



AGENDA

Town of Hooksett Town Council

Wednesday, September 13, 2023 at 6:00 PM

A meeting of the Town Council will be held Wednesday, September 13, 2023 in the Hooksett Municipal Building commencing at **6:00 PM**.

	Page
1. CALL TO ORDER	
2. PROOF OF POSTING	
3. ROLL CALL	
4. PLEDGE OF ALLEGIANCE	
5. AGENDA OVERVIEW	
6. PUBLIC HEARINGS	
6.1. Public Hearing to accept a grant for \$384,170 from the New Hampshire Drinking Water & Groundwater Trust Fund per RSA 31:95 b, III (a) (see new business item). Staff Report - SR-23-161 - Pdf	5 - 10
7. SPECIAL RECOGNITION	
7.1. Hooksett Municipal Employee - New Hire	
8. PUBLIC INPUT - 15 MINUTES	
9. SCHEDULED APPOINTMENTS	
9.1. Town Charter - Proposed Amendments - Answers with Atty Matt Serge Staff Report - SR-23-159 - Pdf	11
9.2. Jude Nuru and Dan Weeks, ReVision Energy - Solar Array Options Staff Report - SR-23-155 - Pdf	13 - 54
9.3. NH 3A/Hackett Hill Road and NH 3A/Main Street - Request for Approval to Award Engineering Study Contract to McFarland-Johnson for \$379,617.50. Mr. Gene McCarthy, P.E., Engineer for McFarland-Johnson, and Bruce Thomas, Town Engineer will be present to answer any questions regarding the project. Staff Report - SR-23-158 - Pdf	55 - 94
10. CONSENT AGENDA	
10.1. To accept grant funds up to \$2,500 from the Concord Regional Crimeline, 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 operating budget under the uniform equipment line. Staff Report - SR-23-160 - Pdf	95
11. NOMINATIONS AND APPOINTMENTS	
12. BRIEF RECESS	

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

13. OLD BUSINESS

- 13.1. Phase II Town Owned Properties 97 - 130
[Staff Report - SR-23-154 - Pdf](#)
- 13.2. Solar Array Options 131
[Staff Report - SR-23-156 - Pdf](#)
- 13.3. Update On Old Home Day, September 16, 2023, Town Council Booth 133 - 135
[Staff Report - SR-23-157 - Pdf](#)

14. NEW BUSINESS

- 14.1. Accept grant for \$384,170 from the New Hampshire Drinking Water & Groundwater Trust Fund for Water Main Extension on Meadowcrest Road. 137
[Staff Report - SR-23-162 - Pdf](#)
- 14.2. Request to revisit and discuss the Juneteenth Holiday 139
[Staff Report - SR-23-153 - Pdf](#)

15. APPROVAL OF MINUTES

- 15.1. Public: August 23, 2023 141 - 159
[Town Council - 23 Aug 2023 - Minutes](#)
- 15.2. Non-Public: August 23, 2023

16. TOWN ADMINISTRATOR'S REPORT

17. TOWN COUNCIL FUTURE AGENDA ITEMS

18. INFORMATIONAL ITEMS AND CORRESPONDENCE

19. SUB-COMMITTEE REPORTS

20. PUBLIC INPUT

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

22. ADJOURNMENT

PUBLIC INPUT

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

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

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.

Town Council
STAFF REPORT



To: Town Council
Title: Public Hearing to accept a grant for \$384,170 from the New Hampshire Drinking Water & Groundwater Trust Fund per RSA 31:95 b, III (a) (see new business item).
Meeting: Town Council - 13 Sep 2023
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The Town was awarded a grant for \$384,170 from the New Hampshire Drinking Water & Groundwater Trust Fund to extend a water main on Meadowcrest Road (see attached plan for location). The proposed water main extension was designed as part of the current TIF construction project being conducted by the Port One (Granite Woods) development, but due to the cost, this work was eliminated from Port One's project.

The benefit of the project is that it provides a "Loop" in the water system to better serve Hooksett Village Water District customers, and residents.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Open Public Hearing per RSA 31:95 b, III (a), listen to public comments.
Close Public Hearing and see New Business item.

SUGGESTED MOTION:

None. See New Business Item for approval.

TOWN ADMINISTRATOR'S RECOMMENDATION:

See new Business

ATTACHMENTS:

[Public Hearing Notice to Union Leader 9-5-23](#)
[001 DWGTF- Hooksett Approval Letter](#)
[002 Locus Map](#)
[003 Certificate of Authority](#)

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Town of Hooksett Town Council hereby provides notice that it will hold a public hearing to accept a grant for \$384,170 from the New Hampshire Drinking Water & Groundwater Trust Fund per RSA 31:95 b, III (a) to install a water main on Meadowcrest Road. The public hearing is scheduled for Wednesday, September 13, 2023, at the Hooksett Municipal Building, 35 Main Street, at 6:00PM. Any questions can be directed to the Town Engineer at (603) 419-4003 or bthomas@hooksett.org.



