Hooksett, NH,
Time: 4:00 pm
Minutes**

CALL TO ORDER@

PLEDGE OF ALLEGIANCE:

ATTENDANCE: David Boutin-Chair, Mike Somers-Vice Chair, David Scarpetti, Alden Beauchemin, Mike Sorel

STAFF & OTHER DEPARTMENTS: Andre Garron- Town Administrator, Bruce Thomas-Town Engineer, Ken Conaty-Hooksett Sewer, Sid Bains-Hooksett Sewer Commission, Mike Heidorn-Hooksett Village Water

EXCUSED:

APPROVAL OF MINUTES: 7/20/2022

Motion to approve made by Mike Somers, 2nd by David Scarpetti. All in favor

DISCUSSION AND REVIEW:

David B Bruce wanted to meet so he could update all of us on the activity going on with the TIF. Bruce has been busy with easements and other details

• **Update on TIF Project**

Bruce all activity is in exit 11 area. The Tri Town Pump Station is moving forward for the pipe infrastructure to go south to Bayview Terrace, West Bank Road and to Meadowcrest. 3A to Cross Rd. The water main will go 3A cross country to Hackett Hill then down Hackett Hill to connect on 3A. That will complete the loop. Good for fire too because of the Granite Woods budget that put it over the \$ amount to have more water mains on the loop the pipe work to the residential area of Meadowcrest and West Bank is not going to be part of the loop. Price tag to complete the work \$7M, that will include the pipe work for infrastructure David B are there bids for the pump station Bruce yes and construction will start in the spring. The pipe is already under the river David asked for more detail on the water loop Bruce provided a map. Bruce infrastructure getting the sewer to the treatment plant has been done Alden has it been tied into the catch basin

How to sign up for E-Alerts:

Go to Hooksett.org > from the home page on the right hand side, in yellow, click on E-Alerts > then you have a list of options to choose from that you may want alerts for. They send to your email when we post agendas, minutes, announcements and meeting updates or cancellations.

42 Ken it has not been connected but it will be tied into pipe on our side of the river.
 43 Bruce the roadway work will be in the spring to
 44 David B what about state easements off Cross Rd
 45 Bruce for the 2 easements we have reached a deal at a cost of \$5,100. As soon as the process is
 46 completed, the state will have paperwork for us to sign
 47 David B do you see any hang-ups
 48 Bruce no

50
 51 • **Request to remove two lots from TIF District**

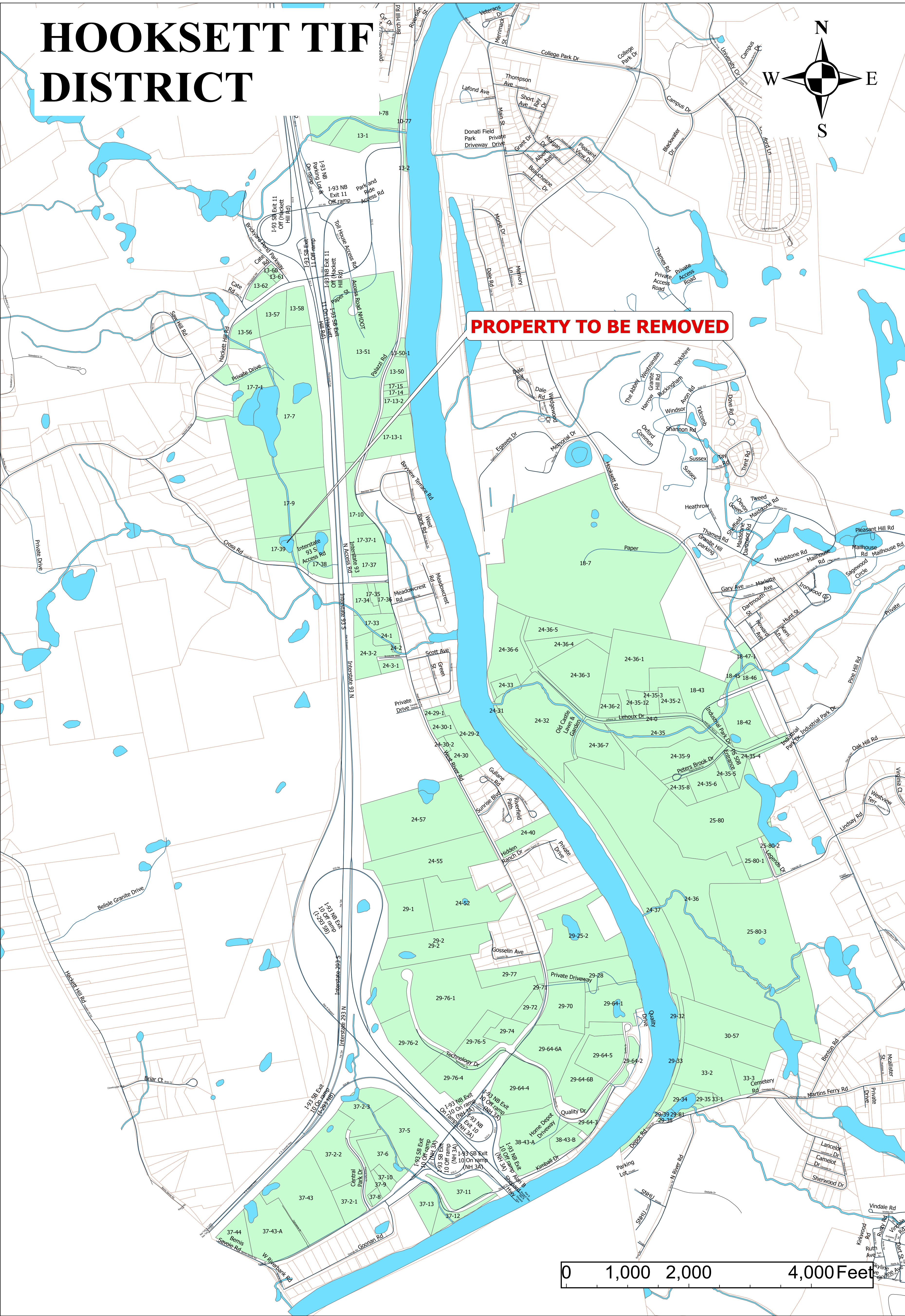
52
 53 Mike Sorel the last time the TIF was expanded there were 2 lots added in error. I have meet with
 54 Bruce and Underwood and they agreed it was a mistake to include those two lots
 55 Bruce showed the lots being discussed on the diagram Map 17 Lots 39 & 40. These lots have a
 56 new owner and because of the agreements with the state property easements we think it would be
 57 good to remove the lots
 58 David B what do we need to do to remove them
 59 Andre a Public Hearing before Town Council will need to happen with notification to the
 60 County, the abutters and the School District. If the TIF agrees to remove, then we will get the
 61 paperwork started
 62 Bruce there are specifications of the area of the TIF and we should make sure and do the
 63 calculations.
 64 Andre if we were adding that would be done but reducing is not necessary.
 65 Alden what is the reason to remove them
 66 Mike Sorel they are residential, and they don't belong in a TIF
 67 *Mike Somers made a motion to remove as recommended by town staff from the TIF, Map 17*
 68 *Lots 39 & 40 2nd by David Scarpetti. All in favor*
 69 Andre we will get a schedule for the next available Town Council. Not is December but a
 70 January

71
 72
 73 • **Water main installation on West Bank Road and Meadowcrest for \$400,000.**

74
 75 Bruce the project should be starting in the spring. We still do not have approval from the state for
 76 some of the other property in the plan and DOT have not completed their review of the plans.
 77 David B is that for an easement?
 78 Bruce for a license to cross the property to run the water main. I believe they agreed but I have
 79 not heard otherwise
 80 David B is there anything the town needs to do to help this to happen.
 81 Bruce I don't think so. The process just takes a while
 82 David S you said Park was going to start on the easement off Cross Rd
 83 Mike Somers do you need anything for the approved easements from the state

How to sign up for E-Alerts:

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Town Council STAFF REPORT



To: Town Council
Title: FY 2024-25 Budget and Warrant Articles
Meeting: Town Council - 13 Dec 2023
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

Operating Budget:

1. Default Budget: Move the Default Budget for FY 2024-25 to the Budget Committee for their public hearing scheduled for January 11, 2024.

- The default budget includes the following changes to the FY 2023-24 Budget of \$23,657,820:
- Third year of the Mid Management contract approved in 2022 adding \$39,827.
- Second year of the Police Union contract approved in 2023 adding \$78,513.
- Route 3A TIF District principal adding \$5,000.
- Elimination of part-time finance clerk (\$22,628).
- Reduction of interest on the Route 3A TIF District (\$15,045).
- Reduction of one police cruiser (\$50,000).

Total FY 2024-25 Default budget is **\$23,693,487**.

Warrant Articles:

2.) Charter Changes - The Town received notice that the three charter amendments (1 - eliminating districts and reducing number of councilors from nine to seven, 2 - quorum changed to simple majority and 3 - increasing compensation by \$500 annually) were all approved by State agencies (DRA, AG and SOS).

3.) Teamster's Contract - Town Council approved this article on October 25th. Just need to designate councilors to first and second the article at the Deliberative Session.

4.) All Union Articles - After each of the union articles, add the following "Shall the Town, if ARTICLE # ___ is defeated, authorize the governing body to call one special meeting, at its option, to address ARTICLE # ___ cost items only? (Majority vote)".

5.) Revaluation Capital Reserve Funding - Council tabled this article on November 1st.

6.) Police Body Worn Cameras - Chief Sargent will provide updated information about this article.

7.) Martins Ferry Reconstruction Bond - RSA 33:8-a requires a public hearing for proposed municipal bond or note issued in excess of \$100,000. Recommend Town Council concur on the

funding and hold a public hearing on January 10, 2024 to consider a municipal bond or note for the Martins Ferry Road project.

8.) Other Possible Articles

FINANCIAL IMPACT:

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

SUGGESTED MOTION:

- 1) Motion to move the FY 2024-25 Default Budget in the amount of \$23,693,487.00 to the Budget Committee.
- 2) Motion to recommend moving the three charter amendments to the 2024 Town warrant.
- 3) Designate Councilors to first and second the DPW Teamsters Contact article at the Deliberative Session Saturday February 3rd. The list will be finalized at the January 24th Council meeting.
- 4) Motion to recommend adding an article following each of the union articles to allow the governing body to hold one special meeting if the union article fails.
- 5) Motion to remove the Revaluation Capital Reserve warrant article from the table.
 - 5 a) Motion to recommend the Revaluation Capital Reserve article in the amount of \$60,000 and moved it to the 2024 Town warrant. (roll call needed)
 - 5 b) Designate Councilors to first and second the article(s) at the Deliberative Session Saturday February 3rd.
- 6) Motion to amend the Body Worn Cameras warrant article to _____. (roll call needed)
- 7) Motion to hold public hearing on January 10, 2024 to consider a municipal bond or note for the Martins Ferry Reconstruction project.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

ATTACHMENTS:

[2024-25 DEFAULT](#)
[Charter Changes](#)
[Union Contract - DPW](#)
[CR Revaluation](#)
[PD-Body Camera Warrant article](#)
[Martins Ferry Warrant Article Request Form](#)

Town of Hooksett
DEFAULT BUDGET CALCUALTION

9/28/2023

Department	2023-24 Approved Budget	Contractual Items	Remove One-time Items	2024-25 Default Budget
Administration	1,606,304	1,778	0	1,608,082
Assessing	226,697	1,865	0	228,562
Community Development	551,162	12,815	0	563,977
Family Services	166,411	0	0	166,411
Finance	302,746	1,733	(22,628)	281,851
Fire-Rescue	5,034,336	7,862	0	5,042,198
Police	5,624,531	77,606	(50,000)	5,652,137
Public Works	5,597,645	11,765	0	5,609,410
Tax Collector	326,703	2,916	0	329,619
Town Clerk & Elections	57,099	0	0	57,099
Operating Budget	19,493,634	118,340	(72,628)	19,539,346
Budget Committee	8,407	0	0	8,407
Capital Leases	0	0	0	0
Cemetery Commission	1,730	0	0	1,730
Conservation Commission	1,095	0	0	1,095
Debt Principal	295,000	5,000	0	300,000
Debt Interest	102,383	(15,045)	0	87,338
Debt TAN interest	1	0	0	1
Library	1,108,422	0	0	1,108,422
Total Operating Budget	21,010,672	108,295	(72,628)	21,046,339
Wastewater Department	2,647,148	0	0	2,647,148
Grand Totals	23,657,820	108,295	(72,628)	23,693,487

Increased the default:

2nd year Police Union Contract \$78,513
3rd year Mid Management Contract \$39,827
TIF Bond Principal \$5,000

Decreased the default:

Remove 3rd Police Cruiser \$50,000
Bond Interest \$15,045
Eliminated Part-time finance employee \$22,628

DEFAULT BUDGET CALCULATION - DETAILS

9/28/2023

GL NUMBER	DESCRIPTION	2023-24 Amended Budget	Contractual Items	Remove One-time Items	2024-25 Default
Dept 100.4130-Adm Executive Expense					
001-100.4130-110.000	ADMIN Public Officials Council	14,000			14,000
001-100.4130-111.000	ADMIN Full-Time Employees	351,999			351,999
001-100.4130-113.000	ADMIN Part-Time Employees	35,575			35,575
001-100.4130-130.000	ADMIN Overtime	1			1
001-100.4130-210.000	ADMIN Health Insurance	102,010			102,010
001-100.4130-212.000	ADMIN Dental Insurance	2,394			2,394
001-100.4130-214.000	ADMIN Life & Disability Ins	4,186			4,186
001-100.4130-220.000	ADMIN FICA Taxes	29,678			29,678
001-100.4130-230.000	ADMIN NH Retirement	45,283			45,283
001-100.4130-290.000	ADMIN Uniforms	0			0
001-100.4130-294.000	ADMIN Training & Dues	6,571			6,571
001-100.4130-298.000	ADMIN Employment Testing	10,000			10,000
001-100.4130-330.000	ADMIN Professional Services	2,500			2,500
001-100.4130-430.000	ADMIN Equipment Maintenance	560			560
001-100.4130-434.000	ADMIN Vehicle Maintenance	2,500			2,500
001-100.4130-440.000	ADMIN Rental & Leases	5,824			5,824
001-100.4130-530.000	ADMIN Telephone	5,046			5,046
001-100.4130-540.000	ADMIN Advertising	4,500			4,500
001-100.4130-550.000	ADMIN Printing	6,355			6,355
001-100.4130-560.000	ADMIN Postage	6,765			6,765
001-100.4130-580.000	ADMIN Mileage	1			1
001-100.4130-600.000	ADMIN Office Supplies	4,900			4,900
001-100.4130-614.000	ADMIN Public Relations	1,500			1,500
001-100.4130-626.000	ADMIN Fuel	1,225			1,225
001-100.4130-630.000	ADMIN Meals & Food	3,000			3,000
001-100.4130-751.000	ADMIN New Equipment	2,000			2,000
001-100.4130-800.010	ADMIN Appreciation Night	2,000			2,000
Total Dept 100.4130-Adm Executive Expense		650,373	0	0	650,373
Dept 100.4150-Adm Computers Expense					
001-100.4150-340.000	COMP IT Tech Support	83,100			83,100
001-100.4150-342.000	COMP Software & Programs	122,866			122,866
001-100.4150-532.000	COMP Internet Services	1,884			1,884
001-100.4150-751.000	COMP New Equipment	20,330			20,330
Total Dept 100.4150-Adm Computers Expense		228,180	0	0	228,180
Dept 100.4153-Adm Legal Expense					
001-100.4153-320.000	ADMIN Legal Services	110,000			110,000
Total Dept 100.4153-Adm Legal Expense		110,000	0	0	110,000
Dept 100.4155-Adm Benefits Expense					
001-100.4155-250.000	BEN Unemployment Compensation	3,461	152		3,613
001-100.4155-260.000	BEN Workers' Compensation	295,197	1,626		296,823
001-100.4155-330.000	BEN Professional Services	1			1
Total Dept 100.4155-Adm Benefits Expense		298,659	1,778	0	300,437
Dept 100.4196-Adm Liability Insurance Expense					
001-100.4196-520.000	ADMIN Liability	288,644			288,644
Total Dept 100.4196-Adm Liability Insurance Expense		288,644	0	0	288,644
Dept 100.4197-Adm Planning Expense					
001-100.4197-800.012	ADMIN NH Municipal Assoc.	15,000			15,000
Total Dept 100.4197-Adm Planning Expense		15,000	0	0	15,000

GL NUMBER	DESCRIPTION	2023-24 Amended Budget	Contractual Items	Remove One-time Items	2024-25 Default
Dept 100.4199-Adm Miscellaneous Expense					
001-100.4199-899.000	ADMIN Unanticipated	1			1
Total Dept 100.4199-Adm Miscellaneous Expense		1	0	0	1
Dept 100.4520-Adm Culture Expense					
001-100.4520-800.000	ADMIN Amoskeag Rowing Club	1			1
Total Dept 100.4520-Adm Culture Expense		1	0	0	1
Dept 100.4583-Adm Patriotic Expense					
001-100.4583-800.014	ADMIN Memorial Day	2,945			2,945
Total Dept 100.4583-Adm Patriotic Expense		2,945	0	0	2,945
Dept 100.4589-Adm Other Culture Expense					
001-100.4589-800.002	ADMIN Hooksettites	3,000			3,000
001-100.4589-800.004	ADMIN Historical Society	1,000			1,000
001-100.4589-800.006	ADMIN Old Home Day	5,000			5,000
001-100.4589-800.016	ADMIN Heritage Commission	2,500			2,500
001-100.4589-800.030	ADMIN Bicentennial	0			0
Total Dept 100.4589-Adm Other Culture Expense		11,500	0	0	11,500
Dept 100.4651-Adm Economic Development Expense					
001-100.4651-600.000	ED Office Supplies	1,000			1,000
Total Dept 100.4651-Adm Economic Development Expense		1,000	0	0	1,000
Dept 100.4901-Adm Land Expense					
001-100.4901-710.000	ADMIN Land Purchase	1			1
Total Dept 100.4901-Adm Land Expense		1	0	0	1
Total Administration		1,606,304	1,778	0	1,608,082
Dept 150.4152-Assg Expense					
001-150.4152-111.000	ASSG Full-Time Employees	132,151	1,519		133,670
001-150.4152-113.000	ASSG Part-Time Employees	0			0
001-150.4152-130.000	ASSG Overtime	1	13		14
001-150.4152-210.000	ASSG Health Insurance	33,011			33,011
001-150.4152-212.000	ASSG Dental Insurance	609			609
001-150.4152-214.000	ASSG Life & Disability Ins	1,837			1,837
001-150.4152-220.000	ASSG FICA Taxes	10,110	117		10,227
001-150.4152-230.000	ASSG NH Retirement	17,881	216		18,097
001-150.4152-290.000	ASSG Uniforms	1			1
001-150.4152-294.000	ASSG Training & Dues	2,700			2,700
001-150.4152-324.000	ASSG Revaluation	1			1
001-150.4152-330.000	ASSG Professional Services	21,700			21,700
001-150.4152-344.000	ASSG Property Record Maintenance	100			100
001-150.4152-430.000	ASSG Equipment Maintenance	260			260
001-150.4152-440.000	ASSG Rental & Leases	384			384
001-150.4152-530.000	ASSG Telephone	1,100			1,100
001-150.4152-550.000	ASSG Printing	100			100
001-150.4152-560.000	ASSG Postage	4,200			4,200
001-150.4152-600.000	ASSG Office Supplies	550			550
001-150.4152-751.000	ASSG New Equipment	1			1
Total Assessing		226,697	1,865	0	228,562
Dept 200.4191-CD Planning & Engineering Expense					
001-200.4191-111.000	CD Full-Time Employees	258,627	10,654		269,281
001-200.4191-113.000	CD Part-Time Employees	6,868			6,868
001-200.4191-130.000	CD Overtime	2,000	68		2,068