**NEW HAMPSHIRE DRINKING WATER
& GROUNDWATER TRUST FUND**



Commission Members

Hon. William W. Boyd III
NH Business Community,
Chair

Josh Elliott
Governor's Designee

Hon. David Watters
NH State Senate

Hon. Jeb Bradley
NH State Senate

Hon. Linda Gould
NH House Representative

Hon. Peter Pettrigno
NH House Representative

Rachel Miller
NH State Treasury

Robert Scott
NH Department of
Environmental Services

Michele Roberge
Division of Public Health

Michael Bergeron
NH Economic Development

Michael Dionne
NH Fish and Game

Jason Gagnon
NH Water Pollution Control
Association

Hon. Rick Russman
State & Regional Land Trusts

Marco Philippon
NH Water Works Association

Bernie Rousseau
Public Member

Andrea Kenter P.G.
Public Member

Debra Paul
Town Selectmen

Bruce Breton
Town Selectmen

Vacant
Public Member

Andre Garon
Town of Hooksett
35 Main Street, Hooksett New Hampshire

Subject: Drinking Water and Groundwater Trust Fund- Drinking Water Construction Special Project Assistance Program

On August 15, 2023, the NH Drinking Water and Groundwater (DWGTF) Advisory Commission reviewed the *Hooksett Route 3A Infrastructure Expansion Project* application for the Drinking Water Construction Special Project Assistance Program. The project met the eligibility and was considered for funding based on the merits that the project will help complete a project that will supply water to an unserved area to support economic growth.

The Advisory Commission authorized a grant to the Town of Hooksett to additive alternates under Contract 2 and complete the service loop.

Funds Approved by the DWGTF Advisory Commission: Grant Award \$384,170

The next step to obtain your funding is to submit a [Drinking Water Infrastructure Project: Final Application](#) and include a [Certificate to Accept Grant Funds](#) and [Environmental Review Form](#). The Town of Hooksett will enter into a grant agreement with the State, which must be approved by the Governor and Executive Council. Any non-construction project-related work that has been completed may be eligible for reimbursement once the funding agreements are in place and approved by the Governor and Executive Council. The portion of construction work funded by this grant may not start without Governor and Executive Council approval and completion of an Environmental Review.

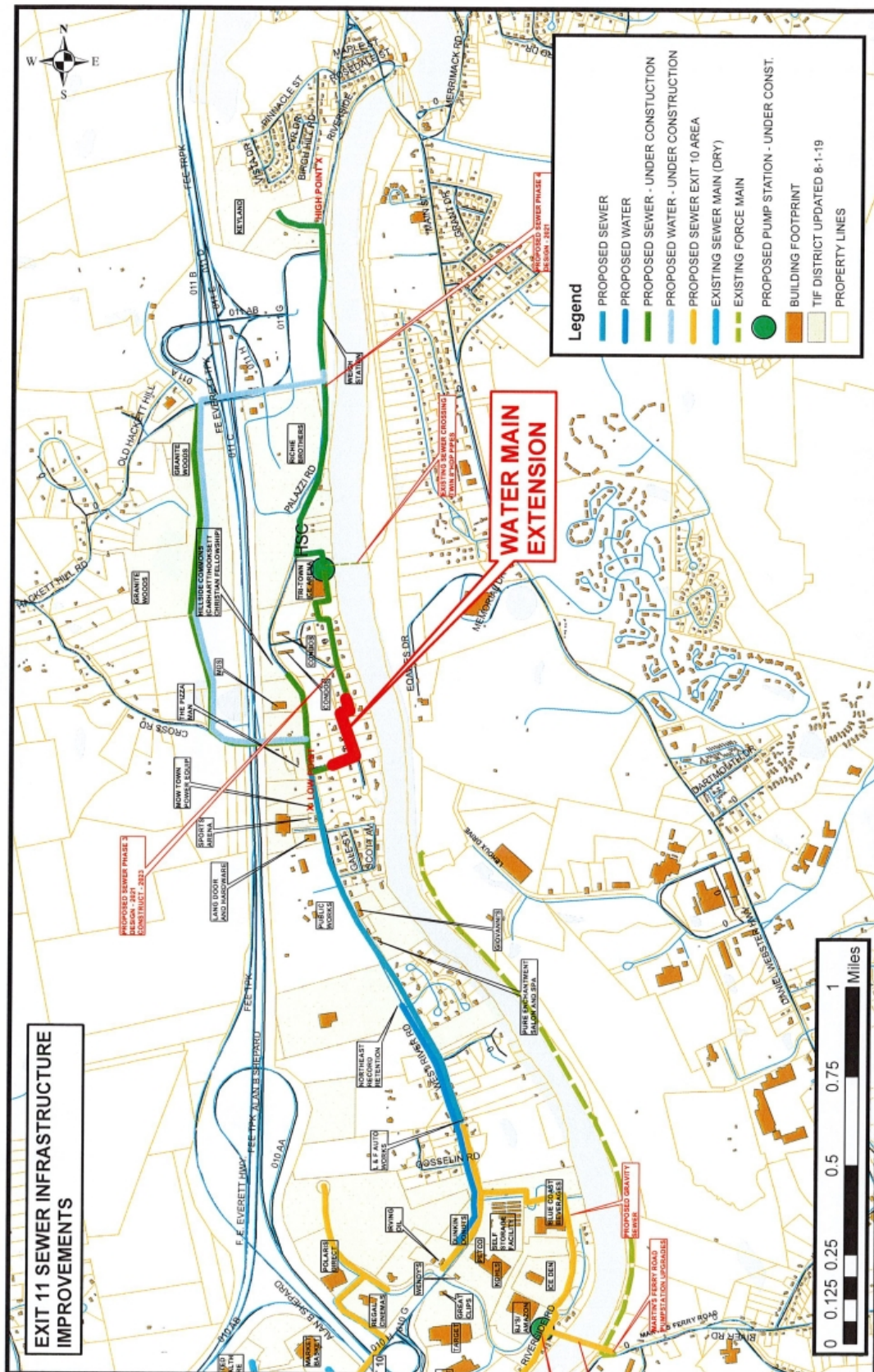
The DWGTF administrative staff can offer an informational meeting for your team to provide an overview of the grant process. If you have any questions, please contact me at 603-271-8321 or at cheryl.a.bondi@des.nh.gov.

Sincerely,

Cheryl Bondi, Ph.D.
Drinking Water and Groundwater Trust Fund
New Hampshire Department of Environmental Services

Cc: Dave Mercier, Underwood Engineers, Inc.
Randy Suozzo, NHDES DWGB Project manager
Jen Brady, NHDES MtBE Environmental Review Coordinator

Cheryl.A.Bondi@des.nh.gov | (603) 271-8321
<https://www4.des.state.nh.us/nh-dwg-trust/>





Town of Hooksett

CERTIFICATE OF AUTHORITY

I, Timothy Tsantoulis, Chairman of the Hooksett Town Council do hereby certify that:

The Hooksett Town Council at its meeting on September 13, 2023, voted to accept the grant for \$384,170 from the New Hampshire Drinking Water & Groundwater Trust Fund.

IN WITNESS WHEREOF, I have hereunto set my hand as the Chairman the ____ day of September, 2023.

Timothy Tsantoulis, Chairman

Town Council
STAFF REPORT



To: Town Council
Title: Town Charter - Proposed Amendments - Answers with Atty Matt Serge
Meeting: Town Council - 13 Sep 2023
Department: Administration
Staff Contact: Wendy Baker, Executive Assistant

BACKGROUND INFORMATION:

Discussion was tabled at the 8/28/23 Town Council Meeting to obtain an answer to how the reduction of 9 to 7 members would officially take place. Final recommendation will be proposed and discussed at this meeting.

FINANCIAL IMPACT:

N/A

POLICY IMPLICATIONS:

Changes to the Charter.

RECOMMENDATION:

Hear answers to any previous and new questions and move to a Public Hearing for Charter Amendments.

SUGGESTED MOTION:

Remove item from the table
Move to have a Public Hearing for proposed Town Charter changes.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

Town Council
STAFF REPORT



To: Town Council
Title: Jude Nuru and Dan Weeks, ReVision Energy - Solar Array Options
Meeting: Town Council - 13 Sep 2023
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

At the August 23rd Town Council meeting, Jude Nuru and Dan Weeks presented options to the Town Council on how to proceed with a solar array at the old landfill site. Since a lot of information was presented at the meeting, the Town Council decided to digest the information and discuss at a later date. Jude and Dan are present to answer any additional questions the Council may have.

RECOMMENDATION:

Ask additional questions.
See Old Business for Staff Recommendation.

TOWN ADMINISTRATOR'S RECOMMENDATION:

See old business

ATTACHMENTS:

[ReVision Presentation for Town Council 8.23.23](#)



Solar for Town of Hooksett

Commercial/PPA Solar Proposal | June 2022



4 MW Town of Skowhegan, ME

Background & Qualifications

REVISION ENERGY



REVISION ENERGY



14,000+

clean energy projects
installed across New
England since 2003

400

Employee-owners
across 5 branches
in NH, ME, and MA

100%

Employee-owned
proudly certified
B Corporation





REVISION ENERGY

Mission: Empower our community to overcome the environmental, economic and social inequity caused by fossil fuels ... so our kids and grandkids can enjoy New England's clean air, water, and land just like we do.



Industry Honors & Associations

**ReVision Ranked #1 Rooftop Solar Contractor
in New England, #5 in U.S.**

Solar Power World Magazine (2017, 2018, 2019, 2020)



Business
of the Year



#1 NH Solar Company



PV Installation
Professional



ReVision Energy
★★★★★ 4.90



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Business Solar Partners include...