GL NUMBER	DESCRIPTION	2023-24 Amended Budget	Contractual Items	Remove One-time Items	2024-25 Default
001-200.4191-210.000	CD Health Insurance	57,376	(234)		57,142
001-200.4191-212.000	CD Dental Insurance	1,012			1,012
001-200.4191-214.000	CD Life & Disability Ins	3,545			3,545
001-200.4191-220.000	CD FICA Taxes	20,463	820		21,283
001-200.4191-230.000	CD NH Retirement	35,263	1,507		36,770
001-200.4191-294.000	CD Training & Dues	3,500			3,500
001-200.4191-330.000	CD Professional Services	2,000			2,000
001-200.4191-342.000	CD Software & Programs	200			200
001-200.4191-344.000	CD Property Record Maintenance	500			500
001-200.4191-430.000	CD Equipment Maintenance	820			820
001-200.4191-434.000	CD Vehicle Maintenance	2,000			2,000
001-200.4191-440.000	CD Rental & Leases	384			384
001-200.4191-530.000	CD Telephone	2,271			2,271
001-200.4191-550.000	CD Printing	800			800
001-200.4191-580.000	CD Mileage	1			1
001-200.4191-600.000	CD Office Supplies	750			750
001-200.4191-626.000	CD Fuel	650			650
001-200.4191-630.000	CD Meals & Food	1			1
001-200.4191-751.000	CD New Equipment	1			1
001-200.4191-800.018	CD Southern NH Planning Comm	10,750			10,750
Total Dept 200.4191-CD Planning & Engineering Expense		409,782	12,815	0	422,597
Dept 201.4191-PB Planning Board Expense					
001-201.4191-110.000	PB Public Officials	1,700			1,700
001-201.4191-220.000	PB FICA Taxes	130			130
001-201.4191-294.000	PB Training & Dues	200			200
001-201.4191-540.000	PB Advertising	1,000			1,000
001-201.4191-560.000	PB Postage	4,500			4,500
Total Dept 201.4191-PB Planning Board Expense		7,530	0	0	7,530
Dept 202.4240-CEO Building Inspections Expense					
001-202.4240-111.000	CEO Full-Time Employees	73,530			73,530
001-202.4240-113.000	CEO Part-Time Employees	0			0
001-202.4240-130.000	CEO Overtime	3,500			3,500
001-202.4240-210.000	CEO Health Insurance	22,012			22,012
001-202.4240-212.000	CEO Dental Insurance	403			403
001-202.4240-214.000	CEO Life & Disability Ins	1,040			1,040
001-202.4240-220.000	CEO FICA Taxes	5,893			5,893
001-202.4240-230.000	CEO NH Retirement	10,422			10,422
001-202.4240-290.000	CEO Uniforms	200			200
001-202.4240-294.000	CEO Training & Dues	1,000			1,000
001-202.4240-330.000	CEO Professional Services	1			1
001-202.4240-342.000	CEO Software & Programs	200			200
001-202.4240-430.000	CEO Equipment Maintenance	130			130
001-202.4240-434.000	CEO Vehicle Maintenance	2,500			2,500
001-202.4240-440.000	CEO Rental & Leases	192			192
001-202.4240-530.000	CEO Telephone	1,596			1,596
001-202.4240-550.000	CEO Printing	200			200
001-202.4240-560.000	CEO Postage	0			0
001-202.4240-626.000	CEO Fuel	5,880			5,880
001-202.4240-751.000	CEO New Equipment	1			1
Total Dept 202.4240-CEO Building Inspections Expense		128,700	0	0	128,700
Dept 202.4411-CEO Public Health Expense					
001-202.4411-330.000	PH Professional Services	1			1
Total Dept 202.4411-CEO Public Health Expense		1	0	0	1
Dept 203.4191-ZBA Zoning Board Expense					

GL NUMBER	DESCRIPTION	2023-24 Amended Budget	Contractual Items	Remove One-time Items	2024-25 Default
001-203.4191-110.000	ZBA Public Officials	1,300			1,300
001-203.4191-220.000	ZBA FICA Taxes	99			99
001-203.4191-294.000	ZBA Training & Dues	250			250
001-203.4191-540.000	ZBA Advertising	1,500			1,500
001-203.4191-560.000	ZBA Postage	2,000			2,000
Total Dept 203.4191-ZBA Zoning Board Expense		5,149	0	0	5,149
Total Community Development Division		551,162	12,815	0	563,977
Dept 250.4441-Family Services Expense					
001-250.4441-113.000	FS Part-Time Employees	43,975			43,975
001-250.4441-130.000	FS Overtime	1			1
001-250.4441-220.000	FS FICA Taxes	3,364			3,364
001-250.4441-294.000	FS Training & Dues	200			200
001-250.4441-342.000	FS Software & Programs	1,800			1,800
001-250.4441-430.000	FS Equipment Maintenance	130			130
001-250.4441-440.000	FS Rental & Leases	192			192
001-250.4441-530.000	FS Telephone	1,004			1,004
001-250.4441-550.000	FS Printing	1			1
001-250.4441-560.000	FS Postage	200			200
001-250.4441-600.000	FS Office Supplies	100			100
001-250.4441-751.000	FS New Equipment	1			1
Total Dept 250.4441-Family Services Expense		50,968	0	0	50,968
Dept 250.4442-Family Services Direct Assistance Expense					
001-250.4442-510.000	FS Town Welfare	80,000			80,000
Total Dept 250.4442-Family Services Direct Assistance Expense		80,000	0	0	80,000
Dept 250.4444-Family Services Agency Expense					
001-250.4444-800.020	FS Community Action Program	14,000			14,000
001-250.4444-800.022	FS Visiting Nurses	7,402			7,402
001-250.4444-800.026	FS Home Health & Hospice Care	1			1
001-250.4444-800.028	FS Bus Transportation	14,040			14,040
Total Dept 250.4444-Family Services Agency Expense		35,443	0	0	35,443
Total Family Services		166,411	0	0	166,411
Dept 300.4150-Finance Expense					
001-300.4150-110.000	FIN Public Officials	1,800			1,800
001-300.4150-111.000	FIN Full-Time Employees	160,721	1,421		162,142
001-300.4150-113.000	FIN Part-Time Employees	31,446		(21,020)	10,426
001-300.4150-130.000	FIN Overtime	100	3		103
001-300.4150-210.000	FIN Health Insurance	33,998			33,998
001-300.4150-212.000	FIN Dental Insurance	1,197			1,197
001-300.4150-214.000	FIN Life & Disability Ins	2,107			2,107
001-300.4150-220.000	FIN FICA Taxes	14,846	109	(1,608)	13,347
001-300.4150-230.000	FIN NH Retirement	21,287	200		21,487
001-300.4150-294.000	FIN Training & Dues	800			800
001-300.4150-314.000	FIN Banking Services	6,000			6,000
001-300.4150-321.000	FIN GASB Compliance	4,500			4,500
001-300.4150-322.000	FIN Audit Services	18,000			18,000
001-300.4150-430.000	FIN Equipment Maintenance	260			260
001-300.4150-440.000	FIN Rental & Leases	384			384
001-300.4150-530.000	FIN Telephone	1,200			1,200
001-300.4150-550.000	FIN Printing	1,050			1,050
001-300.4150-560.000	FIN Postage	2,000			2,000
001-300.4150-600.000	FIN Office Supplies	1,000			1,000
001-300.4150-751.000	FIN New Equipment	50			50
Total Finance		302,746	1,733	(22,628)	281,851

GL NUMBER	DESCRIPTION	2023-24 Amended Budget	Contractual Items	Remove One-time Items	2024-25 Default
Dept 350.4220-Fire-Rescue Expense					
001-350.4220-111.000	FD Full-Time Employees	1,803,918			1,803,918
001-350.4220-111.002	FD Full-Time Employees - Admin	480,901	5,421		486,322
001-350.4220-113.000	FD Part-Time Employees	50,441			50,441
001-350.4220-130.000	FD Overtime	351,348	426		351,774
001-350.4220-210.000	FD Health Insurance	713,418			713,418
001-350.4220-212.000	FD Dental Insurance	15,379			15,379
001-350.4220-214.000	FD Life & Disability Ins	28,146			28,146
001-350.4220-220.000	FD FICA Taxes	46,107	86		46,193
001-350.4220-230.000	FD NH Retirement	789,161	1,929		791,090
001-350.4220-290.000	FD Uniforms	41,100			41,100
001-350.4220-294.000	FD Training & Dues	57,753			57,753
001-350.4220-298.000	FD Employment Testing	6,600			6,600
001-350.4220-330.000	FD Professional Services	85,181			85,181
001-350.4220-342.000	FD Software & Programs	20,363			20,363
001-350.4220-430.000	FD Equipment Maintenance	26,000			26,000
001-350.4220-430.002	FD Office Equipment Maintenance	2,000			2,000
001-350.4220-434.000	FD Vehicle Maintenance	110,000			110,000
001-350.4220-440.000	FD Rental & Leases	288,675			288,675
001-350.4220-500.000	FD Forest Fires	2,000			2,000
001-350.4220-530.000	FD Telephone	7,116			7,116
001-350.4220-532.000	FD Internet Services	4,800			4,800
001-350.4220-550.000	FD Printing	700			700
001-350.4220-560.000	FD Postage	500			500
001-350.4220-580.000	FD Mileage	1			1
001-350.4220-600.000	FD Office Supplies	3,500			3,500
001-350.4220-600.004	FD Fire Prevention	6,500			6,500
001-350.4220-614.000	FD Public Relations	3,000			3,000
001-350.4220-626.000	FD Fuel	37,000			37,000
001-350.4220-630.000	FD Meals & Food	1,500			1,500
001-350.4220-751.000	FD New Equipment	35,500			35,500
001-350.4220-751.002	FD Operating Equipment	8,000			8,000
001-350.4220-752.000	FD Vehicle & Related Pruch	1			1
Total Dept 350.4220-Fire-Rescue Expense		5,026,609	7,862	0	5,034,471
Dept 350.4290-Fire-Rescue Emergency Management Expense					
001-350.4290-294.000	EM Training & Dues	1			1
001-350.4290-294.008	EM EOC Exercises	500			500
001-350.4290-330.000	EM EOC Professional Services	0			0
001-350.4290-530.000	EM Telephone	1,176			1,176
001-350.4290-751.000	EM New Equipment	4,500			4,500
001-350.4290-800.024	EM American Red Cross	1,550			1,550
Total Dept 350.4290-Fire-Rescue Emergency Management Expense		7,727	0	0	7,727
Total Fire-Rescue		5,034,336	7,862	0	5,042,198
Dept 400.4210-Police Department Expenses					
001-400.4210-111.000	PD Full-Time Employees	3,079,846	55,395		3,135,241
001-400.4210-113.000	PD Part-Time Employees	50,086			50,086
001-400.4210-130.000	PD Overtime	187,263	3,878		191,141
001-400.4210-210.000	PD Health Insurance	823,120			823,120
001-400.4210-212.000	PD Dental Insurance	15,881			15,881
001-400.4210-214.000	PD Life & Disability Ins	40,533			40,533
001-400.4210-220.000	PD FICA Taxes	100,300	1,433		101,733
001-400.4210-230.000	PD NH Retirement	881,299	16,900		898,199
001-400.4210-240.000	PD Education (contractual)	6,000			6,000

GL NUMBER	DESCRIPTION	2023-24 Amended Budget	Contractual Items	Remove One-time Items	2024-25 Default
001-400.4210-290.000	PD Uniforms	40,900			40,900
001-400.4210-294.000	PD Training & Dues	48,637			48,637
001-400.4210-298.002	PD Selection Process	1,670			1,670
001-400.4210-330.000	PD Professional Services	3,431			3,431
001-400.4210-332.000	PD Communication Maintenance	22,535			22,535
001-400.4210-342.000	PD Software & Programs	19,010			19,010
001-400.4210-430.000	PD Equipment Maintenance	1,241			1,241
001-400.4210-434.000	PD Vehicle Maintenance	39,991			39,991
001-400.4210-440.000	PD Rental & Leases	10,662			10,662
001-400.4210-506.000	PD Animal Control Operation	250			250
001-400.4210-530.000	PD Telephone	12,560			12,560
001-400.4210-532.000	PD Internet Services	2,280			2,280
001-400.4210-540.000	PD Advertising	0			0
001-400.4210-550.000	PD Printing	1,000			1,000
001-400.4210-560.000	PD Postage	800			800
001-400.4210-580.000	PD Mileage	1			1
001-400.4210-600.000	PD Office Supplies	4,500			4,500
001-400.4210-600.012	PD K-9 Supplies	1			1
001-400.4210-614.000	PD Public Relations	2,000			2,000
001-400.4210-626.000	PD Fuel	68,600			68,600
001-400.4210-630.000	PD Meals & Food	2,350			2,350
001-400.4210-751.000	PD New Equipment	4,500			4,500
001-400.4210-751.002	PD Police Equipment	3,284			3,284
001-400.4210-752.000	PD Vehicle & Related Purchases	150,000		(50,000)	100,000
Total Police Department		5,624,531	77,606	(50,000)	5,652,137

Dept 450.4311-DPW Administration Expense

001-450.4311-111.000	DPW ADMIN Full-Time Employees	173,477			173,477
001-450.4311-113.000	DPW ADMIN Part-Time Employees	0			0
001-450.4311-130.000	DPW ADMIN Overtime	0			0
001-450.4311-210.000	DPW ADMIN Health Insurance	51,005			51,005
001-450.4311-212.000	DPW ADMIN Dental Insurance	1,197			1,197
001-450.4311-214.000	DPW ADMIN Life & Disability Ins	2,321			2,321
001-450.4311-220.000	DPW ADMIN FICA Taxes	13,271			13,271
001-450.4311-230.000	DPW ADMIN NH Retirement	23,472			23,472
001-450.4311-290.000	DPW ADMIN Uniforms	10,250			10,250
001-450.4311-294.000	DPW ADMIN Training & Dues	2,725			2,725
001-450.4311-342.000	DPW ADMIN Software & Programs	9,450			9,450
001-450.4311-344.000	DPW ADMIN Property Record Maintenance	1			1
001-450.4311-440.000	DPW ADMIN Rental & Leases	3,145			3,145
001-450.4311-530.000	DPW ADMIN Telephone	4,068			4,068
001-450.4311-532.000	DPW ADMIN Internet Services	2,040			2,040
001-450.4311-540.000	DPW ADMIN Advertising	2,250			2,250
001-450.4311-550.000	DPW ADMIN Printing	1			1
001-450.4311-560.000	DPW ADMIN Postage	200			200
001-450.4311-580.000	DPW ADMIN Mileage	1			1
001-450.4311-600.000	DPW ADMIN Office Supplies	2,000			2,000
001-450.4311-604.000	DPW ADMIN Safety Supplies	2,000			2,000
001-450.4311-630.000	DPW ADMIN Meals & Food	3,500			3,500
001-450.4311-751.000	DPW ADMIN New Equipment	1			1
Total Dept 450.4311-DPW Administration Expense		306,375	0	0	306,375

Dept 450.4312-DPW Highway & Streets Expense

001-450.4312-111.000	RD MNT Full-Time Employees	423,811	2,444		426,255
001-450.4312-130.000	RD MNT Overtime	105,890	1,216		107,106
001-450.4312-210.000	RD MNT Health Insurance	203,377			203,377
001-450.4312-212.000	RD MNT Dental Insurance	4,397			4,397

GL NUMBER	DESCRIPTION	2023-24 Amended Budget	Contractual Items	Remove One-time Items	2024-25 Default
001-450.4312-214.000	RD MNT Life & Disability Ins	5,709			5,709
001-450.4312-220.000	RD MNT FICA Taxes	40,522	280		40,802
001-450.4312-230.000	RD MNT NH Retirement	71,669	515		72,184
001-450.4312-330.000	RD MNT Professional Services	76,680			76,680
001-450.4312-330.010	RD MNT NPDES Stormwater Permit	20,000			20,000
001-450.4312-430.000	RD MNT Equipment Maintenance	1,500			1,500
001-450.4312-434.000	RD MNT Vehicle Maintenance	100,000			100,000
001-450.4312-440.000	RD MNT Rental & Leases	3,000			3,000
001-450.4312-616.000	RD MNT Road Salt & Sand	200,000			200,000
001-450.4312-618.000	RD MNT Signage	7,000			7,000
001-450.4312-626.000	RD MNT Fuel	65,000			65,000
001-450.4312-720.000	RD MNT Resurfacing	900,000			900,000
001-450.4312-722.000	RD MNT Construction Materials	60,000			60,000
001-450.4312-751.000	RD MNT New Equipment	2,000			2,000
001-450.4312-752.000	RD MNT Vehicle & Related Purch	1			1
001-450.4312-754.000	RD MNT Plow Edges & Chains	20,000			20,000
Total Dept 450.4312-DPW Highway & Streets Expense		2,310,556	4,455	0	2,315,011
Dept 450.4313-DPW Bridges					
001-450.4313-330.000	DPW Bridge Professional Services	1			1
Total Dept 450.4313-DPW Bridges		1	0	0	1
Dept 450.4316-DPW Street Lighting Expense					
001-450.4316-330.000	DPW Lights Professional Service	1			1
001-450.4316-622.000	DPW Lights Electric	30,000			30,000
Total Dept 450.4316-DPW Street Lighting Expense		30,001	0	0	30,001
Dept 450.4319-DPW Fleet Expense					
001-450.4319-111.000	FLEET Full-Time Employees	127,073			127,073
001-450.4319-130.000	FLEET Overtime	15,000			15,000
001-450.4319-210.000	FLEET Health Insurance	59,394			59,394
001-450.4319-212.000	FLEET Dental Insurance	1,588			1,588
001-450.4319-214.000	FLEET Life & Disability Ins	1,766			1,766
001-450.4319-220.000	FLEET FICA Taxes	10,869			10,869
001-450.4319-230.000	FLEET NH Retirement	19,222			19,222
001-450.4319-342.000	FLEET Software & Programs	5,100			5,100
001-450.4319-430.000	FLEET Equipment Maintenance	1,000			1,000
001-450.4319-606.000	FLEET Shop Supplies & Hand Tools	14,900			14,900
001-450.4319-751.000	FLEET New Equipment	10,000			10,000
Total Dept 450.4319-DPW Fleet Expense		265,912	0	0	265,912
Dept 451.4194-DPW Town Building Expense					
001-451.4194-111.000	TB Full-Time Employees	50,695			50,695
001-451.4194-113.000	TB Part-Time Employees	56,471			56,471
001-451.4194-130.000	TB Overtime	5,000			5,000
001-451.4194-210.000	TB Health Insurance	10,999			10,999
001-451.4194-212.000	TB Dental Insurance	206			206
001-451.4194-214.000	TB Life & Disability Ins	684			684
001-451.4194-220.000	TB FICA Taxes	8,581			8,581
001-451.4194-230.000	TB NH Retirement	7,536			7,536
001-451.4194-330.000	TB Professional Services	0			0
001-451.4194-410.000	TB Other Utilities	4,000			4,000
001-451.4194-411.000	TB Sewer	5,000			5,000
001-451.4194-412.000	TB Water	12,500			12,500
001-451.4194-413.000	TB Heating	60,000			60,000
001-451.4194-420.000	TB Custodial Supplies	14,800			14,800
001-451.4194-434.000	TB Vehicle Maintenance	1,500			1,500
001-451.4194-436.000	TB Building Maintenance	138,526			138,526

GL NUMBER	DESCRIPTION	2023-24 Amended Budget	Contractual Items	Remove One-time Items	2024-25 Default
001-451.4194-440.000	TB Rental & Leases	11,863			11,863
001-451.4194-530.000	TB Telephone	600			600
001-451.4194-622.000	TB Electric	99,100			99,100
001-451.4194-626.000	TB Fuel	4,825			4,825
001-451.4194-751.000	TB New Equipment	1			1
Total Dept 451.4194-DPW Town Building Expense		492,887	0	0	492,887
Dept 452.4194-DPW Court House Expense					
001-452.4194-111.000	TB CH Full-Time Employees	1			1
001-452.4194-113.000	TB CH Part-Time Employees	22,269			22,269
001-452.4194-130.000	TB Overtime	1			1
001-452.4194-220.000	TB CH FICA Taxes	1,704			1,704
001-452.4194-230.000	TB CH NH Retirement	1			1
001-452.4194-410.000	TB CH Other Utilities	480			480
001-452.4194-413.000	TB CH Heating	7,000			7,000
001-452.4194-420.000	TB CH Custodial Supplies	2,500			2,500
001-452.4194-436.000	TB CH Building Maintenance	30,700			30,700
001-452.4194-622.000	TB CH Electric	14,000			14,000
001-452.4194-630.000	TB Meals & Food	180			180
Total Dept 452.4194-DPW Court House Expense		78,836	0	0	78,836
Total Highway Division		3,484,568	4,455	0	3,489,023
Dept 450.4520-DPW Parks & Recreation Expense					
001-450.4520-111.000	P&R Full-Time Employees	327,388	3,967		331,355
001-450.4520-113.000	P&R Part-Time Employees	5,482			5,482
001-450.4520-130.000	P&R Overtime	8,000	152		8,152
001-450.4520-210.000	P&R Health Insurance	106,697			106,697
001-450.4520-212.000	P&R Dental Insurance	2,227			2,227
001-450.4520-214.000	P&R Life & Disability Ins	4,470			4,470
001-450.4520-220.000	P&R FICA Taxes	26,077	315		26,392
001-450.4520-230.000	P&R NH Retirement	45,378	579		45,957
001-450.4520-290.000	P&R Uniforms	6,046			6,046
001-450.4520-342.000	P&R Software & Programs	1,250			1,250
001-450.4520-421.000	P&R Water	36,000			36,000
001-450.4520-430.000	P&R Equipment Maintenance	10,000			10,000
001-450.4520-434.000	P&R Vehicle Maintenance	10,000			10,000
001-450.4520-438.000	P&R Ground Maintenance	38,000			38,000
001-450.4520-440.000	P&R Rental & Leases	3,000			3,000
001-450.4520-530.000	P&R Telephone	888			888
001-450.4520-532.000	P&R Internet Services	2,436			2,436
001-450.4520-600.000	P&R Office Supplies	1			1
001-450.4520-600.010	P&R Recreation Supplies	1			1
001-450.4520-604.000	P&R Safety Supplies	1,000			1,000
001-450.4520-622.000	P&R Electric	18,000			18,000
001-450.4520-626.000	P&R Fuel	21,250			21,250
001-450.4520-751.000	P&R New Equipment	19,000			19,000
001-450.4520-800.006	P&R Old Home Day	10,000			10,000
Total Dept 450.4520-DPW Parks & Recreation Expense		702,591	5,013	0	707,604
Dept 450.4195-DPW Cemetery					
001-450.4195-438.000	DPW CEM Grounds Maintenance	5,000			5,000
Total Dept 450.4195-DPW Cemetery		5,000	0	0	5,000
Total Parks, Recreation and Cemetery Division		707,591	5,013	0	712,604
Dept 500.4321-R&T Adm Sanitation Expense					
001-500.4321-111.000	R&T ADMIN Full-Time Employees	102,111	1,753		103,864
001-500.4321-130.000	R&T ADMIN Overtime	7,000	135		7,135
001-500.4321-210.000	R&T ADMIN Health Insurance	44,010			44,010

GL NUMBER	DESCRIPTION	2023-24 Amended Budget	Contractual Items	Remove One-time Items	2024-25 Default
001-500.4321-212.000	R&T ADMIN Dental Insurance	806			806
001-500.4321-214.000	R&T ADMIN Life & Disability Ins	1,424			1,424
001-500.4321-220.000	R&T ADMIN FICA Taxes	8,347	144		8,491
001-500.4321-230.000	R&T ADMIN NH Retirement	14,763	265		15,028
001-500.4321-290.000	R&T ADMIN Uniforms	1,756			1,756
001-500.4321-294.000	R&T ADMIN Training & Dues	3,150			3,150
001-500.4321-342.000	R&T ADMIN Software & Programs	4,250			4,250
001-500.4321-430.000	R&T ADMIN Equipment Maintenance	1			1
001-500.4321-502.000	R&T ADMIN Facility Permits	235			235
001-500.4321-530.000	R&T ADMIN Telephone	450			450
001-500.4321-532.000	R&T ADMIN Internet Services	2,820			2,820
001-500.4321-560.000	R&T ADMIN Postage	200			200
001-500.4321-600.000	R&T ADMIN Office Supplies	1,000			1,000
001-500.4321-604.000	R&T ADMIN Safety Supplies	750			750
001-500.4321-630.000	R&T ADMIN Meals & Food	400			400
001-500.4321-751.000	R&T ADMIN New Equipment	300			300
Total Dept 500.4321-R&T Adm Sanitation Expense		193,773	2,297	0	196,070
Dept 500.4323-R&T Solid Waste Collection Expense					
001-500.4323-111.000	R&T COLL Full-Time Employees	135,500			135,500
001-500.4323-130.000	R&T COLL Overtime	12,000			12,000
001-500.4323-210.000	R&T COLL Health Insurance	56,695			56,695
001-500.4323-212.000	R&T COLL Dental Insurance	1,197			1,197
001-500.4323-214.000	R&T COLL Life & Disability Ins	1,851			1,851
001-500.4323-220.000	R&T COLL FICA Taxes	11,284			11,284
001-500.4323-230.000	R&T COLL NH Retirement	19,957			19,957
001-500.4323-290.000	R&T COLL Uniforms	2,709			2,709
001-500.4323-434.000	R&T COLL Vehicle Maintenance	45,000			45,000
001-500.4323-626.000	R&T COLL Fuel	40,000			40,000
Total Dept 500.4323-R&T Solid Waste Collection Expense		326,193	0	0	326,193
Dept 500.4324-R&T Solid Waste Disposal Expense					
001-500.4324-111.000	R&T Full-Time Employees	104,736			104,736
001-500.4324-113.000	R&T Part-Time Employees	19,659			19,659
001-500.4324-130.000	R&T Overtime	8,000			8,000
001-500.4324-210.000	R&T Health Insurance	26,998			26,998
001-500.4324-212.000	R&T Dental Insurance	609			609
001-500.4324-214.000	R&T Life & Disability Ins	1,410			1,410
001-500.4324-220.000	R&T FICA Taxes	10,128			10,128
001-500.4324-230.000	R&T NH Retirement	15,253			15,253
001-500.4324-290.000	R&T Uniforms	1,881			1,881
001-500.4324-330.000	R&T Professional Services	11,795			11,795
001-500.4324-421.000	R&T Tipping Fees	600,000			600,000
001-500.4324-421.002	R&T Hazardous Waste Disposal	10,000			10,000
001-500.4324-430.000	R&T Equipment Maintenance	10,000			10,000
001-500.4324-434.000	R&T Vehicle Maintenance	28,000			28,000
001-500.4324-606.000	R&T Shop Supplies & Hand Tools	8,000			8,000
001-500.4324-626.000	R&T Fuel	29,050			29,050
001-500.4324-751.000	R&T New Equipment	1			1
Total Dept 500.4324-R&T Solid Waste Disposal Expense		885,520	0	0	885,520
Total Recycling & Transfer Division		1,405,486	2,297	0	1,407,783
Total Department of Public Works		5,597,645	11,765	0	5,609,410
Dept 550.4150-Tax Collection Expenses					
001-550.4150-111.000	TAX Full-Time Employees	209,854	2,243		212,097
001-550.4150-113.000	TAX Part-Time Employees	0			0
001-550.4150-130.000	TAX Overtime	4,000	153		4,153
001-550.4150-210.000	TAX Health Insurance	42,392			42,392

GL NUMBER	DESCRIPTION	2023-24 Amended Budget	Contractual Items	Remove One-time Items	2024-25 Default
001-550.4150-212.000	TAX Dental Insurance	1,000			1,000
001-550.4150-214.000	TAX Life & Disability Ins	2,861			2,861
001-550.4150-220.000	TAX FICA Taxes	16,359	183		16,542
001-550.4150-230.000	TAX NH Retirement	28,934	337		29,271
001-550.4150-294.000	TAX Training & Dues	1,025			1,025
001-550.4150-330.000	TAX Professional Services	7,981			7,981
001-550.4150-344.000	TAX Property Record Maintenance	1,000			1,000
001-550.4150-430.000	TAX Equipment Maintenance	830			830
001-550.4150-440.000	TAX Rental & Leases	960			960
001-550.4150-530.000	TAX Telephone	1,440			1,440
001-550.4150-550.000	TAX Printing	1			1
001-550.4150-560.000	TAX Postage	7,150			7,150
001-550.4150-580.000	TAX Mileage	0			0
001-550.4150-600.000	TAX Office Supplies	556			556
001-550.4150-751.000	TAX New Equipment	360			360
Total Tax Collection		326,703	2,916	0	329,619
Dept 600.4140-Clerk-Elections & Registrations Expense					
001-600.4140-110.000	TC Public Officials	30,000			30,000
001-600.4140-111.000	TC Full-Time Employees	0			0
001-600.4140-113.000	TC Part-Time Employees	0			0
001-600.4140-130.000	TC Overtime	0			0
001-600.4140-210.000	TC Health Insurance	0			0
001-600.4140-214.000	TC Life & Disability Ins	0			0
001-600.4140-220.000	TC FICA Taxes	2,295			2,295
001-600.4140-230.000	TC NH Retirement	0			0
001-600.4140-294.000	TC Training & Dues	1,150			1,150
001-600.4140-330.000	TC Professional Services	1			1
001-600.4140-430.000	TC Equipment Maintenance	130			130
001-600.4140-440.000	TC Rental & Leases	192			192
001-600.4140-530.000	TC Telephone	310			310
001-600.4140-540.000	TC Advertising	500			500
001-600.4140-550.000	TC Printing	772			772
001-600.4140-560.000	TC Postage	3,348			3,348
001-600.4140-600.000	TC Office Supplies	150			150
001-600.4140-751.000	TC New Equipment	1			1
Total Dept 600.4140-Clerk-Elections & Registrations Expense		38,849	0	0	38,849
Dept 601.4140-Elections & Registrations Expense					
001-601.4140-110.000	ELEC Public Officials	2,600			2,600
001-601.4140-220.000	ELEC FICA Taxes	199			199
001-601.4140-310.000	ELEC Checklists	0			0
001-601.4140-311.000	ELEC Town Deliberative & Election	6,175			6,175
001-601.4140-311.002	ELEC State/Federal	8,600			8,600
001-601.4140-312.000	ELEC Special Town Meeting	1			1
001-601.4140-430.000	ELEC Equipment Maintenance	674			674
001-601.4140-751.000	ELEC New Equipment	1			1
Total Dept 601.4140-Elections & Registrations Expense		18,250	0	0	18,250
Total Town Clerk & Elections		57,099	0	0	57,099
Dept 650.4150-Budget Committee Expense					
001-650.4150-110.000	BC Public Officials	1,850			1,850
001-650.4150-113.000	BC Part-Time Employees	5,462			5,462
001-650.4150-220.000	BC FICA Taxes	559			559
001-650.4150-294.000	BC Training & Dues	285			285
001-650.4150-540.000	BC Advertising	250			250
001-650.4150-560.000	BC Postage	1			1
Total Budget Committee		8,407	0	0	8,407

GL NUMBER	DESCRIPTION	2023-24 Amended Budget	Contractual Items	Remove One-time Items	2024-25 Default
Dept 660.4195-Cemetery Commission Expense					
001-660.4195-294.000	CEM Training & Dues	180			180
001-660.4195-330.000	CEM Professional Services	300			300
001-660.4195-342.000	CEM Software & Programs	500			500
001-660.4195-438.000	CEM Grounds Maintenance	750			750
001-660.4195-600.000	CEM Office Supplies	0			0
Total Cemetery Commission		1,730	0	0	1,730
Dept 670.4611-Conservation Commission Expense					
001-670.4611-294.000	CC Training & Dues	1,000			1,000
001-670.4611-330.000	CC Professional Services	1			1
001-670.4611-504.000	CC Scholarship	1			1
001-670.4611-540.000	CC Advertising	1			1
001-670.4611-550.000	CC Printing	50			50
001-670.4611-560.000	CC Postage	15			15
001-670.4611-600.000	CC Office Supplies	25			25
001-670.4611-751.000	CC New Equipment	1			1
001-670.4611-830.000	CC Transfer To Conservation Ac	1			1
Total Conservation Commission		1,095	0	0	1,095
Dept 680.4220-Capital Leases Expense					
001-680.4312-752.000	Lease	0			0
Total Capital Leases		0	0	0	0
Dept 681.4711-Debt Principal Expense					
001-681.4711-850.002	2018 SC Imp & Fire Truck	95,000			95,000
001-681.4711-850.003	2019 TIF Sewer & Other Infrastructure	200,000	5,000		205,000
Total Principal		295,000	5,000	0	300,000
Dept 681.4721-Debt Interest Expense					
001-681.4721-850.002	2018 SC Imp & Fire Truck	26,648	(4,845)		21,803
001-681.4721-851.003	2019 TIF Sewer & Other Infrastructure	75,735	(10,200)		65,535
Total Interest		102,383	(15,045)	0	87,338
Dept 681.4723-Debt Principal Expense					
001-681.4723-851.000	Bond Interest Payments	1			1
Total Tax Anticipation Note		1	0	0	1
Dept 684.4550-Library Expense					
001-684.4550-830.002	LIB Appropriation	1,108,422			1,108,422
Total Library Expense		1,108,422	0	0	1,108,422
Dept 875.4914-Wastewater Expense					
001-875.4914-830.004	Wastewater Appropriation	2,647,148			2,647,148
Total Wastewater Expense		2,647,148	0	0	2,647,148
Grand Total		23,657,820	108,295	(72,628)	23,693,487

Hooksett Charter Changes - Ballot Questions

1. Shall the municipality approve the charter amendments reprinted below?

Sec. 1.5 Initial Districting and Sec. 1.6 Changes in Districting - Deleted

Sec. 3.1. Membership; Term of Office.

Except as otherwise provided in this Charter, all of the powers of the Town shall be vested in a Town Council (hereinafter sometimes referred to as "Council") of seven (7) Councilors, as provided in Sec. 1.2. Councilors shall take office July 1st next following their election and shall hold office until successors are duly elected and qualified. Town Councilors shall be elected on a staggered basis under the following schedule: At the first annual election following the amendment of this Section (2025), there shall be elected three (3) Councilors for a 3-year term, two (2) Councilors for a 2-year term, and two (2) Councilors for a 1-year term. At all succeeding elections Councilors shall be elected for 3-year terms.

Sec. 3.2 Qualifications of Councilors

No Councilor shall, during his/her term and for one year thereafter, be eligible to hold a paid office. Notwithstanding the foregoing, a Councilor may be appointed to "acting town administrator" by a vote of at least five (5) members of the council for one period not to exceed six (6) months.

Sec. 3.5 (C) Exercise of Powers; Meetings; Rules of Procedure: Appropriations

Special meetings may be called by the Chair. Special meetings also may be called at the written request of the Town Administrator or at least four (4) Councilors, and upon such request the Chair of the Council shall call such special meeting. Written notice of said special meeting shall be delivered to each Councilor at least twenty-four (24) hours prior to the call of the special meeting. The method of delivery of notice for special meetings shall be established by Council rule.

The purpose of these amendments is to remove voting districts for purpose of Town Council elections and to reduce the total number of Councilors from 9 to 7, as well as revise other ancillary charter provisions to recognize the change.

2. Shall the municipality approve the charter amendment reprinted below?

Sec. 3.5 (B) Exercise of Powers; Meetings; Rules of Procedure: Appropriations

A quorum of the Council for the transaction of any business shall be a simple majority of the members currently in office.

The purpose of this amendment is to reduce the number of Councilors required for a quorum to conduct business.

3. Shall the municipality approve the charter amendment reprinted below?

Sec. 3.4. Compensation

Councilors shall receive as compensation the sum of two thousand_doliars (\$2,000.00) per year.

The purpose of this amendment is to increase a Councilor's compensation by \$500.00 annually.



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Date of Request: October 2023

Date of Town Meeting: March 2024

Name of Department Submitting Request: DPW Union Teamsters Local 633

1. Please provide the wording of the proposed article.

To see if the town will vote to approve the cost items included in the collective bargaining agreement reached between the Hooksett Town Council and the Public Works' Employees Local 633, Teamsters which calls for the following increases in salaries and benefits at the current staffing level:

<u>Fiscal Year</u>	<u>Salaries</u>	<u>Benefits</u>	<u>Estimated Increase</u>
2024-25	\$164,462.00	\$40,227.00	\$204,689.00

and further to raise and appropriate **\$204,689.00** for the current fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels. The estimated tax rate impact is \$0.10. Recommended by Town Council (7 Yes – 0 No);

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

This union has 23 full-time members and has negotiated a one-year contract to bring the employees and the union's pay scale in line with the market conditions. The average increase is 14%, includes a one-time bonus of \$500 and a paid 30-minute lunch break. Also negotiated in this contract is a change in work hours, working longer days, Monday through Thursday and a shorter day on Friday. Employees are still working 40 hours each week.

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

The current union contract will expire June 30, 2024, and the Town will be required to maintain the same level of cost benefits to the employees at the time the contract expires, until another contract is approved.

4. Estimated cost? \$204,689.00

5. Is any further information necessary for the deliberation?

As in example of Hooksett current situation, today the starting pay for a Truck Driver is \$17.75, under this new contract that starting pay would be \$20.06. The new starting pays are more competitive with other NH communities and should help attract and retain these critical service providers.



Town of Hooksett WARRANT ARTICLE REQUEST FORM

Date of Request: July 17, 2023

Date of Town Meeting: March 2024

Name of Department Submitting Request: Assessing

1. Please provide the wording of the proposed article.

Capital Reserve Funding – Revaluation

To see if the Town will vote and appropriate the sum of **\$60,000.00** to be added to the Revaluation Capitol Reserve Fund previously established. The estimated tax rate impact is \$0.03.

2. Voters' Guide Explanation.

There is \$12,651 available in the account as of August 31, 2023. This project is to set aside funds for the next revaluation anticipated in 2028. The 2009 cost was \$161,231, the cost in 2013 was \$137,300; the cost in 2018 was \$114,000; and in 2023 was \$124,000+/-.

Every five years the Town is required to reappraise all property values for assessment equity property tax purposes per NH State Constitution Article 6.