L.L.Bean



IDEXX
LABORATORIES



Bangor
Savings Bank



THROWBACK
BREWERY



CHAMBERLAIN



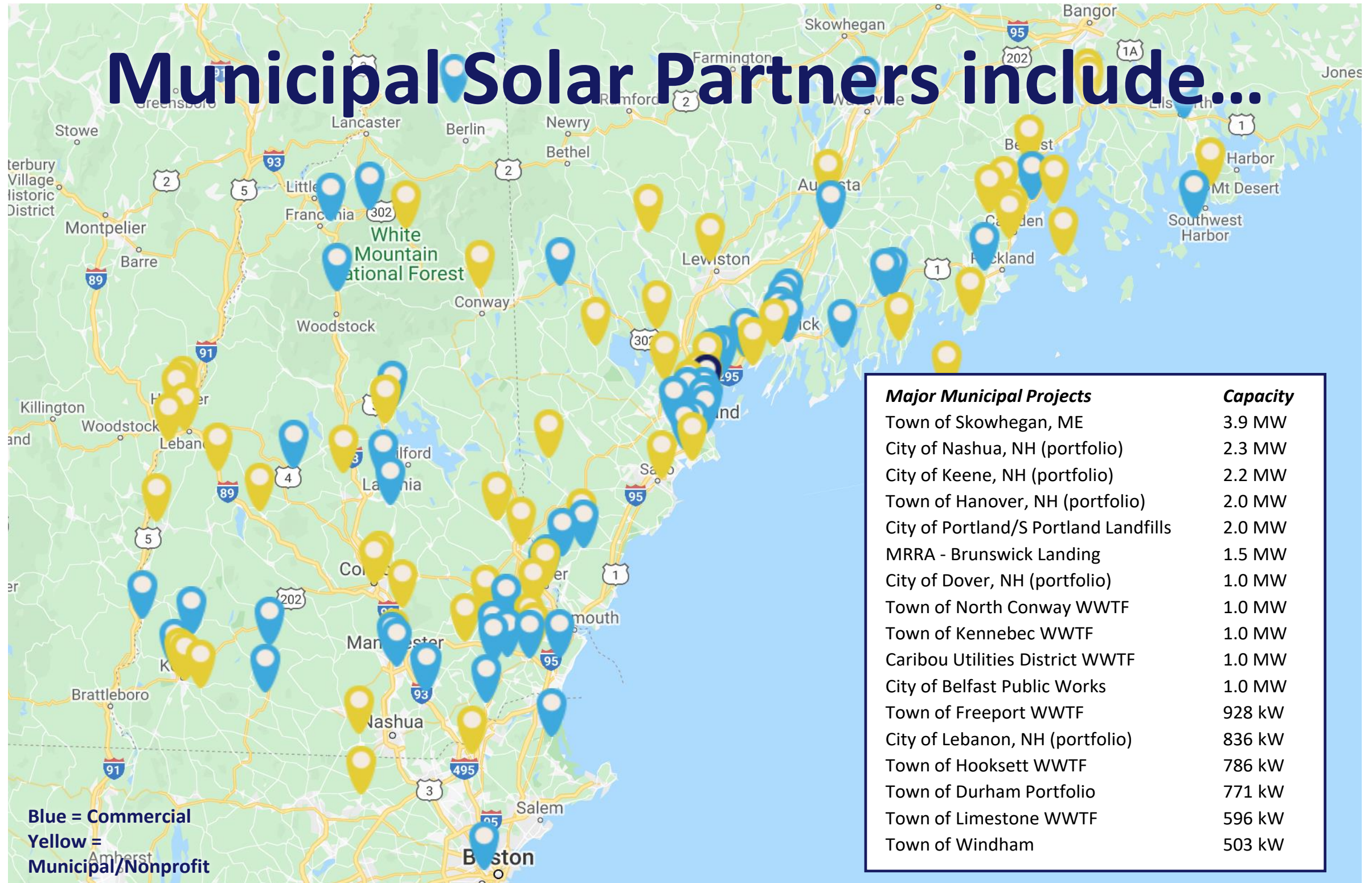
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Nonprofit Solar Partners include...



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Municipal Solar Partners include...