The Town has done a 'Statistical Update' the past 3 cycles (2013, 2018, 2023); the funds will be used for a 'Full Revaluation'. The difference being: a 'Full Revaluation' includes a fresh measure/list, whereas a Statistical Update uses the current data in the CAMA system.

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

The town would have to fund the project in a one-year span, causing a spike in expenses/tax rate.

4. Is any further information necessary for the deliberation?

March 2023 Ballot: Failed 382 to 436 or 53% disapproval.

March 2022 Ballot: Passed 607 to 516 or 54% approval.

March 2021 Ballot: Passed 418 to 304 or 58% approval.

March 2020 Ballot: Passed 1,085 to 774 or 58% approval.

March 2019 Ballot: Passed 494 to 472 or 51% approval.



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Revised 10/25/2023

Date of Request: 7/13/23

Date of Town Meeting: March 2024

Name of Department Submitting Request: Police Department

1. Please provide the wording of the proposed article.

To see if the town will vote to raise and appropriate the sum of **\$175,645.00** to purchase Body Worn Cameras with accessories for the Police Department. The estimated tax rate impact is \$0.08. Recommended by Town Council (7 Yes – 0 No);

2. Voters' Guide Explanation.

This will pay the sum of a five-year with one payment. Two and a half years into the contract the body camera company provides completely new equipment. There is strong support for Police Departments to be equipped with body-worn cameras. Nationwide studies have reported that police departments are seeing that the presence of body-worn cameras often improves officer performance as well as the conduct of the community members who are recorded. The Capital Improvement Plan Committee voted to support this request and recommended funding a warrant article in FY 2024-2025 for this project.

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

The Department would continue to function, however, to provide the Community of Hooksett with the best possible service, the addition of these cameras will bring another level of transparency for the public. Instead of reading a report to see what happened the event will be able to be viewed and listened to for better clarity when fielding complaints or providing more accurate information to the courts or even if it requested by a member of the public as a right to know request.

4. Is any further information necessary for the deliberation?

No further information.



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Date of Request: December 13, 2023 **Date of Town Meeting:** March 12, 2023

Name of Department Submitting Request: Community Development
Department

1. Please provide the wording of the proposed article.

To see if the town will vote to raise and appropriate the sum of **\$1,500,000** (gross budget) for the reconstruction of the intersection of Martins Ferry Road and North River Road including roadway realignment and construction of a new bridge (“the Project”); of that amount, to appropriate **\$375,923.00** from the State of NH highway block grants and bridge aid; to appropriate **\$385,000.00** of that amount from Roadway Impact Fees; to appropriate **\$89,077.00** of that amount from Federal Local Fiscal Recovery Funds; and to authorize the issuance of bonds or notes of not more than **\$650,000.00** of that amount in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Town Council to fix the date, maturities, denominations, interest rate and other details of said bonds or notes; to authorize the Town Council to apply for, accept and expend any federal, state, or private funds that are available in respect of the Project to reduce the amount that must be bonded or to pay debt service on such bonds or notes; and furthermore to raise and appropriate the sum of **\$20,000.00** from taxation for the bond issuance costs and first years debt service payments on such bonds or notes?

2. What is the intent and purpose of article?

To reconstruct the intersection of Martins Ferry Road and North River Road including roadway realignment, realignment of Messer Brook and construction of a new bridge. The purpose of the project will address speed concerns and will eliminate the risk of flooding and erosion and redirect the stream to its natural course. It will also eliminate significant maintenance concerns regarding the existing guardrails and drainage culvert.

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

If the warrant article is not passed, the Town will spend significant funds replacing guard rails and performing other repairs of the existing culvert including

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dismantling and replacing a portion of the top concrete slab on top of the culvert and replacing the pavement. In addition, the Town will remain at risk of erosion along the steep roadway embankment adjacent to Messer Brook. In addition, safety will not be improved.

Note that two years ago the Town spent \$133,970 on erosion repair along Martins Ferry Road. Because the slope between Martins Ferry Road and Messer Brook is so steep, the likelihood of the occurrence of additional erosion remains. This project eliminates the possibility of any significant erosion.

4. Estimated cost?

The estimated cost of the project is **\$1,500,000** and will be funded as follows: 1) State's portion comes from one-time funding thought 2022 SB401 and 2023 SB270 for a total of **\$375,923**. 2) The Town Council has obligated Roadway Impact Fees in the amount of **\$385,000**. 3) Federal portions of **\$89,077** from APRA Local Fiscal Recovery Funds, and 4) a bond in the amount of **\$650,000**.

Bonding options are based on the July 2023 bond sale from the NH Municipal Bond Bank and are conservative for budgeting purposes.

		Total	Average	Tax
	Interest	Interest	Annual	rate
Options	rate	on Bond	Payment	Impact
5-Year	4.50%	89,375.00	147,875.00	7 cents
10-Year	4.75%	170,625.00	82,062.00	4 cents

5. Is any further information necessary for the deliberation?

If constructed, the bridge will be inspected by the State of New Hampshire Department of Transportation Bridge Inspection Division every two years (at no cost to the Town). In addition, the bridge will qualify for State/Federal Funding for future maintenance.

Putting Messer Brook on its natural course has garnered the support of several natural resource agencies, such as the New Hampshire wetlands bureau, the New Hampshire Natural Heritage Bureau, the New Hampshire Fish and Game Division and the U.S. Army Corps of Engineers.

Town Council STAFF REPORT



To: Town Council
Title: Proposed Town Charter Amendments for March 2024 Ballot
Meeting: Town Council - 13 Dec 2023
Department: Administration
Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

On October 26, 2022, Town Council established a subcommittee to review possible Town Charter amendments. The subcommittee held 4 meetings in 2023 including a Public Hearing and brought forth four proposed amendments along with the reasons below:

Eliminating Districts

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

Reducing Town Council from 9 to 7 members

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

Change the Quorum to a simple majority

- Many meetings we have trouble having a quorum and starting on time having to have a super majority.
- Currently with a super majority and a Council of 9 members, 6 are needed to make quorum, if it is changed to a simple majority, 5 members would be needed for a Council of 9 and 4 members for a Council of 7.

Increase the Town Council stipend by \$500

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

Legal Counsel has confirmed that Eliminating Districts and Reducing Town Council from 9 to 7 can and should be put on one Article to amend. The Charter Subcommittee agrees and is recommending that as well.

Attached are the sections of the Charter with red-line edits of the proposed changes, the proposed ballot language as well as an informational chart showing comparable communities and their number of members, if they have districts and stipend amounts.

RECOMMENDATION:

1. 09/27/2023 = Open Public Hearing, listen to public input, close the public hearing. If there is no further language changes of substantial impact, see steps 2-4. If there are further language changes of substantial impact, another public hearing is required.
2. 11/20/2023 = Town Clerk submitted final language from the closed public hearing and received DRA, AG and SOS approval.
3. 12/13/2023 = DRA, AG and SOS approved language to be placed on the Town Council Agenda for Council to make a decision on placing on the March Ballot.
4. March 2024 = If this item is on the March Ballot, then it will be up to the voters for the Charter Amendment.

SUGGESTED MOTION:

See warrant item under "Old Business" for detailed language on motion to place the charter amendments on the March 2024 ballot

TOWN ADMINISTRATOR'S RECOMMENDATION:

Town Council will need to vote on moving these Charter Amendment items to the ballot.

ATTACHMENTS:

[State Charter Approval](#)

[Public Hearing Notice for Charter Amendments 9-27-23](#)

[Town Charter 2024 proposed changes](#)

[Hooksett Charter Changes for Ballot Draft](#)

[Comparable Town Types-Districts etc](#)

**ATTORNEY GENERAL
DEPARTMENT OF JUSTICE**

1 GRANITE PLACE SOUTH
CONCORD, NEW HAMPSHIRE 03301

JOHN M. FORMELLA
ATTORNEY GENERAL



JAMES T. BOFFETTI
DEPUTY ATTORNEY GENERAL

November 20, 2023

Karina Towne
Hooksett Town Clerk
35 Main Street
Hooksett, NH 03106

Re: Hooksett Charter Amendment

Dear Clerk Towne:

Pursuant to RSA 49-B:4-a, on behalf of the Town of Hooksett, you submitted a proposed charter amendment for review, dated October 5, 2023.

Upon review, the New Hampshire Attorney General's Office, the Secretary of State's Office, and the Department of Revenue Administration, pursuant to RSA 49-B:4-a, do not object to the proposed amendment to the city charter.

Sincerely,

/s/ Brendan O'Donnell

Brendan A. O'Donnell
Assistant Attorney General

cc: Matthew Serge, Hooksett Town Counsel
David Scanlan, Secretary of State
Lawrence Gagnon, Department of Revenue Administration

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council hereby provides notice that it will hold a Public Hearing regarding proposed amendments to the Town's Charter at their next regularly scheduled meeting, which will take place at the Hooksett Municipal Offices (35 Main Street, Hooksett, NH 03106) on Wednesday, September 27, 2023 at 6:00PM. There are four proposed amendments as follows:

1. Eliminate Voting Districts -eliminate Sec. 1.5 Initial Districting and Sec. 1.6 Changes in Districting.

2. Reduction of Town Council from 9 to 7 members

Sec. 3.1. Membership; Term of Office.

Except as otherwise provided in this Charter, all of the powers of the Town shall be vested in a Town Council (hereinafter sometimes referred to as "Council") of ~~seven (7) nine (9)~~ Councilors, as provided in Sec. 1.2. ~~Councilors shall be elected on the second Tuesday in March for three (3) year terms. Three (3) Councilors shall be elected each year—two (2) from districts and one (1) at large.~~ Councilors shall take office July 1st next following their election and shall hold office until successors are duly elected and qualified. Town Councilors shall be elected on a staggered basis under the following schedule: At the first annual election following the amendment of this Section (2025), there shall be elected three (3) Councilors for a 3-year term, two (2) Councilors for a 2-year term, and two (2) Councilors for a 1-year term. At all succeeding elections Councilors shall be elected for 3-year terms.

Sec. 3.2 Qualifications of Councilors

No Councilor shall, during his/her term and for one year thereafter, be eligible to hold a paid office. Notwithstanding the foregoing, a Councilor may be appointed to "acting town administrator" by a vote of at least ~~five (5) seven (7)~~ members of the council for one period not to exceed six (6) months.

~~No two councilors elected at large or appointed to fill a position at large shall be residents of the same district.~~

Sec. 3.5 (C) Exercise of Powers; Meetings; Rules of Procedure: Appropriations

Special meetings may be called by the Chair. Special meetings also may be called at the written request of the Town Administrator or at least ~~four (4) six (6)~~ Councilors, and upon such request the Chair of the Council shall call such special meeting. Written notice of said special meeting shall be delivered to each Councilor at least twenty-four (24) hours prior to the call of the special meeting. The method of delivery of notice for special meetings shall be established by Council rule.

3. Change Quorum requirement to Simple Majority

Sec. 3.5 (B) Exercise of Powers; Meetings; Rules of Procedure: Appropriations

A quorum of the Council for the transaction of any business shall be a simple majority ~~two-thirds (2/3)~~ of the members currently in office.

4. Increase compensation for the Town Council Members

Sec. 3.4. Compensation

Councilors shall receive as compensation the sum of ~~one thousand five hundred~~ two thousand dollars ~~(\$2,000.00) (\$1,500.00)~~ per year.

You can find proposed amendments and more detail on the website www.hooksett.org or Contact Wendy Baker in Administration at 603-485-4872 wbaker@hooksett.org

ARTICLE 1 Incorporation; Town Form of Government; Power
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Sec. 1.1. Incorporation.

The legal residents of the Town of Hooksett shall continue to be a body politic and corporate under the name of the "Town of Hooksett" and as such to enjoy all the rights, immunities, powers and privileges and be subject to all duties and liabilities now appertaining to or incumbent upon them as a municipal corporation. All existing property of the Town shall remain vested in it, and all its existing debts and obligations shall remain obligatory upon it under this chapter.

Sec. 1.2. Town Form of Government.

The administration of the fiscal, prudential, municipal and other affairs of the Town, with the governance thereof, shall be vested in an executive branch to consist of a Town Administrator and the various departments of the Town as established by this Charter and from time to time by the Town Council. Legislative powers, not otherwise vested in another body as provided by this Charter, shall be vested in the Town Council and the Budgetary Town Meeting. Except as expressly authorized by this Charter, no Councilor shall participate in the conduct of the administrative affairs of the Town.

Sec. 1.3. Construction.

The powers of the municipality under this Charter are to be construed liberally in favor of the Town, and the specific mention of particular powers is not intended to limit any way the general powers of the municipality as stated in Sec. 1.1.

Sec. 1.4. Intergovernmental Relations.

Subject only to express limitations in the provisions of the New Hampshire Statutes, the Town may exercise any of its powers or perform any of its functions under this Charter and may participate in the financing thereof, jointly or in cooperation, by contract or otherwise, with the State of New Hampshire, or any political subdivision or agency thereof, or the United States of America or any agency thereof.

~~Sec. 1.5. Initial Districting.~~

~~Upon adoption of this Charter, the Board of Selectmen of Hooksett shall on or before 07/15/88 prepare preliminary district boundaries. After public hearings held thereon, the selectmen shall finalize district boundaries by 10/15/88 and publish and disseminate district maps.~~

~~The Town shall be divided into six (6) voting districts; each established to consist of as nearly as possible an equal number of residents. The largest district shall be no~~

~~more than 10% greater than the smallest district. Each district shall have well defined boundaries.~~

~~Sec. 1.6. Changes in Districting.~~

~~A. No later than two years after the official publication of the decennial United States of America census, the Supervisors of the Checklist (defined in 2.2 hereof) shall establish new district boundaries so as to establish six (6) equal (population-based) districts. The Supervisors of the Checklist may establish their own rules and procedures to conduct redistricting; however, they shall have at least one public hearing on its proposed new district boundaries.~~

~~B. Upon the written petition signed by at least ten percent (10%) of the registered voters in the Town, the Town election officers shall include on the ballot at the next Town annual election the following question: "Shall the Supervisors of the Checklist be directed to establish new district boundaries for the Town no later than one (1) year from the passage of this question? Yes or No". However, no petition for redistricting shall be accepted within three (3) years of any previous action to redistrict. If a majority at that March election vote "Yes", then the Supervisors of the Checklist shall establish new equal districts for the Town pursuant to its redistricting rules and procedures and based on such population and census data as the Supervisors of the Checklist finds fair and reliable; however they shall have at least one public hearing on their proposed new district boundaries.~~

<p style="text-align: center;">ARTICLE 2 Elections: Election Officials; Conduct of Elections</p>
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Sec. 2.1. Moderator.

There shall be a Moderator of the Town who shall have all the powers and duties granted to him/her by this Charter and state law. He/She shall be elected on an at large basis to a term of two (2) years at the first Town election following adoption of this Charter. Without limitation to the foregoing, for election purposes, the Moderator shall have the power to appoint all election officials except those, which must be elected or otherwise appointed. The Moderator shall determine whether all ballots from all polling places are to be counted in one or more locations.

Sec. 2.2. Supervisors of the Checklist.

A. There shall be three (3) Supervisors of the Checklist who shall hold office for six (6) years (and until their successors are elected and qualified) on a staggered basis so that one Supervisor is elected every two years at the Town election.

- B. Vacancies in the Supervisors of the Checklist shall be filled pursuant to RSA 669:64. The person so appointed shall hold office until the vacancy for the unexpired term is filled at the next Town election.
- C. The Supervisors shall elect a chair for a term of two (2) years. He/She may not succeed himself/herself.

Sec. 2.3. Duties and Sessions of the Supervisors of the Checklist.

The Supervisors of the Checklist shall have such powers and duties as are specified under New Hampshire law and in this Charter.

Sec. 2.4. Duties of the Town Clerk

The Town Clerk shall have such powers and duties as are specified by this charter and state law. The Town Clerk may assign duties to his/her designee. To the extent there is any conflict between the powers and duties of the Town Clerk as are specified by this charter and state law, state law shall control.

Sec. 2.5. Composition of Board of Election Officers

The Supervisors of the Checklist, the Moderator and the Town Clerk shall constitute the Board of Election Officers. The Moderator shall be Chair. The Town Clerk shall serve as the Clerk of the Board.

Sec. 2.6. Conduct of Elections.

- A. The election officers shall conduct regular and special elections as detailed in the election laws of the State of New Hampshire.
- B. Town Council shall establish policy delineating election dates, polling place(s), and balloting hours.

ARTICLE 3 Town Council

Sec. 3.1. Membership; Term of Office.

Except as otherwise provided in this Charter, all of the powers of the Town shall be vested in a Town Council (hereinafter sometimes referred to as "Council") of seven (7) nine (9) Councilors, as provided in Sec. 1.2. ~~Councilors shall be elected on the second Tuesday in March for three (3) year terms. Three (3) Councilors shall be elected each year -- two (2) from districts and one (1) at-large.~~ Councilors shall take office July 1st next following their election and shall hold office until successors are duly elected and qualified. Town Councilors shall be elected on a staggered basis under the following

schedule: At the first annual election following the amendment of this Section (2025), there shall be elected three (3) Councilors for a 3-year term, two (2) Councilors for a 2-year term, and two (2) Councilor for a 1-year term. At all succeeding elections Councilors shall be elected for 3-year terms.

Sec. 3.2. Qualifications of Councilors.

Only voters who at all times during their term of office are and remain residents of the Town shall be eligible to hold the office of Councilor. Eligible candidates will be registered voters and will have resided in Hooksett for at least one year immediately before the election. Councilors elected from districts must be legal residents of that district at the time of election. If a Councilor shall move from his/her said district and shall remain a resident of the Town, he/she shall remain the elected district's Councilor until the next election. The Council is the sole judge of qualification for office. A majority of the Council may after investigation and hearing declare a vacancy if a member is ultimately convicted of a violation of the Town Charter. Council may also declare a vacancy if a member has missed three (3) regularly scheduled meetings in sequence, or has missed one quarter (1/4) of all meetings within one (1) calendar year, or has interfered with Administration, or falsified records, misapplied Town funds or property, or has been ultimately convicted of a Federal or State crime as a felon.

No Councilor shall, during his/her term and for one year thereafter, be eligible to hold a paid office. Notwithstanding the foregoing, a Councilor may be appointed to "acting town administrator" by a vote of at least five (5) ~~seven (7)~~ members of the council for one period not to exceed six (6) months.

~~No two councilors elected at-large or appointed to fill a position at-large shall be residents of the same district.~~

At the time any candidate for councilor files his/her declaration of candidacy for said office, the Town Clerk shall determine if said candidate is qualified for office under Section 3.2 of the Charter. If the candidate is not so qualified, the Town Clerk shall notify the candidate and the Town Moderator within 24 hours of disqualification and said candidate's name shall not appear on the ballot.

Sec. 3.3. Vacancies.

Vacancies occurring in the office of Councilor at any time shall be filled by a duly qualified member of said District by appointment by affirmative vote of the Council within thirty (30) days of a declared vacancy. If a tie vote is maintained after three (3) calls by the Council Chair, a special election will be held within thirty (30) days to fill such vacancy. Such appointed or elected appointee shall hold office until the next regular election. No appointments for councilor-at-large shall be in contradiction of Section 3.2.

Sec. 3.4. Compensation.

Councilors shall receive as compensation the sum of ~~one thousand five hundred two thousand dollars (\$2,000.00) (\$1,500.00)~~ per year. The Chair shall receive an additional five hundred dollars (\$500.00) per year. Councilors shall receive reimbursement for reasonable mileage and expenses incurred in the performance of Town business outside the Town limits of Hooksett according to rules of the Council.

Sec. 3.5. Exercise of Powers; Meetings; Rules of Procedure: Appropriations.

- A. Exercise of Powers. Except as otherwise prohibited by law or this Charter, the powers of the Council may be exercised in a manner determined by it.
- B. A quorum of the Council for the transaction of any business shall be a simple majority ~~two-thirds (2/3)~~ of the members currently in office. However a smaller number may adjourn the meeting to another time or date.
- C. Meetings. All meetings of the Council shall be public as required by the State "Right to Know Law" (RSA Ch. 91-A). Regular meetings (minimum one per month) shall be held on such day or days of each month at such time as the Council shall by ordinance or resolution direct. Agendas shall be prepared and posted one week in advance of each regular meeting. Special meetings may be called by the Chair. Special meetings also may be called at the written request of the Town Administrator or at least four (4) ~~six (6)~~ Councilors, and upon such request the Chair of the Council shall call such special meeting. Written notice of said special meeting shall be delivered to each Councilor at least twenty-four (24) hours prior to the call of the special meeting. The method of delivery of notice for special meetings shall be established by Council rule.
- D. Rules of Procedure. The Council shall establish rules for its proceedings not inconsistent with this Charter. Every matter coming before the Council for action shall be put to a vote and all members shall vote "aye", "nay", or abstain and give a reason for abstaining. The results of such voting shall be duly recorded. All votes shall be recorded by roll call except votes on procedural matters.

Sec. 3.6. Ordinances.

- A. An ordinance may be introduced by any member at any regular or special meeting of the Council. Upon introduction of any ordinance, the Town Clerk or designee shall distribute a copy to each Councilor and to the Town Administrator, file a reasonable number of copies in the office of the Town Clerk, post a copy in such other public places as the Council may designate, and provide for publication in a local newspaper or newspapers of their choice seven (7) days prior to the public hearing on said ordinance. The full text of the proposed amendment or ordinance need not be included in the notice if an adequate statement describing the proposal and designating the place where the proposal is on file for public inspection is stated in the notice. Final action on said

Hooksett Charter Changes – Ballot Questions

1. Shall the municipality approve the charter amendments reprinted below?

Sec. 1.5 Initial Districting and Sec. 1.6 Changes in Districting - Deleted

Sec. 3.1. Membership; Term of Office.

Except as otherwise provided in this Charter, all of the powers of the Town shall be vested in a Town Council (hereinafter sometimes referred to as "Council") of seven (7) Councilors, as provided in Sec. 1.2. Councilors shall take office July 1st next following their election and shall hold office until successors are duly elected and qualified. Town Councilors shall be elected on a staggered basis under the following schedule: At the first annual election following the amendment of this Section (2025), there shall be elected three (3) Councilors for a 3-year term, two (2) Councilors for a 2-year term, and two (2) Councilors for a 1-year term. At all succeeding elections Councilors shall be elected for 3-year terms.

Sec. 3.2 Qualifications of Councilors

No Councilor shall, during his/her term and for one year thereafter, be eligible to hold a paid office. Notwithstanding the foregoing, a Councilor may be appointed to "acting town administrator" by a vote of at least five (5) members of the council for one period not to exceed six (6) months.

Delete third paragraph ("No two councilors elected at large or appointed to fill a position at large shall be residents of the same district").

Sec. 3.5 (C) Exercise of Powers; Meetings; Rules of Procedure: Appropriations

Special meetings may be called by the Chair. Special meetings also may be called at the written request of the Town Administrator or at least four (4) Councilors, and upon such request the Chair of the Council shall call such special meeting. Written notice of said special meeting shall be delivered to each Councilor at least twenty-four (24) hours prior to the call of the special meeting. The method of delivery of notice for special meetings shall be established by Council rule.

The purpose of these amendments is to remove voting districts for purpose of Town Council elections and to reduce the total number of Councilors from 9 to 7, as well as revise other ancillary charter provisions to recognize the change.

2. Shall the municipality approve the charter amendment reprinted below?

Sec. 3.5 (B) Exercise of Powers; Meetings; Rules of Procedure: Appropriations

A quorum of the Council for the transaction of any business shall be a simple majority of the members currently in office.

The purpose of this amendment is to reduce the number of Councilors required for a quorum to conduct business.

3. Shall the municipality approve the charter amendment reprinted below?

Sec. 3.4. Compensation

Councilors shall receive as compensation the sum of two thousand_dollars (\$2,000.00) per year.

The purpose of this amendment is to increase a Councilor's compensation by \$500.00 annually.

TOWN / CITY	POPULATION	TYPE	# OF MEMBERS	DISTRICTS YES / NO	TA or MANAGER	STIPEND
Bow	8,229	Selectmen	5	No	Town Manager	\$2,500
Hollis	8,342	Selectmen	5	No	TA	\$7,500
Seabrook	8,401	Selectmen	3	No	Town Manager	
Litchfield	8,478	Selectmen	5	No	TA	
Franklin	8,741	City Council	9	Wards	City Manager	
Hampstead	8,998	Selectmen	5	No	Admin Assist	
Weare	9,092	Selectmen	5	No	TA	\$2,500/ Chair \$3,000
Barrington	9,326	Selectmen	5	No	TA	
Berlin	9,425	City Council	9	?	City Manager	
Newmarket	9,430	Town Council	7	No	Town Manager	\$1,500/ Chair \$2,000
Conway	9,822	Selectmen	5	No	Town Manager	\$4,000
Raymond	10,684	Selectmen	5	No	Town Manager	
Amherst	11,753	Selectmen	5	No	TA	
Somersworth	11,855	City Council	9	Wards	City Manager	\$1,053
Hanover	11,870	Selectmen	5	No	Town Manager	
Claremont	12,949	City Council	9	Wards	City Manager	
Pelham	14,222	Selectmen	5	No	TA	\$1,200/ Chair \$1,500
Lebanon	14,282	City Council	9	Wards	City Manager	
Hooksett	14,871	Town Council	9	Yes	TA	\$1,500/ Chair \$2,000
Durham	15,490	Town Council	9	No	TA	\$1,500/ Chair \$2,000
Windham	15,817	Selectmen	5	No	TA	
Exeter	16,049	Selectmen	5	No	Town Manager	\$3,000/ Chair \$4,000
Milford	16,131	Selectmen	5	No	TA	\$2,500/ Chair \$3,000
Hampton	16,214	Selectmen	5	No	Town Manager	
Laconia	16,871	City Council	7	Wards	City Manager	\$2,400/ Mayor \$2,800
Goffstown	18,577	Selectmen	5	No	TA	
Portsmouth	21,956	City Council	9	No	City Manager	
Keene	23,047	City Council	15	Wards	City Manager	
Bedford	23,322	City Council	7	No	City Manager	\$1,500/ Chair \$2,000
Hudson	25,394	Selectmen	5	No	TA	\$3,200
Londonderry	25,826	Town Council	5	No	Town Manager	
Merrimack	26,632	Town Council	7	No	Town Manager	\$3,600
Salem	30,089	Town Council	9	No	Town Manager	\$3,000
Rochester	32,492	City Council	13	Wards	City Manager	
Dover	32,741	City Council	9	Wards	City Manager	
Derry	34,317	Town Council	7	Districts	TA	\$2,500/ Chair \$4,000

	5 members
	7 members
	9 members

Town Council STAFF REPORT



To: Town Council
Title: Town Council 2023/2024 Goals Update
Meeting: Town Council - 13 Dec 2023
Department: Administration
Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

Town Council had a workshop on August 9, 2023 to establish short and long-term goals that will move Town's vision forward. The following were the goals set forth with a plan to report updates at the second Council meeting of each month (November 15, 2023 Council meeting cancelled due to no quorum & only one meeting in December on 13th due to holiday).

Goal #1: Improve community outreach

Goal Summary: Improve communication and outreach to the community.
 Enhance the Town's Newsletter.
 Add to the Library's Newsletter.
 Add advertisements to the Transfer Station cabinet.
 Encourage the public to sign up for the website news alerts.
 Place electronic signs at various location in Hooksett.
 Develop a community Facebook page.

Goal #2: Set budget increase to no more than 2% (starting with 25/26 Budget)

Goal Summary: Strive for a maximum 2% increase in the municipal budget

Goal #3: Remove the unnecessary utility poles

Goal Summary: Remove Eversource utility poles that are no longer in use

Goal #4: Attendance notification for quorum purposes

Goal Summary: Improve notification system of Council, Boards, Committees and Commissions if member cannot attend meetings

Goal #5: Develop network of access to connect various river front area with appropriate sidewalks/trails

Goal Summary: Improve access to the Merrimack River for active and passive recreation

FINANCIAL IMPACT:

TBD

POLICY IMPLICATIONS:

TBD

RECOMMENDATION:

Refer to Town Administrator's Recommendation(s) below

TOWN ADMINISTRATOR'S RECOMMENDATION:

Goal #1: Improve community outreach- The quarterly newsletter and website posts seem to be going well. Still exploring other means for community outreach. A website upgrade will take place next year and opportunities to provide additional outreach there will be explored. Social media outreach will also be examined.

Goal #2: Set budget increase to no more than 2% (starting with 25/26 Budget)- will be communicated to department heads during 25/26 budget preparation.

Goal #3: Remove the unnecessary utility poles- Staff has contacted Eversource. Staff and Eversource are in the process of gaining an inventory of abandoned poles in Hooksett.

Goal #4: Attendance notification for quorum purposes- Although notification of when Councilor's, and other Board/Committee/Commission members, has improved, a formal amendment to the rules and procedure is forthcoming.

Goal #5: Develop network of access to connect various river front area with appropriate sidewalks/trails- No update

Town Council
STAFF REPORT



To: Town Council
Title: Transfer Station Winter and Holiday Schedule
Meeting: Town Council - 13 Dec 2023
Department: Public Works
Staff Contact: Ben Berthiaume, Public Works Director

BACKGROUND INFORMATION:

Due to staffing issues and winter snow maintenance, we are requesting changing Recycling & Transfer Station's winter weekend schedule from January 1st through April 1st, Recycling and Transfer Station will be open only on the 1st and 3rd Saturdays of the month. We are also requesting to close on Saturday, December 23rd to give our staff the time to spend Christmas with their families.

FINANCIAL IMPACT:

Town will not have to pay Recycling & Transfer staff for overtime hours.

POLICY IMPLICATIONS:

Transfer Station will only be open on 1st and 3rd Saturdays of the month from January 1st until April 1st and will be closed on Saturday, December 23rd.

RECOMMENDATION:

1. To approve Transfer Station's winter weekend schedule from January 1st through April 1st, Recycling and Transfer Station will be open only on the 1st and 3rd Saturdays of the month.
2. To approve for the Transfer Station to be closed on Saturday, December 23rd to give our staff the time to spend Christmas with their families.

SUGGESTED MOTION:

1. Motion to approve Transfer Station's winter weekend schedule from January 1st through April 1st, Recycling and Transfer Station will be open only on the 1st and 3rd Saturdays of the month.
2. Motion to approve for the Transfer Station to be closed on Saturday, December 23rd to give our staff the time to spend Christmas with their families.

Town Council

STAFF REPORT



To: Town Council
Title: Accept the unanticipated revenue in the amount of \$85,415.36 from the State of New Hampshire Highway Block Grant Aid in accordance with RSA 31:95-b, III(a)
Meeting: Town Council - 13 Dec 2023
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

The NH 2023 legislative session provided state aid to local governments. [SB 270](#) was intended to provide one-time property tax relief through direct payments to cities and towns. This payment is through the Highway Block Grant Aid and will be distributed among the municipalities based on their population in proportion to the entire state's population and the other half is disbursed based on a municipality's Class IV and V road mileage in proportion to the total statewide Class IV and V mileage. The additional funds in the amount of \$85,415.36 were received in early November.

Public Hearing notice was in the December 4, 2023, edition of the Union Leader.

FINANCIAL IMPACT:

\$85,415.36 can be used to fund repairs, maintain, and construct class IV and V roads or acquire the equipment necessary to maintain class IV or V roads. These funds will "supplement not supplant" local budgets, meaning these funds must add to (supplement) and not replace (supplant) local budgets. Staff is recommending to Council, these funds be used towards the Martins Ferry Road reconstruction project.

POLICY IMPLICATIONS:

None

RECOMMENDATION:

After consideration of public input, accept unanticipated revenue from NH Highway Block Grant Aid.

SUGGESTED MOTION:

Motion to accept the unanticipated revenue in the amount of \$85,415.36 from the State of New Hampshire Highway Block Grant Aid in accordance with RSA 31:95-b, III(a).

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

Town Council

STAFF REPORT



To: Town Council
Title: Establishment of the Municipal Transportation Improvement Fee
Meeting: Town Council - 13 Dec 2023
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

Municipal Transportation Improvement (MTI).

Under RSA 261:153 VI communities can establish a fee up to \$5.00 per motor vehicle registration. The fee is set aside in a municipal transportation improvement capital reserve fund, which is used exclusively for improvement to the local and regional transportation systems. The MIT fee is a unique option that enhances the Town's control over operating and capital cost of public transportation systems. By placing this fee on auto registrations, it focuses the cost of transportation on the users instead of the property owners. Attached to this staff report is a 2015 study by Vital Communities, which looks at this fee.

The Town Council can determine the amount of the fee. The RSA allows for a maximum of \$5.00 per registration on all vehicles, both passenger and commercial, with the exception of all terrain vehicles, antique motor vehicles, farm tractors and motorcycles. Data collected from other communities shows the majority are charging \$5.00. The estimated annual collection for this fee is \$100,000. (\$5.00 x 20,000 registration).

The Town Council can limit what the municipal transportation fee is used for. The RSA allows for "improvements in the local or regional transportation systems including roads, bridges, bicycle and pedestrian facilities, parking and intermodal facilities, electric vehicle charging stations, and public transportation. The fund can be used for engineering, right-of-way acquisitions, and construction costs of transportation facilities, including electric vehicle charging stations, and for operating and capital cost of public transportation."

If Council would like to move forward with establishing this fee. The RSA requires a public hearing before it can be placed on the ballot. The public hearing would be held on the Council meeting of January 10, 2024, to meet the require deadlines. After the public hearing, Council can modify the fee and the use of the funds or not move forward with the fee at all.

RECOMMENDATION:

I recommend setting the fee at \$5.00 and not limiting the allowable uses.

SUGGESTED MOTION:

Motion to recommend setting the Municipal Transportation Improvement Fee to \$_____.

Motion to limit the use of the Municipal Transportation Improvement fee to _____.

Motion to move the establishment of the Municipal Transportation Improvement to a public hearing on January 10, 2024.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Town Council discussed pursuing this program for the upcoming fiscal year.

ATTACHMENTS:

[RSA 261-153](#)

[a look at the municipal vehicle registration fee vital communities](#)

TITLE XXI MOTOR VEHICLES

CHAPTER 261 CERTIFICATES OF TITLE AND REGISTRATION OF VEHICLES

Municipal Permits for Registration

Section 261:153

261:153 Fees for Registration Permits. –

I. The treasurer of each city, or such other person as the city government may designate, and the town clerk of each town shall collect fees for such permits as follows: on each vehicle offered for registration a sum equal to 18 mills on each dollar of the maker's list price for a current model year vehicle, 15 mills on each dollar of the maker's list price for the first preceding model year vehicle, 12 mills on each dollar of the maker's list price for the second preceding model year vehicle, 9 mills on each dollar of the maker's list price for the third preceding model year vehicle, 6 mills on each dollar of the maker's list price for the fourth preceding model year vehicle, and 3 mills on each dollar of the maker's list price for the fifth preceding model year vehicle and any model year prior thereto. In no event, however, shall the fee be less than \$5. Registration permit fees for construction equipment, as defined in RSA 259:42, shall be governed by RSA 261:64. The director shall make the final determination of any vehicle model year in any case in which a dispute arises. The fee collected hereunder for a vehicle used only in the manner and for the purposes specified in RSA 261:82 and for an agricultural/industrial utility vehicle, as defined in RSA 259:2-a, shall be \$5; and provided further, that the fee collected hereunder for a farm tractor shall be \$5. In cases of doubt, the director may investigate for the purpose of determining eligibility for limited purpose registrations.

II. In all cases the manufacturer's list price shall be rounded off to the nearest \$100 and the actual permit fee shall be rounded off to the nearest dollar.

III. If the permit is issued for a vehicle specified in RSA 261:141, III in a month other than the month in which the anniversary of the owner's birth occurs, the amount of the permit fee shall be changed as follows:

(a) If the month in which the anniversary of the owner's birth occurs will be one of the next 4 months, the permit fee shall be increased by

1/12 for each whole month or part thereof remaining until the end of the month in which such anniversary will occur and the owner shall not be required to obtain a permit for the next registration period.

(b) In all other cases for vehicles specified in RSA 261:141, III the permit fee shall be determined by multiplying 1/12 of the permit fee for the vehicle times the total number of whole months and any part of a month remaining until the end of the month in which the anniversary of the owner's birth occurs, and the owner shall be required to obtain a permit for the next registration period.

IV. Each designated city official as the city government may designate and the town clerk of each town shall use the straight line method in computing fees stipulated in paragraph I for any registration. The straight line method means that no registrant shall pay less or more than 12 months at each stipulated mill rate, whether such 12 months extend over one or more registration periods. The mill rate to be charged on a vehicle originally offered for registration by a registrant shall be based on the year of manufacture of the said vehicle and shall continue for the next 12 months, including the month of registration. For each successive 12 months registration of the same vehicle thereafter, whether or not such 12 months registration extends beyond one or more registration periods, the fees to be charged shall be computed successively at the next lower mill rate; provided, that the minimum rate to be charged for any registration shall always be 3 mills on each dollar of the maker's list price of a vehicle.

V. Beginning July 1, 1989, in addition to each registration fee collected under paragraph I, there may be collected an additional fee for the purposes of a town reclamation trust fund as established in RSA 149-M:18. Of

this amount, \$.50 shall be retained by the city official designated by the city government or by the town clerk for administrative costs and the remaining amount shall be deposited into the reclamation trust fund established by the town for the purpose of paying collection and disposal fees for the town's motor vehicle waste and paying for the recycling and reclamation of other types of solid waste. For the purposes of this paragraph, "motor vehicle waste" means "motor vehicle waste" as defined in RSA 149-M:18. A town which collects such additional fees shall not charge a disposal fee for motor vehicle waste at the town's solid waste disposal facility. If a town finds the additional fee is not sufficient to cover fees for collection and disposal of town motor vehicle waste, it shall notify the office of planning and development. The office shall study the fee in accordance with RSA 12-O:53 and make recommendations, if necessary, for increases in the fee. The additional fee schedule shall be graduated by class of vehicle as follows:

(a) The fee for heavy vehicles, including mobile homes and house trailers, heavy trucks and truck-tractors whose gross weight exceeds 18,000 pounds, and buses shall be \$5.

(b) Unless otherwise provided, the fee for automobiles, light vehicles including trucks, and commercial motorized vehicles including tractor trailers, shall be \$3.

(c) Unless otherwise provided, the fee for special use vehicles including all-terrain vehicles, agricultural and farm vehicles, and antique vehicles and for 2-wheeled vehicles including mopeds, motorcycles, and automobile utility trailers, shall be \$2.