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Design & Engineering

Town of Hooksett

2022 Satellite Data



Site Visit Highlights



Engineer's Rendering

System capacity: 1.34MW

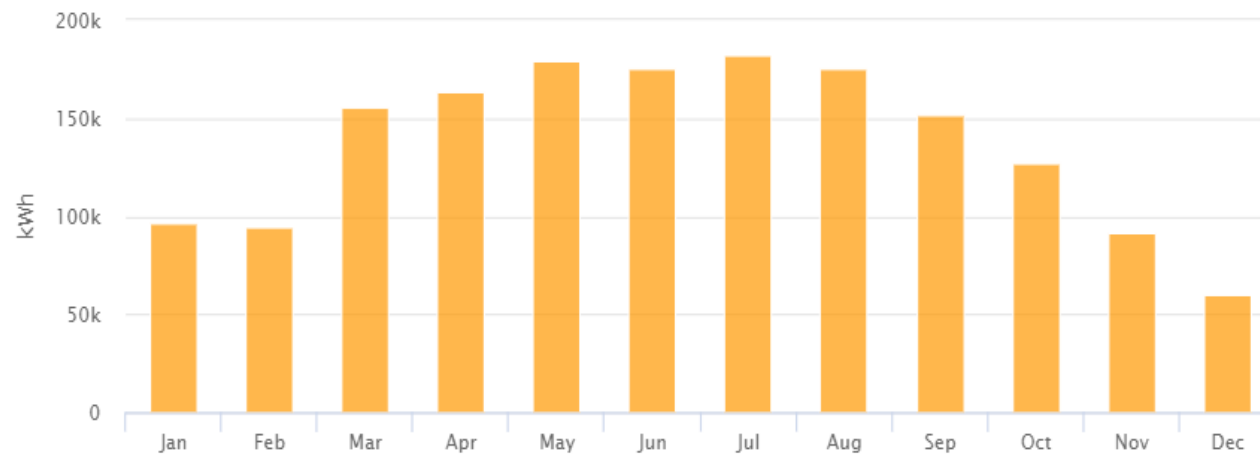
Panel Count: 2304

Inverter count: 16



Solar Annual Production Report

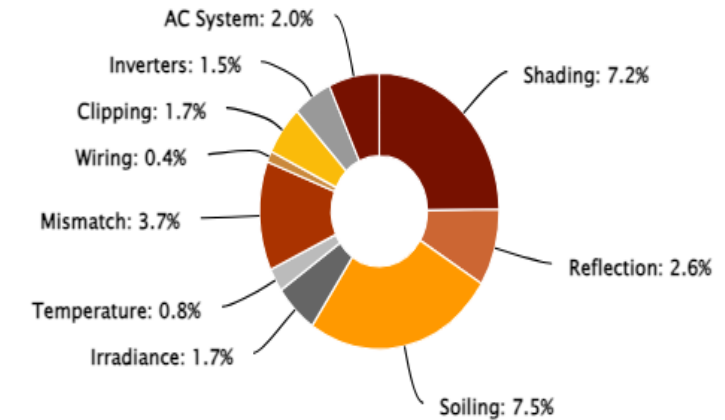
Monthly Production



Hide table

Month	GHI (kWh/m ²)	POA (kWh/m ²)	Shaded (kWh/m ²)	Nameplate (kWh)	Grid (kWh)
January	60.8	105.9	90.4	100,900.1	96,836.9
February	79.0	118.2	109.6	98,000.1	94,883.8
March	117.3	146.8	139.1	174,031.6	156,006.0
April	144.7	157.2	148.6	185,575.5	163,871.8
May	175.9	175.1	165.1	205,837.9	179,475.2
June	182.5	172.5	162.3	201,753.6	175,045.6
July	186.0	181.5	171.5	213,607.3	182,515.0
August	164.8	174.5	165.2	206,353.6	175,680.5
September	123.0	148.5	140.8	176,057.2	152,172.6
October	86.5	121.4	113.4	141,844.9	127,189.7
November	55.9	89.1	78.7	98,446.7	91,249.2
December	47.2	81.4	66.2	63,617.9	60,479.1

Sources of System Loss



Annual Production

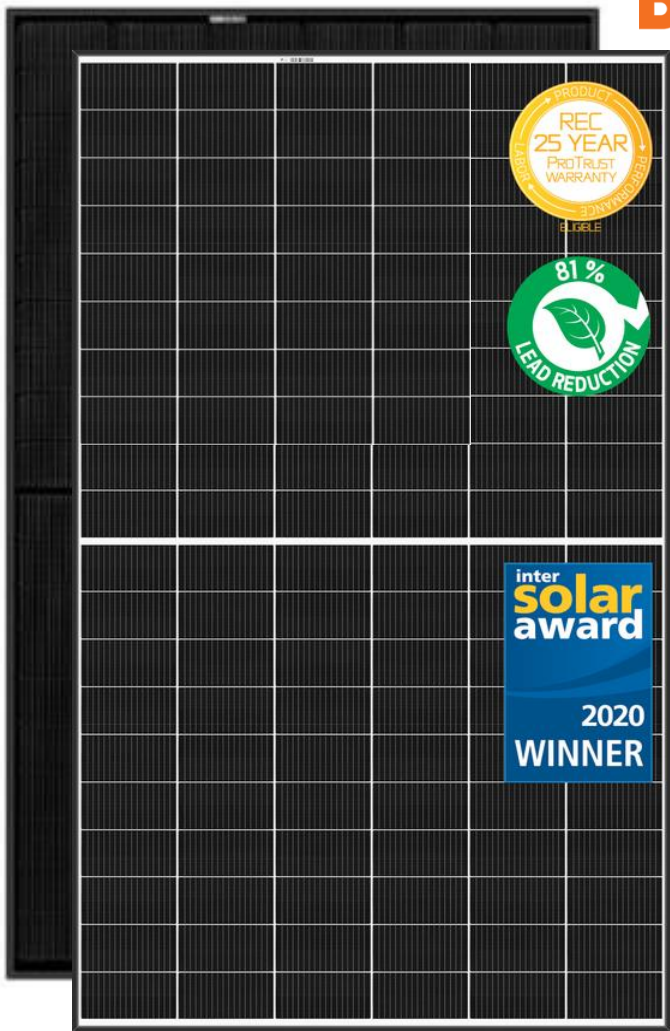
	Description	Output	% Delta
Irradiance (kWh/m ²)	Annual Global Horizontal Irradiance	1,423.6	
	POA Irradiance	1,672.1	17.5%
	Shaded Irradiance	1,551.0	-7.2%
	Irradiance after Reflection	1,510.2	-2.6%
	Irradiance after Soiling	1,396.9	-7.5%
	Total Collector Irradiance	1,396.8	0.0%
Energy (kWh)	Nameplate	1,866,026.5	
	Output at Irradiance Levels	1,834,188.1	-1.7%
	Output at Cell Temperature Derate	1,819,414.8	-0.8%
	Output After Mismatch	1,751,483.3	-3.7%
	Optimal DC Output	1,744,934.4	-0.4%
	Constrained DC Output	1,715,362.9	-1.7%
	Inverter Output	1,689,189.4	-1.5%
	Energy to Grid	1,655,405.6	-2.0%