VI. (a) Beginning on July 1, 1997, in addition to the motor vehicle registration fees collected under paragraphs I and V, the legislative body of a municipality may vote to collect an additional fee for the purpose of supporting a municipal and transportation improvement fund, which shall be a capital reserve fund established for this purpose and governed by the provisions of RSA 34 and RSA 35 for cities and towns, respectively. Of the amount collected, up to 10 percent, but not more than \$.50 of each fee paid, may be retained by the local official designated by the municipal government or by the town or city clerk for administrative costs. The remaining amount shall be deposited into the municipal transportation improvement fund established to allow a community to fund, wholly or in part, improvements in the local or regional transportation system including roads, bridges, bicycle and pedestrian facilities, parking and intermodal facilities, electric vehicle charging stations, and public transportation. The funds may be used for engineering, right-of-way acquisition, and construction costs of transportation facilities, including electric vehicle charging stations, and for operating and capital costs of public transportation only. The funds may be used as matching funds for state or federal funds allocated for local or regional transportation improvements. Such funds shall not be used to offset any other non-transportation appropriations made by the municipality.

(b) The maximum fee charged under this paragraph shall be \$5. The municipality shall establish the required fee, up to the maximum amount allowable, based on anticipated funding needs for transportation improvements. The additional fee shall be collected from all vehicles, both passenger and commercial, with the exception of all terrain vehicles as defined in RSA 215-A:1, I-b and antique motor vehicles, farm tractors, or motorcycles, as defined in RSA 259:4.

(c) Any town or city may adopt the provisions of subparagraphs (a) and (b) for an optional additional motor vehicle registration fee to fund municipal transportation improvements in the following manner:

(1) In a town, the question shall be placed on the warrant of a special or annual town meeting under the procedures set out in RSA 39:3, and shall be voted on by ballot. In a city, the legislative body may consider and act upon the question in accordance with their normal procedures for passage of resolutions, ordinances, and other legislation. The legislative body of a city may vote to place the question on the official ballot for any regular municipal election, or in the alternative, shall place the question on the official ballot for any regular municipal election upon submission to the legislative body of a petition signed by 5 percent of the registered voters.

(2) The selectmen or city council shall hold a public hearing on the question at least 15 days but not more than 30 days before the question is to be voted on. Notice of the hearing shall be posted in at least 2 public places in the municipality and published in a newspaper of general circulation at least 7 days before the hearing.

(3) A town or city may choose to restrict the use of the municipal transportation improvement fund to one or more of the transportation system modes provided for in paragraph VI(a). Any such restriction shall be so stated in the wording of the question.

(d) If a majority of those voting on the question vote "Yes," the additional motor vehicle registration fee shall apply within the town or city on the date set by the selectmen or the city council.

(e)(1) A town or city may consider rescinding its action in the manner described in subparagraph (c). The

wording of the question shall be the same as that was adopted by the town or city, except the word "adopt" shall be changed to "rescind."

(2) If a majority of those voting on the question vote "Yes," following the action taken to rescind, the additional motor vehicle registration fee shall not apply within the town or city.

Source. 1919, 55:5. 1921, 120:3. 1925, 136:1. PL 100:14. 1927, 12:1. 1933, 29:1. 1941, 75:1. RL 116:20. 1945, 81:1. 1953, 130:2. RSA 260:27. 1963, 184:2. 1965, 153:2. 1975, 497:9. 1976, 3:3, 7. 1977, 314:4. 1979, 215:2. 1981, 146:1; 446:1, 2. 1983, 285:12. 1989, 263:9. 1991, 225:2. 1994, 42:2, 3. 1996, 251:10. 1998, 4:1. 1999, 265:1. 2003, 319:9. 2004, 257:44. 2010, 85:1. 2013, 168:2, 3, eff. July 1, 2013. 2016, 93:1, eff. Jan. 1, 2017; 99:1, eff. July 18, 2016. 2017, 156:64, eff. July 1, 2017. 2021, 91:203, eff. July 1, 2021. 2022, 27:3, eff. June 17, 2022.

Local Financing for Transportation Projects in New Hampshire

A Look at the Municipal Vehicle
Registration Fee

October 2015



Local Financing for Transportation Projects in New Hampshire

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Local Financing for Transportation Projects in New Hampshire

A Look at the Municipal Vehicle Registration Fee

Author: Aaron Brown, Transportation Program Manager
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About the Upper Valley TMA

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The Upper Valley Transportation Management Association (TMA) is a member-based program of Vital Communities, a regional nonprofit that works in 69 towns across Vermont and New Hampshire on a variety of quality of life issues. The Upper Valley TMA's mission is to reduce reliance on driving alone, and its members include five transit companies, three regional planning commissions, five municipalities, 10 major employers, transportation consultants, and interested citizens.

Local Financing for Transportation Projects in New Hampshire

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Background

Members of the Upper Valley TMA have long recognized the need for more diverse and reliable transportation funding at the local and state levels. New Hampshire does not collect sales or income taxes, and the legislature has prioritized the widening of a section of Interstate 93 over all other transportation projects in the state. This situation limits the amount of state funding available for local transportation needs, and is further complicated by the federal government's failure to pass a long-term transportation funding bill for nearly a decade.

One mechanism that New Hampshire municipalities can use, however, is an optional \$5 vehicle registration fee to create a local transportation fund.

Under RSA 261:153 VI:

"[I]n addition to the motor vehicle registration fees collected under paragraphs I and V, the legislative body of a municipality may vote to collect an additional fee for the purpose of supporting a municipal and transportation improvement fund"; a "municipality [may] establish the required fee, up to the maximum amount allowable, based on anticipated funding needs for transportation improvements," such as "roads, bridges, bicycle and pedestrian facilities, parking and intermodal facilities and public transportation."

The municipal vehicle registration fee is a unique option that enhances local control over transportation projects without raising property taxes. It differs significantly from road-toll revenue ("gas taxes") because it can be used for non-capital projects, such as transit operating expenses. The law allows municipalities to restrict the use of the fund to particular modes of travel (e.g., a sidewalk fund). No more than 10 percent of funds collected under the statute may be used for administrative costs.

The Purpose of This Study

The Upper Valley TMA steering committee, including state Representative Patricia Higgins (Grafton-District 12), urged staff members to conduct a study on the optional fee to document the following:

- (1) Which municipalities currently assess the fee
- (2) How much funding municipalities collect
- (3) What projects municipalities have funded with vehicle registration revenue
- (4) Whether other municipalities are interested in adopting the fee.

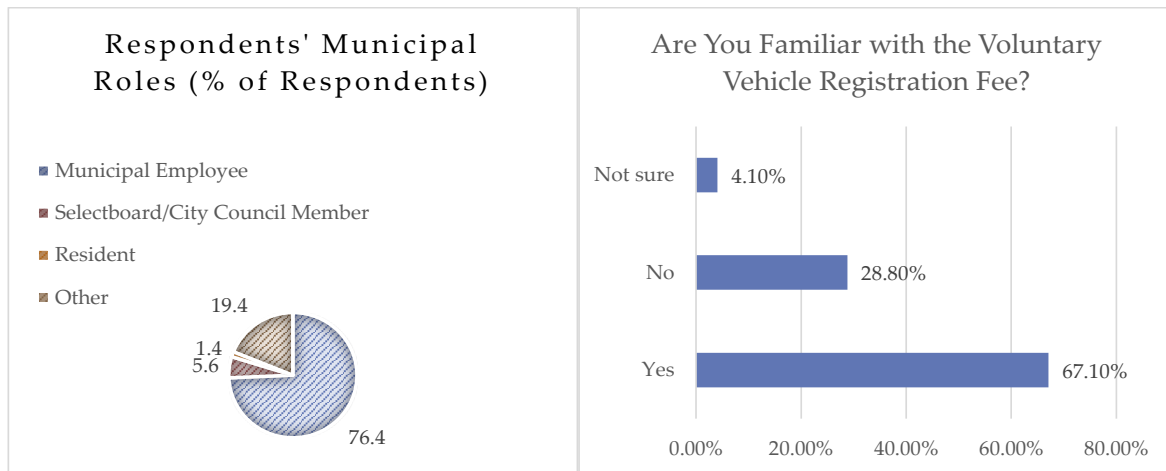
This research intends to improve our overall understanding of ways that municipalities can meet local transportation revenue needs. The report is also timely because Representative Higgins has filed a bill that would raise the \$5 cap on the fee to \$10.

Local Financing for Transportation Projects in New Hampshire



Methodology

Vital Communities administered a survey to all New Hampshire municipalities in summer 2015. In total, 73 people responded, representing 67 different municipalities or 29 percent of all New Hampshire towns and cities. Of those surveyed, 13 reported assessing the vehicle registration fee and several respondents said that their community is actively looking at adopting it. Despite repeated email requests for their participation, we did not receive responses from several towns that administer the fee, including Nashua, Manchester, and Portsmouth.



The vast majority of respondents (76.4 percent) were municipal employees, and eight of the 14 people who identified as “Other” were elected tax collectors or elected town clerks. Municipalities that participated in the study ranged greatly in population size, and they included small towns such as Landaff (415) and Errol (291) and larger communities such as Concord (42,419) and Keene (23,419). A majority of survey respondents were familiar with the voluntary fee allowed under RSA 261:153. Respondents who were unaware of the fee tended to represent smaller communities, such as Cornish and Sugar Hill.

Twenty-eight respondents fell into the category of “aware of the fee but do not collect it.” Eight of these respondents said their communities had considered adopting the fee, 14 said they had not considered it, and the remaining six were unsure or did not answer the question. Some of these respondents had favorable thoughts on the optional fee. One remarked, “This could help with road improvements.” Another said he intended to bring the option to local leaders. Some survey takers offered nuanced reasons why their community considered the fee but did not adopt it. For example, one said that “[the Select] Board did not approve the fee based on the impact on large commercial fleet entities.”

Local Financing for Transportation Projects in New Hampshire



Current Vehicle Registration Fee Collectors

Most participating municipalities use the vehicle registration fee revenue for general road and bridge work, but some have programs for specific modes. The City of Lebanon, for example, uses its funding to support local bus company Advance Transit. The nearby Towns of Hanover and New London use vehicle registration fees to support local bicycle and pedestrian projects, such as bike-friendly drain grates and sidewalk maintenance.

Municipalities that collect the fee seem to have a favorable view of it. Claremont's respondent called the source "an integral part of our road program" and said "wish I was aware of it sooner!" Below is a summary table of the communities that collect the fee and how they use it.

<i>Municipalities that Collect \$5 Vehicle Registration Fee</i>			
City/Town	Population	Estimated Amount Collected ¹	Uses of Funding
Claremont	13,355	\$25,000-\$99,999	Roads and bridges, winter maintenance. Respondent noted, "This has been an integral part of our road program. Wish I was aware of it sooner!"
Concord	42,695	\$200,000 ²	Annual road maintenance
Derry	33,109	\$100,000-\$499,000	Roads and bridges
Franklin	8,477	\$25,000-\$99,999	Roads and bridge, parking, bicycle and pedestrian projects, match for federal funds.
Greenland	3,549	\$5,000-\$24,999	Roads and bridges. Respondent added, "We opted to collect \$2.50 rather than full \$5.00 allowed."
Hanover	11,260	\$25,000-\$99,999	Roads and bridges, bicycle and pedestrian projects. Respondent noted, "Paving projects involving bike and ped improvements as part of the overall project; pedestrian improvements; bike friendly storm drain grates, etc."
Keene	23,409	Not yet known. Keene passed the resolution in 2015.	Roads and bridges, bicycle and pedestrian projects, match for federal funds. Resolution prohibits use of funds on parking.
Lebanon	13,151	\$60,000 ³	Contribution to Advance Transit

¹ Respondents were allowed to choose from a range of funding levels: less than \$5,000; \$5,000-\$24,999; \$25,000-\$99,999; \$100,000-\$499,999; and \$500,000 or more.

² Correspondence with Michael Jache, Treasurer/Tax Collector, City of Concord, NH.

³ Correspondence with David Brooks, Director of Planning and Zoning, City of Lebanon, NH.

Local Financing for Transportation Projects in New Hampshire

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City/Town	Population	Estimated Amount Collected ⁴	Uses of Funding
Middleton	1,783	Not known	Not known
Newmarket	8,936	\$25,000-\$99,999	Roads and bridges
Northumberland	2,288	\$5000-\$24,999	Roads and bridges. Respondent noted "Primarily paving and sidewalks. There will be a water/sewer replacement on Winter Street which is a state road that will need to be ground and paved to spec in 2016."
Swansey	7,230	\$25,000-\$99,000	"Engineering & survey for a roadway reconstruction project"
Non-Respondent Towns			
Manchester	110,378	\$500,000 or more ⁵	
Nashua	87,137		
Portsmouth	21,440		
Average: 24,537			
Average without Manchester: 18,814			

Conclusion

The municipal vehicle registration fee allowed under RSA 261:153 has helped over a dozen New Hampshire communities raise funds for local transportation projects. While most communities that administer the fund use the revenue for traditional road and bridge projects, some have supported local transit, bicycle infrastructure, and sidewalks. The New Hampshire legislature will consider raising the cap on how much municipalities can add to their vehicle registration fees. This move could make an already important funding mechanism even more effective in generating local dollars and control over transportation projects.



Road maintenance in Concord, NH. Credit:

<http://concordnh.gov/pavingplan>.

⁴ Respondents were allowed to choose from a range of funding levels: less than \$5,000; \$5,000-\$24,999; \$25,000-\$99,999; \$100,000-\$499,999; and \$500,000 or more.

⁵ Ted Siefer, "Auditor: Manchester's fee fund improperly accounted," *Union Leader*, April 20, 2015. Available online at <http://www.unionleader.com/article/20150421/NEWS0606/150429833/1010/1>.

Town Council STAFF REPORT



To: Town Council
Title: IRS penalty assessment for late filing of the 2021 Form W-2
Meeting: Town Council - 13 Dec 2023
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

In July of 2023, the Town received a penalty notice 972CG, 2021 stating the 2021 W-2s was not received until 05/07/2022. The deadline for filing these forms was January 31, 2022. I know I mailed the forms on or before the deadline, but I have no proof of the mailing.

So, I completed the instruction on the penalty notice requesting an adjustment and disagreeing with the proposed penalty and wrote a letter dated August 2, 2023, explaining that the W-3(mailed with the W-2) for that year was signed on 1/21/2022 and that I would have mailed the W-2 shortly thereafter. What I failed to mention was that I would have mailed it out by the January 31st deadline, which I have done since 2016. For the eight years prior to 2016, I would have mailed it by the February 28th deadline.

Then I received IRS letter 854C dated Nov. 13, 2023, I was very disappointed and shocked that the request for the penalty adjustment was denied. I immediately reached out to the Hooksett Post Office and received the attached email dated 11/15/2023. I believe this email at least raises the possibility that the delay may have been caused by the United States Postal Services (USPS).

I issued a second letter to the IRS, requesting an appeal based on the Town history of timely filings and the possibility of the USPS being responsible for the delay.

To ensure this never happens again, all future correspondence with the IRS will have USPS Tracking.

The penalty was calculated on the number of W-2s filed that year, which was $189 \times \$110 = \$20,790.00$

FINANCIAL IMPACT:

There are no budgeted funds for these types of penalties.

RECOMMENDATION:

To avoid interest charges, I recommend paying the penalty using the ARPA State, Local Fiscal Recovery Funds. If the Town wins the appeal, the IRS will refund the penalty.

SUGGESTED MOTION:

Motion to pay the IRS penalty in the amount of \$20,790.00 from ARPA State and Local Fiscal Recovery Funds.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

ATTACHMENTS:

[USPS email dated 11-15-2023](#)

From: USPS Customer Support <uspscustomersupport@usps.gov>
Sent: Wednesday, November 15, 2023 1:59 PM
To: Christine Tewksbury <ctewksbury@hooksett.org>
Subject: Your USPS Service Request #57042375 [ref:100DJ00GyYH.1500BY01W7eM:ref]



Dear Christine Tewksbury,

This is in response to your recent inquiry regarding your delayed mail.

I was disappointed to learn of the situation you have encountered with your postal service. It is my understanding that in January, 2022, you mailed a letter to the IRS. Unfortunately, the article was not delivered until July, 2022.

Because the item did not contain any tracking information we are unable to provide any detailed information of why the delay occurred. We are unaware of any specific incident reports.

Please be assured that this occurrence is not typical of the service we normally provide. Every effort will be made to serve your future needs in a manner more consistent with your expectations and our standards.

While I realize that an apology is no substitute for good service, please accept ours in the spirit in which it is offered. It is my hope that this email will be of assistance in explaining these unfortunate circumstances to your creditor.

Sincerely,

Charles Abbott
204b Supervisor
Hooksett Post Office
603-623-0373

Your privacy is important to us. If you would like additional information on our privacy policy, please visit us online at: www.usps.com/privacypolicy.

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, October 25, 2023**

The Hooksett Town Council met on Wednesday, October 25, 2023, at 5:30 in the Hooksett Municipal Building

CALL TO ORDER

Chair Tsantoulis called the meeting of 25 Oct 2023 to order at (6:36) pm.

PROOF OF POSTING

Chair Tsantoulis provided proof of posting.

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor Jodi Pinard, Councilor Roger Duhaime, Councilor David Boutin, Chair Timothy Tsantoulis, Councilor Keith Judge, Councilor Alex Walczyk, Councilor John Durand (arrived at 7:36 left at 8:04).

Absent: Councilor Randall Lapierre

NON-PUBLIC SESSION #1 NH RSA 91-A:3 II A and D.

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

(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.

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

Roll Call Vote #2

R. Duhaime NP

J Durand NP

J. Pinard Aye

R. Lapierre NP

A. Walczyk Aye

D. Boutin Aye

K. Judge Aye

J. Sullivan Aye

T. Tsantoulis Aye

Vote in favor 6-0

J. Sullivan motioned to seal the Non-Public minutes of October 25, 2023; seconded by D. Boutin.

Roll Call Vote #4

A. Walczyk Aye

R. Lapierre NP

J. Pinard Aye

R. Duhaime Aye

J. Durand NP

K. Judge NP

J. Sullivan Aye

D. Boutin Aye

T. Tsantoulis Aye

Vote in favor 6-0

PLEDGE OF ALLEGIANCE

AGENDA OVERVIEW

PUBLIC HEARINGS

T. Tsantoulis opened the Public Hearings at 6:38.

8.1 Public Hearing to accept Overtime Reimbursement from the FBI, during Federal fiscal year 2024. Reimbursement is not to exceed \$20,707.50 to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b (IIIa).

No Public Comment

8.2 Public Hearing to accept donations up to and over \$10,000 for the Light up the Village Event per RSA 31:95-b, III (a)

J. Sullivan- they have a good event planned for December 1st. We are doing a pre acceptance of the donations.

No public comment.

8.3 Public Hearing to Discuss Amending the Tax Increment Finance Plan

B. Thomas- there is no action required here tonight.

The purpose of this agenda item is to hold a public hearing on October 25, 2023, at the regularly scheduled Town Council meeting to present and take public comment on amending the March 23, 2017 adopted TIF district plan (that was revised on January 26, 2022) in accordance with NH RSA 162-K.

The Town is contemplating the amendment of the current Tax Increment Finance (TIF) District plan to incorporate the following: Remove parcel 17-39 off Cross Road as listed and as shown on the attached plan. This lot is zoned LDR (Low Density Residential). It was added to the TIF District on January 26, 2022, because it was deemed necessary to place utilities on the lot to service the Granite Woods development. The utility work has since been completed and both water and sewer utilities have been installed on the abutting property. The TIF Committee recommended the removal at their meeting of November 21, 2022. Based on the information above, there is no need for this property to remain in the TIF District.