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Major Components & Warranties (Ground)

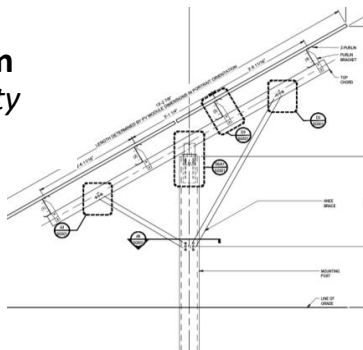
Solar Panels
330-475 watts (DC)
25-year warranty



Inverters & Monitoring
33-150 kW (AC)
10-20 year warranty



Racking System
25-year warranty

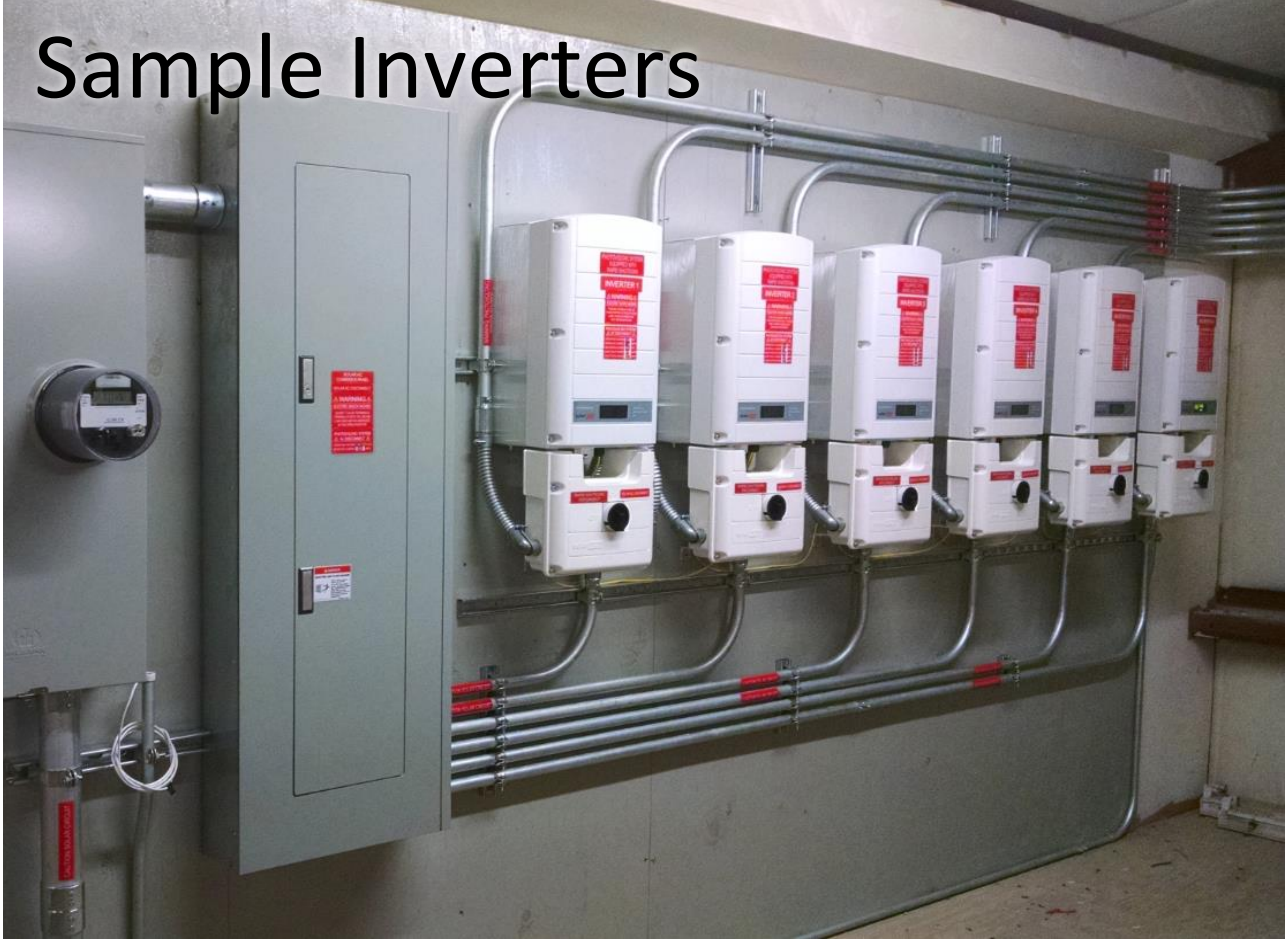


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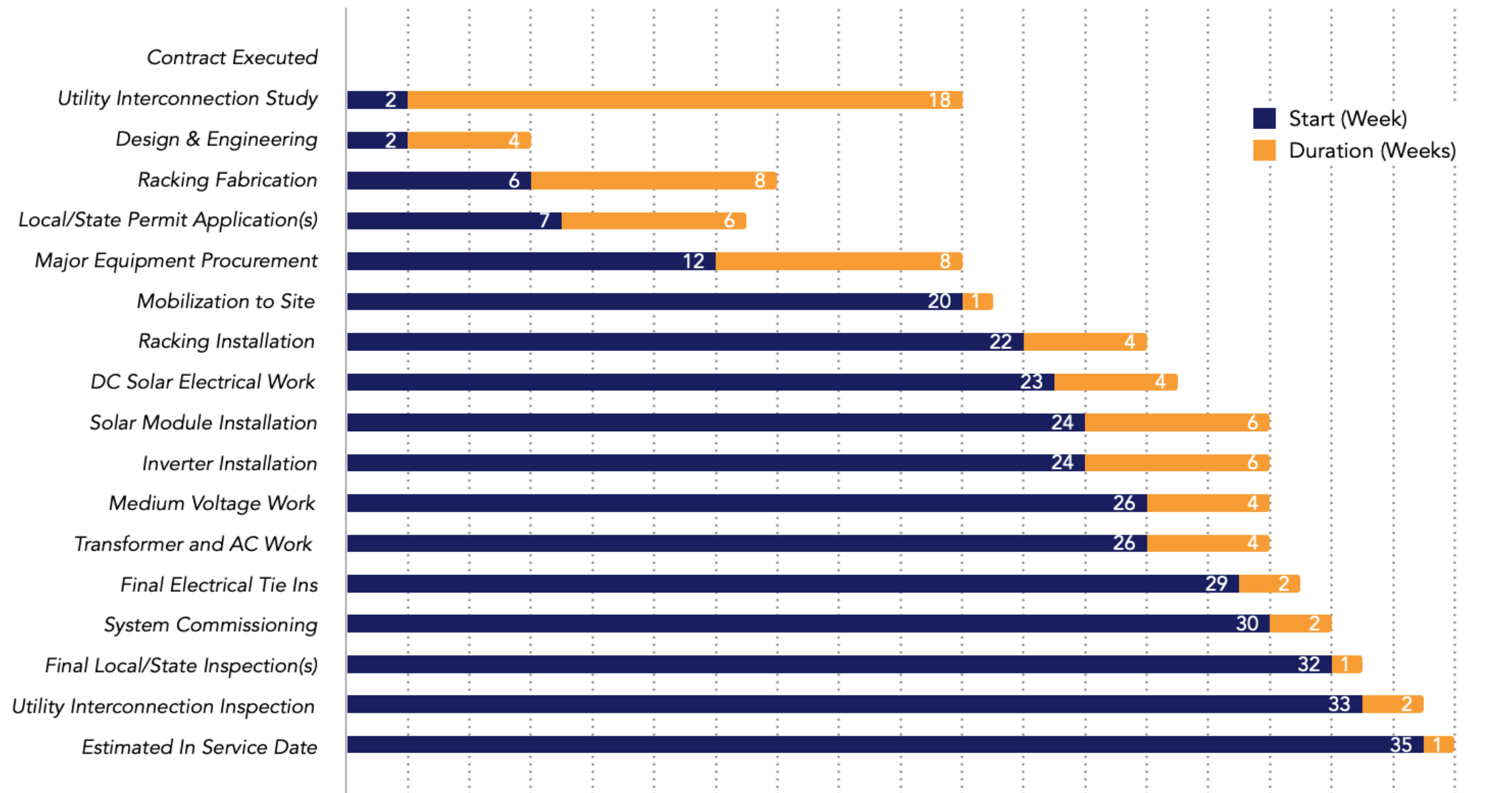
Sample Inverters



Solar Landfill Racking



Sample Construction Timeline (Large)



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Operations & Maintenance (O&M)

Performance Monitoring



80-Point Inspections/Maintenance



Founding Member

Innovation Partner



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Performance Package (O&M)

Performance Package Maintenance Schedule						
Service Item	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Major System Inspection	X		X		X	
Minor System Inspection		X		X		X
Daily Performance Monitoring	X	X	X	X	X	X
Remote Troubleshooting	X	X	X	X	X	X
Guaranteed Response Time	X	X	X	X	X	X
Annual Production Report	X	X	X	X	X	X
Annual Price*	\$5,490	\$3,940	\$5,655	\$4,058	\$5,819	\$4,176