D. Boutin motioned to close the Public Hearing; seconded by J. Pinard.

Vote in favor 7-0

SPECIAL RECOGNITION

Hooksett Municipal Employee - New Hire

A. Garron- no changes this week.

PUBLIC INPUT - 15 MINUTES

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

PUBLIC INPUT RULES

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

Wayne Gortell- 33 Park Lane- thank you for your service. I'm here regarding the revaluation. The letter stated just the new value and had to do the research on my prior assessment and found it went up 70%. There is this huge void of how this information came to be and I think there is an opportunity for the Town to publish some information on how the assessment process works. I went to the Town Assessor and the town's value increased significantly in value. I am asking the town to publish a meaningful draft of the assessment process and provide an example of what this means to them. A void need to be filled. Goffstown has a great example on their website of what they did.

J. Pinard- the town receives a USPAP manual that does document the process and what went into the assessments.

Jason Hyde 36 Edgewater Drive- I don't know if the Town is aware that the Sewer Commission is suing the Town, they don't feel that the Budget Committee has authority over their budget. I have been subpoenaed to go to court. It has cost us \$19,000 over this. I and other Budget Committee members have had to take days off from work to attend these hearings. I don't believe that a Board that is servicing the Town has the right to sue a Town. I believe that a Board that is willing to sue a Town that does not want the Town to have oversight over their budget, should not exist. I ask that you have the Town Administrator see what it will take to get the Sewer Commission under his purview. My thought is that it will take a Warrant Article. If it will only take a Warrant Article, then I ask that you put one further and have the Sewer Commission under you.

Casey Robinson- I am currently homeless, family service is trying to work with me on that. I am currently unable to work with Patricia Carusso. I am unable to be here without police presence. The municipality that worked very hard to keep me safe has also been undermining my safety in keeping me safe. My request to meet with the Town Administrator has been denied and I feel it has been an abuse of power. I have been sleeping in my truck for the past 13 days with my 2 service dogs. I filled out a new application on the 18th. I also filled out one on the 20th when Mr. Flynn was taken out of retirement. I am here today that at 2:45 Mr. Flynn was unable to provide me with shelter. I do intend to sue if we are unable to resolve these issues. I am due my rights to be given assistance within 72 hours.

T. Tsantoulis- I don't know what to say to you today, I will follow up. I am saddened to see the state that you are in right now.

Casey- I was told that the former Family services director still has authority over my case. The RSA states you have to assist me within 72 hours.

TOWN ADMINISTRATOR'S REPORT

A. Garron- there was a public information session held with NHDOT taking a lead on the Route 3 project. We had a really good turnout of 40 people, and a lot of concerns were raised.

Dave Smith Project Manager from NHDOT for Route 3- last year we did present to the public. We have had several working groups to find the right solution. We had a very lively discussion. We heard last night was concern for a few aspects of the project which was the raised median and the roundabout. What it warrants is to take a step back and look at the improvements and revisit the scope of

improvements and re-ask the questions. Do we need a 5-lane typical; do we need a 3-lane typical is the roundabout appropriate. We are trying to engage the public. The discussion last night warrants a revisit.

D. Boutin – I want to raise concerns about how traffic is going to be managed there and having an island there is a serious impediment.

A. Garron- one of the things that came out of last night was to add to the working group. We presented the options before the Council already and ultimately that's what the Council supported to move forward. The DOT was amenable to expanding the working group to accommodate a local business owner to sit on the group.

D. Boutin – how much land will be taken for the roundabout.

D. Smith- there will likely be strip acquisition, I don't have exact numbers.

D. Boutin- is the roundabout a single or double lane?

D. Smith- it is a hybrid.

R. Duhaime- why is this getting pushed out.

D. Smith- because of the public input concerns.

R. Duhaime- what is it going to take to get this moving along?

D. Smith- we put a survey out to find that right solution, and we thought we had that solution, and that 5-lane solution is what we presented last night and got significant opposition to that approach.

A. Garron- I would strongly suggest that at the next meeting you come. We want to move this forward. When we are at the meeting, we get to see the data and a snapshot of that. Last night we had a lot of good comments, and it makes you want to pause and think about how we proceed in the future, and a lot of good feedback was given. There were about 30-40 people in attendance who live and work in that corridor.

SCHEDULED APPOINTMENTS

11.1 Town of Hooksett and DPW Teamsters Local 633 CBA Contract Effective July 1, 2024

J. Pinard motioned to approve the Town of Hooksett and DPW Teamsters Local 633 CBA Contract Effective July 1, 2024; seconded by D. Boutin.

Roll Call Vote #5

J. Sullivan Aye

J. Pinard Aye

R. Duhaime Aye

A. Walczyk Aye
R. Lapierre NP
K. Judge Abstain conflict of interest
J. Durand NP
D. Boutin Aye
T. Tsantoulis Aye

Vote in favor 6-0-1

11.2 Debie Clayton, HealthTrust Benefits Advisor - CY2024 Health Insurance Renewal Rates

D. Fitzpatrick- we will be going over our CY 2024 benefits from HealthTrust. HealthTrust is our broker and Anthem and Delta Dental are our providers. We are in a group pool of 300 members.

Debie Clayton, HealthTrust Benefits Coordinator- Every October the HealthTrust Board of Directors meets to set rates for the following year. The time period used to set rates for calendar year 2024 has seen an unprecedented increase in the overall claims volume and increased severity and volume of high dollar claims. Cancer is currently the most costly treatment group of HealthTrust's population, coming in four times higher than the second highest of chronic kidney disease. Other items, such as the cost and utilization of specialty drugs, newly indicated weight loss drugs, and losses within the investment portfolio due to downturns in the financial market have impacted the level of rate adjustments for next year. Specialty drugs now make up nearly 55% of total drug costs. These medications can be very expensive however we are seeing that they can greatly improve someone's length and quality of life. Also contributing to the 2024 rate change is the fact that while claims were rising higher than projected, the Capital Adequacy Reserve was reduced below our target level that has been adopted by our Board of Directors. To begin the process of rebuilding the Capital Adequacy Reserve, a 5% Capital Risk Charge is included in your rate change. Trend is also a contributing factor in setting rates. Trend is an estimate of the amount that medical costs and utilization will increase from when they were incurred during the experience period to when they will be incurred during the rating period. For this time period, a trend factor of 5.1% was utilized. When rates are set in October of 2023 for the following calendar year, trend is compounded over 20-months which equates to 8.6%. The largest component of contributions continues to be claims, at almost 90%. Overall, our January medical, the average rate change was 12.8% with a low of 3.9% to a high of 25%. – In the January renewal there are a total of 160 Member Groups. 27 of those have over 50 eligible employees and are considered large and are individually rated like yourselves. There are also 133 Member Groups that have fewer than 50 eligible employees and they are part of our small group rating unit. The Medical Rate Change for the Town of Hookset Combo is 11.3% 4.7% Dental (all rated together) It's important to note that Hookset is still lower than the average overall (line graph in staff report) – The overall rate adjustment for all January Groups is 12.8%; Hookset is 11.3% – The six year average for Hookset is 6.7% while the January overall average is 7.2% – Another important thing to note is where your Base Rate lies. All individually rated groups have different rates. For example, the Town's family rate for the Site of Service plan may be \$2500 per month, while another Group might pay \$3200 per month for the same plan. The Town of Hookset's Base Rate is currently 3.4% lower than average. The majority of the Town's enrollment is in the ABSOS20/40, or Site of Service plan with the six-tier prescription drug benefit. This medical benefit is number two in terms of overall HealthTrust enrollment. We see this as a very cost-effective plan as it introduces consumerism in certain areas of coverage, allowing

individuals the opportunity to avoid deductible expenses if they use in-network, lower cost, Site of Service Location Ons. The Town also offers a Health Reimbursement Arrangement or HRA alongside this plan to assist individuals with deductible expenses. From time to time the Town may want to explore other HealthTrust benefit options which is why we always include an option sheet in the rate package. Questions?

R. Duhaime- do you look at other companies and how they compare?

D. Fitzpatrick- we did look and switch in 2016 and had a quick increase. You will see that the % increase does go up, but it goes along with claims. Post covid claims are increasing. HT overall is capping at 25%.

J. Sullivan motioned to continue the current health and dental plan options and for CY2024 for active non-union employees & retirees under 65 years and 65 years of age and older with the one change to increase non-union employee premium contribution for HMO AB201PDED from 15% to 20%. D. Boutin seconded the motion.

The details for active non-union employees, effective January 1, 2024:

1. HealthTrust-Anthem Blue HMO AB201PDED (01L)-R10/25/40M10/40/70/3K(L) - \$250/\$750
 - a. 20% employee premium contribution
 - b. allow the employee to establish their own FSA account
2. HealthTrust-Anthem Blue HMO ABSOS20/40/1KDED (01L)- R10/25/40M10/40/70/55K(L)- \$1,000/\$3,000
 - a. no employee premium contribution
 - b. allow the employee to establish their own FSA account
 - c. Town pays 50% of deductible through HRA account after the first * below is paid by the employee
 - i. *Single plan = \$400
 - ii. *Two-person plan = \$750
 - iii. *Family plan = \$1,000
3. HealthTrust-Anthem Lumenos 2500 (01L) \$2,500/\$5,000
 - a. no employee premium contribution
 - b. allow the employee to establish their own HSA account
 - c. allow the employee to establish their own limited FSA account (dental and vision only)
4. Health Trust – Delta Dental plans 1 flex, 2A flex, 5 flex

Note: (5) union contracts have their respective negotiated rate language in their contracts (see attached).

The details for retirees under 65 years of age effective January 1, 2024:

1. HealthTrust-Anthem Blue HMO AB201PDED (01L)-R10/25/40M10/40/70/3K(L) - \$250/\$750
 - a. 100% retiree premium contribution

2. HealthTrust-Anthem Blue HMO ABSOS20/40/1KDED (01L)- R10/25/40M10/40/70/55K(L)- \$1,000/\$3,000
 - a. 100% retiree premium contribution

The details for retirees under 65 years of age effective January 1, 2024, CONTINUED:

3. HealthTrust-Anthem Lumenos 2500 (01L) \$2,500/\$5,000
 - a. 100% retiree premium contribution
 - b. allow the employee to establish their own HSA account
 - c. allow the employee to establish their own limited FSA account (dental and vision only)
4. Health Trust – Delta Dental plans 1 flex, 2A flex, 5 flex - 100% retiree premium paid

The details for retirees 65 years of age and older effective of January 1, 2024:

1. MC3 (01L)-R10/25/40M10/40/70(LCY) 100% retiree premium contribution
2. MCNRX (01L) 100% retiree premium contribution
3. Health Trust – Delta Dental plans 1 flex, 2A flex, 5 flex - 100% retiree premium paid

Roll Call Vote #6

J. Durand Abstained was not present

R. Lapierre NP

K. Judge Nay

D. Boutin Aye

J. Pinard Aye

J. Sullivan Aye

A. Walczyk Aye

R. Duhaime Aye

T. Tsantoulis Aye

Vote in favor 6-1-1

11.3 Jolene Archambeault - Saturday cease work request

J. Archambeault- Today I'm writing with a plea for a change. We are asking the town for special permission to cease work on US RTE 3 / 1461 Hooksett Road property – Ridgeback Storage project on Saturdays. The property is nestled between residential areas - Granite Hill Condos and Granite Brook MHP. Heavy construction happens on Saturdays. Sometimes all day. (7am till 5pm) Large rocks are dug up, dumped, and moved all day with large equipment. The reverse alarm sound on the construction equipment sounds all day and earthwork echoes through the open areas. It is very disruptive to the people living on Thames Road and Gary Ave Hooksett, NH. We recognize that the noise ordinance 00-32 includes Saturdays. Although, this is a special circumstance, and this project has been delayed many times. In turn, this project has dragged on and the residents haven't had much peace in their own

homes or yards during the week and weekends. Especially, through the summer months when we like to be outside enjoying the weather. In this proximity, it's a substantial amount of loud construction noise, creates dusty air when they dump behind our homes, trucks and tractors expel smelly fumes and is a nuisance without any trees. Would you include our request on the next town council agenda to discuss please? We look forward to working with you to resolve this situation soon and peacefully. There is no buffer here at all, there are no trees, no leaves. The Town recommended that I write in a letter requesting you make them cease operation on Saturday.

J. Sullivan- it is an ordinance, does the Council have any authority to make an exception to the ordinance? Would it require a change to the ordinance in regard to construction.

A. Garron- the noise ordinance does fall under the Councils authority. If you make a change to Saturdays, then it affects everyone, not just the one requesting the exception. If the Council were to make a change to the ordinance, then they would have to go through the appropriate channels to make it official.

T. Tsantoulis- for us to make a change to the ordinance will have large ramifications all around. I understand your concerns and the impact that it has on your community. The larger impact that it has on the community is something that we have to consider.

D. Boutin- Mr. Chair I am sad you are not sympathetic to the residents here; this is a big issue. This project is affecting these people's lives and we are the only ones who can do anything about it. We are being asked to do something and we need to do something to protect them.

B. Thomas- sometimes the developers are willing to work with the Towns. The developers may not know there is a complaint and may be willing to work with us if we ask them to possibly adjust their construction work time.

T. Tsantoulis- please don't leave here thinking we don't care, but we have to make decisions that are prudent.

D. Boutin- the suggestion that the Town Engineer made makes sense.

D. Boutin motioned to direct the Town Administrator to work with the Town Engineer to speak with the Developer and ask that he refrain from operating equipment in the am on Saturdays; seconded by J. Durand.

Vote in favor 4-3

CONSENT AGENDA

J. Sullivan motioned to approve the consent agenda 12.1 and 12.2 as presented; seconded by D. Boutin.

Vote in favor 8-0

12.1 To accept the grant in the amount of \$3,132.50 from the Bureau of Justice Assistance; Patrick Leahy Bulletproof Vest Partnership, to the Town of Hooksett for the Hooksett Police Department per RSA 31:91-b: III(b) and return the funds to the Police Department's, 2023-2024, 2024-2025 and/or 2025-2026 fiscal year budgets under the uniform equipment line.

12.2 Accept State of NH Dept of Safety - Division of Fire Standards & Training & EMS funds reimbursed to the Town of Hooksett, NH in the amount of \$1,525.05 for Hooksett Fire-Rescue Department members overtime costs from June 2023 training class, per NH RSA 31:95-b III(b).

NOMINATIONS AND APPOINTMENTS

J. Sullivan motioned to appoint Dena Vaudrien as a member to the Heritage Commission for a term to expire 6/30/2025; seconded by D. Boutin.

Vote in favor 8-0

J. Sullivan motioned to appoint Stephanie Perry as a member to the Heritage Commission for a term to expire 6/30/2025; seconded by D. Boutin.

Vote in favor 8-0

BRIEF RECESS

Recess taken at 8:04 pm return at 8:18 pm.

OLD BUSINESS

15.1 Martins Ferry Road/North River Road Intersection – Timber Bridge Information

B. Thomas- I have provided some photos of bridges of similar design located in other towns. The price difference between a concrete bridge and a timber bridge is \$225,000-250,000. The Timber bridge is less.

D. Boutin – this is in a residential area and will fit in nicely.

15.2 FY 2024-25 Budget and Warrant Articles

C. Tewksbury- we have 3 articles for you to review and move today.

J. Sullivan moved to recommend and place on the ballot the sum of \$50,000.00 to be added to the Emergency Radio Communications Capital Reserve Fund previously established; seconded by D. Boutin.

Roll Call Vote #7

J. Pinard Aye

K. Judge Aye

R. Lapierre NP

R. Duhaime Nay

A. Walczyk Aye

J. Durand NP

J. Sullivan Aye

D. Boutin Aye

T. Tsantoulis Aye

Vote in favor 6-1

J. Sullivan will 1st and D. Boutin will 2nd at the deliberative session.

D. Boutin moved to recommend and place on the ballot the sum of \$175,645.00 to purchase Body worn Cameras with accessories for the Police Department; seconded by X.

Roll Call Vote #8

R. Lapierre NP

R. Duhaime Aye

J. Sullivan Aye

A. Walczyk Aye

J. Durand NP

J. Pinard Aye

D. Boutin Aye

K. Judge Aye

T. Tsantoulis Aye

Vote in favor 7-0

K. Judge will 1st and R. Duhaime will 2nd at the deliberative session.

J. Sargent- This will pay the sum of a five-year lease with one payment. Two and a half years into the contract the body camera company provides completely new equipment. There is strong support for Police Departments to be equipped with body-worn cameras. Nationwide studies have reported that police departments are seeing that the presence of body-worn cameras often improves officer performance as well as the conduct of the community members who are recorded. The Capital Improvement Plan Committee voted to support this request and recommended funding a warrant article in FY 2024- 2025 for this project. The Department would continue to function, however, to provide the Community of Hooksett with the best possible service, the addition of these cameras will bring another level of transparency for the public. Instead of reading a report to see what happened the event will be able to be viewed and listened to for better clarity when fielding complaints or

providing more accurate information to the courts or even if it requested by a member of the public as a right to know request.

K. Judge- do we currently have body cameras in the Police Department?

J. Sargent- No

A. Walczyk- I have heard support for this in the community.

J. Sullivan moved to recommend and place on the ballot a warrant article to establish a Police Equipment Capital Reserve Fund under provisions of RSA 35:1 to replace certain police equipment and to raise and appropriate the sum of \$50,000.00 to be placed in this fund. Further, to name the Town Administrator as agents to expend from said fund; seconded by D. Boutin.

Roll Call Vote #9

J. Durand NP

D. Boutin Aye

J. Pinard Aye

R. Duhaime Nay

K. Judge Aye

A. Walczyk Aye

J. Sullivan Aye

R. Lapierre Aye

T. Tsantoulis Aye

Vote in favor 6-1

K. Judge will 1st and D. Boutin will 2nd at the deliberative session.

15.3 Town Council 2023/2024 Goals Update

A. Garron- Goal #1 no update on that yet. Goal #2 that will be part of the TA instruction to Dept Heads when we start the next budget preparation. Goal #3 a letter was sent to Eversource and sent them this goal and she will be in touch with me. Goal #4 and #5 no update.

NEW BUSINESS

16.1 To accept Overtime Reimbursement from the FBI, during Federal fiscal year 2024 (Federal FY 2023 starts October 1, 2023, and ends September 30, 2024). Reimbursement is not to exceed \$20,707.50 to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b (IIIa).

T. Tsantoulis motioned to close the PH on 16.1; seconded by D. Boutin.

Vote in favor 7-0

T. Tsantoulis motioned to accept Overtime Reimbursement from the FBI, during Federal fiscal year 2024 (Federal FY 2023 starts October 1, 2023, and ends September 30, 2024). Reimbursement is not to exceed \$20,707.50 to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b (IIIa); seconded by D. Boutin.

Roll Call Vote #10

K. Judge Aye
J. Sullivan Aye
R. Lapierre NP
J. Pinard Aye
D. Boutin Aye
J. Durand NP
A. Walczyk Aye
R. Duhaime Aye
T. Tsantoulis Aye

Vote in favor 7-0

16.2 Accept donations totaling over \$10,000 for the Light up the Village Event per RSA 31:95-b, III(a).

T. Tsantoulis close the PH on 16.2.

T. Tsantoulis motioned to accept donations totaling over \$10,000 for the Light up the Village Event per RSA 31:95-b, III(a); seconded by D. Boutin.

Roll Call #11

J. Sullivan Aye
R. Lapierre NP
J. Durand NP
J. Pinard Aye
K. Judge Aye
A. Walczyk Aye
R. Duhaime Aye
D. Boutin Aye
T. Tsantoulis Aye

Vote in favor 7-0

APPROVAL OF MINUTES

D. Boutin motioned to approve the public minutes of October 11, 2023; seconded by J. Sullivan.

Vote in favor 6-1

A. Walczyk motioned to approve the non-public minutes of October 11, 2023; seconded by D. Boutin.

Vote in favor 7-0

TOWN ADMINISTRATOR'S REPORT

A. Garron- Shawn Dumont the Assistant Crew Chief in the Highway Division is being awarded his NH Masters Road Scholar certificate that required 100 contact hours of training courses. Shawn has been working towards this through his 7 years of service and required courses in the following categories: environmental, safety, supervisory, and technical. Thomas Bartula Crew Chief in the Highway Division is being awarded his NH Masters Road Scholar 2 certificate that required 150 contact hours of training courses. Tom has been working towards this on and off throughout his 23-year career and it is a great achievement.

SUB-COMMITTEE REPORTS

A. Walczyk- the Conservation Commission is still in the process of finishing the river walk trail. It has been a long time coming so we are hoping to coincide with a couple of events next year.

J. Sullivan- Planning Board will be making changes to some Zoning changes. Changes to the flood plane requirements and changing a zoning on the map and a change to the 50ft frontage requirement and maintaining that it is continuous. They will also be doing a rules of procedure changes.

PUBLIC INPUT- None

ADJOURNMENT

D. Boutin motioned to adjourn the meeting at 8:56 pm. Seconded by J. Pinard.

All in favor 7-0

Respectfully submitted,

Alicia Jipson

Alicia Jipson

Recording Clerk

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, November 1, 2023**

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The Hooksett Town Council met on Wednesday, November 1, 2023, at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of Nov 1, 2023, to order at (6:00) pm.

PROOF OF POSTING

Chair Tsantoulis provided proof of posting.

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor Jodi Pinard, Councilor Roger Duhaime, Chair Timothy Tsantoulis, Councilor Alex Walczyk, Councilor Randall Lapierre, and Councilor Keith Judge (arrived at 7:40).

Absent: Councilor David Boutin and Councilor John Durand

PLEDGE OF ALLEGIANCE

AGENDA OVERVIEW

SPECIAL RECOGNITION

Hooksett Municipal Employee - New Hire

A Garron- we welcome Matthew Webber, Police Officer.

PUBLIC INPUT - none

SCHEDULED APPOINTMENTS- none

Carrie Hyde - Old Home Day Update

C. Hyde- the change of the date was great due to the wind. We have never rescheduled a OHD due to weather. On Sunday when I set up, I could tell the poles had shifted. For next year it is scheduled for Saturday September 21, 2024. If it ends up being a windy day, I'd suggest rescheduling it for the Sunday after. For next year I am in contact with groups. It is hard to find volunteers. I also want to work more with some sponsors and really try and keep it a free event. The expenses were a little over \$13,000. Plus, the Town puts in additional expenses like the fireworks, stage and porta potties. We lost about 25% of vendors and many of our volunteers.

42 J. Sullivan- it seems that in the last few years we have had a shortfall of funds, and I want to be sure
43 that you are including all amounts given by the Town. I want to make sure you are looking at all
44 aspects, so we don't have a shortfall again.

45
46 C. Hyde- I don't participate in the DPW budget, I do know they pay for the fireworks, and they did ask
47 us to reduce the size of the stage.

48
49 **CONSENT AGENDA**

50
51 *J. Sullivan motioned to approve the consent agenda 10.1-10.4 as presented; seconded by A. Walczyk.*

52
53 *Vote in favor 6-0*

54
55 **10.1 Halloween Donation**

56
57 **10.2 Donation of a Bicentennial Mural created by Hooksett's 7th grade students with a value of**
58 **approximately \$220.00 per RSA 31:95-e:II.**

59
60 **10.3 Accept 5 sets of rain guards (vent visors) from Lund International at no charge, to the Town of**
61 **Hooksett for the Hooksett Police Department per RSA 31:95-e:II.**

62
63 **10.4 Donation in the form of labor from the North Manchester Hooksett Little League group in the**
64 **amount of \$900 per RSA 31:95-b, III (b).**

65
66 **NOMINATIONS AND APPOINTMENTS- none**

67
68 **BRIEF RECESS- none**

69
70 **OLD BUSINESS**

71
72 **13.1 Amend the Tax Increment Finance Plan to Remove Parcel 17-39 from the TIF District**
73 **Item 13.1 will be moved to a future meeting.**

74
75 **FY 2024-25 Budget and Warrant Articles.**

76
77 C. Tewksbury- we will be discussing 9 warrant articles tonight; we did get the renewals for the Health
78 Insurance. I applied those increased rates to the plans employees currently are on. The impact is about
79 \$127,004.

80
81 *R. Lapierre motioned to increase the 2023-2024 budget by \$127,004 to cover the changes in Health*
82 *and Dental insurance, bringing the total budget to \$21,717,184; seconded by A. Walczyk.*

83
84 **Roll Call Vote #2**

85 *R. Duhaime Aye*

86 *J Durand NP*

87 *J. Pinard Aye*

88 ***R. Lapierre Aye***

89 ***A. Walczyk Aye***

90 ***D. Boutin NP***

91 ***K. Judge NP***

92 ***J. Sullivan Aye***

93 ***T. Tsantoulis Aye***

94

95 ***Vote in favor 6-0***

96

97 T. Tsantoulis- when HealthTrust was here last week, we talked about opt outs. Is it time for an
98 employee to opt out?

99

100 C. Tewksbury- that process will start soon. We won't know the impact until the end of open enrollment
101 which is in December. Only the current employees opted out the numbers would go up. If an employee
102 opted out of a medical plan, then the cost would go down.

103

104 D. Fitzpatrick- right now we offer a flat \$5,000 for not taking Health Insurance. We increased the
105 stipends, this year so instead of the flat \$5,000 employees can now get \$5,000, \$7,500, or \$10,000.

106

107 ***J. Sullivan moved to recommend and place on the ballot the sum of \$30,000.00 to be added to the***
108 ***Conservation Land Improvements Capital Reserve Fund previously established; seconded by A.***
109 ***Walczyk.***

110

111 ***Roll Call Vote #3***

112 ***D. Boutin NP***

113 ***J. Pinard Aye***

114 ***A. Walczyk Aye***

115 ***J. Durand NP***

116 ***R. Duhaime Aye***

117 ***J. Sullivan Aye***

118 ***R. Lapierre Aye***

119 ***K. Judge NP***

120 ***T. Tsantoulis Aye***

121

122 ***Vote in favor 6-0***

123

124 J. Sullivan- beyond this what is the plan for appropriate spending of this warrant article.

125

126 C. Robertson- we want to do a stewardship plan for Quimby Mountain. We have been removing
127 invasive plants from the area. At Pinnacle Park we are talking about invasive plant removal.

128

129 A. Walczyk will 1st and R. Duhaime will 2nd at the deliberative session.

130

131 ***J. Sullivan moved to recommend and place on the ballot the sum of \$10,000.00 for the purpose of***
132 ***repairing headstones and monuments in the Heads, Martins and Riverside Cemeteries; seconded by***
133 ***A. Walczyk.***

134

135 **Roll Call Vote #4**

136 ***A. Walczyk Aye***

137 ***R. Lapierre Nay***

138 ***J. Pinard Aye***

139 ***R. Duhaime Aye***

140 ***J. Durand NP***

141 ***K. Judge NP***

142 ***J. Sullivan Aye***

143 ***D. Boutin NP***

144 ***T. Tsantoulis Aye***

145

146 ***Vote in favor 5-1***

147

148 J. Pinard will 1st and J. Sullivan will 2nd at the deliberative session.

149

150 M. Horn- we have had it in the budget before, we will have the revised regulations in front of the
151 Council at a public hearing. Other towns have been successful in raising funds to fix headstones and get
152 them back in a suitable manner.

153

154 ***R. Lapierre moved to recommend and place on the ballot the sum of \$60,000.00 to be added to the***
155 ***Revaluation Capitol Reserve Fund previously established; seconded by A. Walczyk.***

156

157 ***R. Duhaime motioned to table the discussion; seconded by J. Pinard.***

158

159 ***Vote in favor 4-2***

160

161 C. Tewksbury- this is twice the amount that we typically do. What we have done in the past is a
162 statistical update. This is to prepare for a full revaluation where we go to each of the properties in
163 2028.

164

165 A. Garron- my understanding with this is that all the revaluations have been statistical up to date, and
166 every so often we need to do a full update and that is what we are doing here.

167

168 R. Duhaime- this was defeated last year, and this is required by law, so it needs to be funded one way
169 or another.

170

171 ***R. Duhaime moved to recommend and place on the ballot the sum of \$135,000.00 to be added to the***
172 ***Town Wide Digital Mapping Systems Capital Reserve Fund; seconded by A. Walczyk.***

173

174 **Roll Call Vote #6**

175 ***J. Durand NP***

176 ***R. Lapierre Aye***

177 ***K. Judge NP***

178 ***D. Boutin NP***

179 ***J. Pinard Aye***

180 *J. Sullivan Aye*
181 *A. Walczyk Aye*
182 *R. Duhaime Aye*
183 *T. Tsantoulis Aye*

184
185 *Vote in favor 6-0*

186
187 A. Walczyk will 1st and R. Duhaime will 2nd at the deliberative session.
188

189 *A. Walczyk moved to recommend and place on the ballot an Information Technology (IT) Capital*
190 *Reserve Fund under the provisions of RSA 35:1 to replace and upgrade technology and*
191 *communication equipment as necessary and appropriate the sum of \$40,000.00 to be placed in this*
192 *fund; further, to name the Town Administrator as agent to expend from said fund; seconded by J.*
193 *Sullivan.*

194
195 *Roll Call Vote #7*

196 *J. Pinard Aye*
197 *K. Judge NP*
198 *R. Lapierre Aye*
199 *R. Duhaime Aye*
200 *A. Walczyk Aye*
201 *J. Durand NP*
202 *J. Sullivan Aye*
203 *D. Boutin NP*
204 *T. Tsantoulis Aye*

205
206 *Vote in favor 6-0*

207
208 R. Duhaime will 1st and J. Sullivan will 2nd at the deliberative session.
209

210 *J. Sullivan moved to recommend and place on the ballot the sum of \$250,000.00 to be added to the*
211 *Fire Apparatus Capital Reserve Fund; seconded by J. Pinard.*

212
213 *Roll Call Vote #8*

214 *R. Lapierre Aye*
215 *R. Duhaime Nay*
216 *J. Sullivan Aye*
217 *A. Walczyk Aye*
218 *J. Durand NP*
219 *J. Pinard Aye*
220 *D. Boutin NP*
221 *K. Judge NP*
222 *T. Tsantoulis Aye*

223
224 *Vote in favor 5-1*

225

226 J. Sullivan will 1st and R. Duhaime will 2nd at the deliberative session.

227

228 **J. Sullivan moved to recommend and place on the ballot the sum of \$177,500.00 to be added to the**
 229 **previously established Capital Reserve Funds and to apportion the sum among several funds as listed**
 230 **below; seconded by A. Walczyk.**

231 **Air Packs & Bottles \$ 27,500.00**

232 **Fire Rescue Tools & Equipment 150,000.00**

233 **Total\$ 177,500.00**

234

235 **Roll Call Vote #9**

236 **J. Durand NP**

237 **D. Boutin NP**

238 **J. Pinard Aye**

239 **R. Duhaime Nay**

240 **K. Judge NP**

241 **A. Walczyk Aye**

242 **J. Sullivan Aye**

243 **R. Lapierre Nay**

244 **T. Tsantoulis Aye**

245

246 **Vote in favor 4-2**

247

248 S. Colburn- these funds will be to replace old equipment. The radios need replacing. The thought was
 249 to increase this for a few years and then we can back this down to less once the radios are all replaced.

250

251 **A. Walczyk moved to recommend and place on the ballot the sum the sum of \$186,184.00 for salary**
 252 **and benefits to hire two (2) full-time firefighters; seconded by J. Sullivan.**

253

254 **Roll Call Vote #10**

255 **K. Judge Abstained not here for conversation**

256 **J. Sullivan Nay**

257 **R. Lapierre Nay**

258 **J. Pinard Nay**

259 **D. Boutin NP**

260 **J. Durand NP**

261 **A. Walczyk Aye**

262 **R. Duhaime Nay**

263 **T. Tsantoulis Nay**

264

265 **Vote fails 1-5-1**

266

267 S. Colburn- The goal of this request is to add 2 additional firefighters on a rotating day shift schedule to
 268 bring staffing levels to 8 during the day. This proposal Identifies three areas the Fire Department seeks
 269 to address- Overtime reduction, apparatus response and maintain staffing levels at a minimum of 7.
 270 The Fire Rescue Department realizes that there are financial constraints that affect the Towns decision
 271 regarding long term staffing cost. The Fire-Rescue Department is also aware of the critical need for

272 increased staffing to bring the Department closer to the national standard. NFPA 1710 recommends
 273 that each company be staffed with four firefighters, including a company officer, and that the company
 274 officer must remain as part of the company. This request would bring Department staffing to 8
 275 firefighters during the day shift hours (0700-1900) in line with NFPA 1710. If the warrant is approved,
 276 the overtime line will be reduced by \$35,000. Any day shift time-off request will be filled using the day
 277 shift firefighter dropping the shift staffing to 7. Over the last 6 months, 45.08% of our incidents were
 278 overlapping incidents. This greatly reduces our availability of resources. Staffing at 7 (24/7) allows the
 279 department to staff an additional piece of apparatus to handle the call volume and reduce the need for
 280 mutual aid and our residents waiting for emergency personnel to arrive. In 2010 the Town approved
 281 hiring additional staffing, bringing the shift complement to 7 on-duty firefighters per shift dropping to a
 282 minimum of 6. Over the past 14 years, the call volume has increased 26.12%. with no increases in
 283 staffing. This warrant, if passed, will bring daytime on-duty firefighter staffing to 8 with the ability to
 284 drop to a minimum of 7 personnel on-duty 24 hours a day, 7 days a week.

285

286 A. Garron- the reason I did not support this was I think it is still premature. I applaud the information
 287 provided. When we were first talking about this, I didn't have this information. Overtime is always an
 288 issue; it is what it is but also having sat on the negotiating team for the last several years was the idea
 289 to save money in overtime by having a floater historically the overtime has not gone down and it
 290 continues to be an issue we struggle with. Unless we do something dramatic it won't decrease
 291 overtime. I think the information they have; I'd like to see how the additional 2 firefighters will do to
 292 the operations of the department. I want to see departments doing the proper planning like the Fire
 293 Department has. When we look at increases like this, we also need to look at the offsets.

294

295 R. Duhaime- we are more of an ambulance service than a Fire department. You have overlapping
 296 equipment because you are sending a truck along. I see mutual aid at the scenes as well. With
 297 development we are having more services and improvements that make the department's jobs easier.

298

299 S. Colburn- we do a lot of services calls, EMS, traffic accidents, ultimately, we are not the big cities. We
 300 have people who are trained on a lot of equipment. All our staff are multi trained and we bounce
 301 around multi apparatus. We take pride in what we do and the level of service that we provide. We
 302 were awarded EMS unit of the year out of the entire state, and I think that speaks to what we do. At
 303 some point without additional staffing, we are going to have issues with not being able to answer calls.

304

305 **R. Lapierre moved to recommend and place on the ballot the sum of \$126,490.00 for an increase in**
 306 **salaries and benefits for non-union full-time and part-time Town personnel; seconded by A. Walczyk.**

307

308 **Roll Call #11**

309 ***J. Sullivan Aye***

310 ***R. Lapierre Aye***

311 ***J. Durand NP***

312 ***J. Pinard Aye***

313 ***K. Judge Aye***

314 ***A. Walczyk Aye***

315 ***R. Duhaime Aye***

316 ***D. Boutin NP***

317 ***T. Tsantoulis Aye***

318

319 **Vote in favor 7-0**

320

321 R. Lapierre will 1st and J. Pinard will 2nd at the deliberative session.

322

323 **NEW BUSINESS**

324

325 **14.1 Quarterly Financial Report as of September 30, 2023**

326

327 C. Tewksbury- we still have to obligate \$97,000 in ARPA funds. The general fund operating budget is
 328 26% spent and that is trending in line toother years. The administration budget is 27% spent and was
 329 \$50,000 over last year. The fire rescue budget is 23% spent, the FY23-24 is \$200,00 more than the
 330 FY22-23 budget. The majority of that is due to union raises and the rest is operational expenses. We
 331 did have a few vacant positions that have since been filled in September. The Police budget is
 332 approximately \$300,000 more than last year's budget and that is for 2 cars and the wage increases for
 333 employees. The budget is 23% spent and that is a little less than the year before and that is due to
 334 unfilled positions. The PW budget is FY23-24 budget is about \$350,000 more than last year's budget
 335 and it is related to encumbrances. The general fund revenues are 35% collected and that is up from last
 336 year. Interest & penalties are at 6%. In the spring is when we get collections. Lay year we did collect
 337 \$120,000 and I will be reducing this to \$150,000. Building permit revenues are going down. Fees
 338 collected are going in a downward trend. State of NH revenues come in at different times. Interest on
 339 deposits is doing very well. I will increase this to \$425,000 which will be good for the tax rate.

340

341 **APPROVAL OF MINUTES- none**

342

343 **TOWN ADMINISTRATOR'S REPORT**

344

345 A. Garron- I wanted to report on the swearing in of new officers that took place this am.

346

347 **PUBLIC INPUT- None**

348

349 **NON-PUBLIC SESSION NH RSA 91-A:3 II C and E.**

350

351 ***T. Tsantoulis motioned to enter NON-PUBLIC SESSION NH RSA 91-A:3 II C and E; seconded by J.***
 352 ***Sullivan.***

353

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

358 (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or
 359 filed by or against the public body or any subdivision thereof, or by or against any member thereof
 360 because of his or her membership in such public body, until the claim or litigation has been fully
 361 adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any
 362 body or board shall not constitute a threatened or filed litigation against any public body for the
 363 purposes of this subparagraph.

364

365 **Roll Call Vote #12**

366 ***D. Boutin NP***

367 ***A. Walczyk Aye***

368 ***J. Durand NP***

369 ***J. Pinard Aye***

370 ***K. Judge Aye***

371 ***R. Lapierre Aye***

372 ***J. Sullivan Aye***

373 ***R. Duhaime Aye***

374 ***T. Tsantoulis Aye***

375

376 ***Vote in favor 7-0***

377

378 ***J. Sullivan motioned to leave non-public session of November 1, 2023, seconded by R. Lapierre.***

379

380 ***Vote in favor 6-0***

381

382 ***J. Sullivan motioned to seal the Non-Public minutes of November 1, 2023; seconded by R. Lapierre.***

383

384 **Roll Call Vote #13**

385 ***K. Judge NP***

386 ***D. Boutin NP***

387 ***J. Sullivan Aye***

388 ***R. Lapierre Aye***

389 ***A. Walczyk Aye***

390 ***R. Duhaime Aye***

391 ***J. Durand NP***

392 ***J. Pinard Aye***

393 ***T. Tsantoulis Aye***

394

395 ***Vote in favor 6-0***

396

397 **ADJOURNMENT**

398

399 ***T. Tsantoulis motioned to adjourn the meeting at 9:16 pm. Seconded by J. Sullivan.***

400

401 ***All in favor 6-0***

402

403

404 **Respectfully submitted,**

405

406 ***Alicia Jipson***

407 **Alicia Jipson**

408 **Recording Clerk**