6-year average annual price: \$4,856

Premium Package (O&M)

Premium Package Maintenance Schedule

Service Item	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Major System Inspection	X	X	X	X	X	X
Daily Performance Monitoring	X	X	X	X	X	X
Remote Troubleshooting	X	X	X	X	X	X
Guaranteed Response Time	X	X	X	X	X	X
Annual Production Report	X	X	X	X	X	X
Annual Price*	\$5,490	\$5,490	\$5,655	\$5,655	\$5,819	\$5,819

6-year average annual price: \$5,655

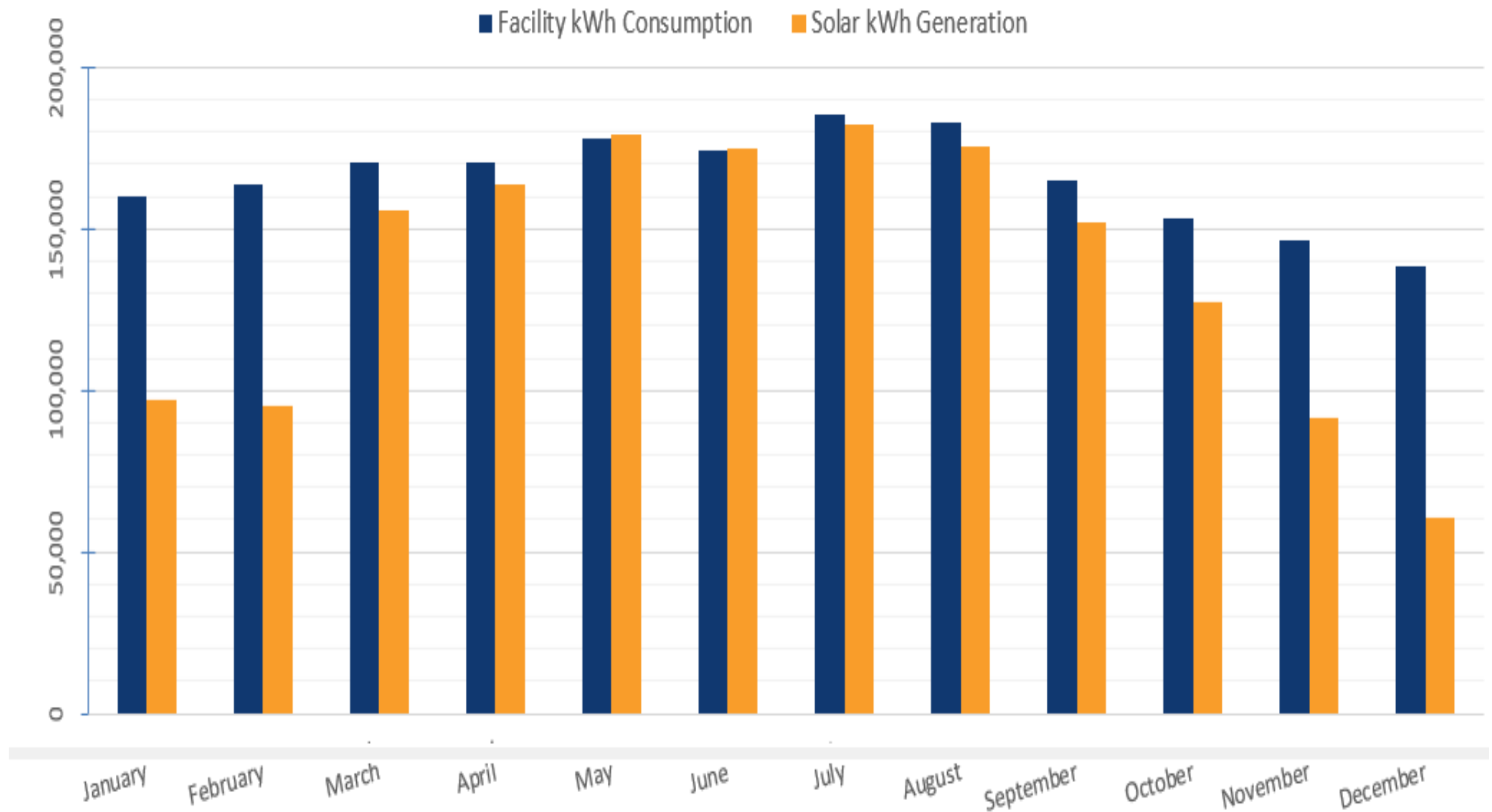


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Commercial Solar Financials

Town of Hooksett

Load Analysis & Solar Offset



Solar Financial Overview

Investment Summary

Turnkey System Cost	\$3,871,119
Permitting & Site Preparation Allowance	TBD
Utility Applications/Studies	\$25,500
Utility Upgrade Allowance	TBD
Annual O&M (Recommended)	\$9,016
Investment Tax Credit	-\$1,161,000
Rebate/Grant (Estimate)	\$0
Net investment	\$2,719,135

Pricing guaranteed for 30 days. Financing and lease options available.

Project Savings/Revenue

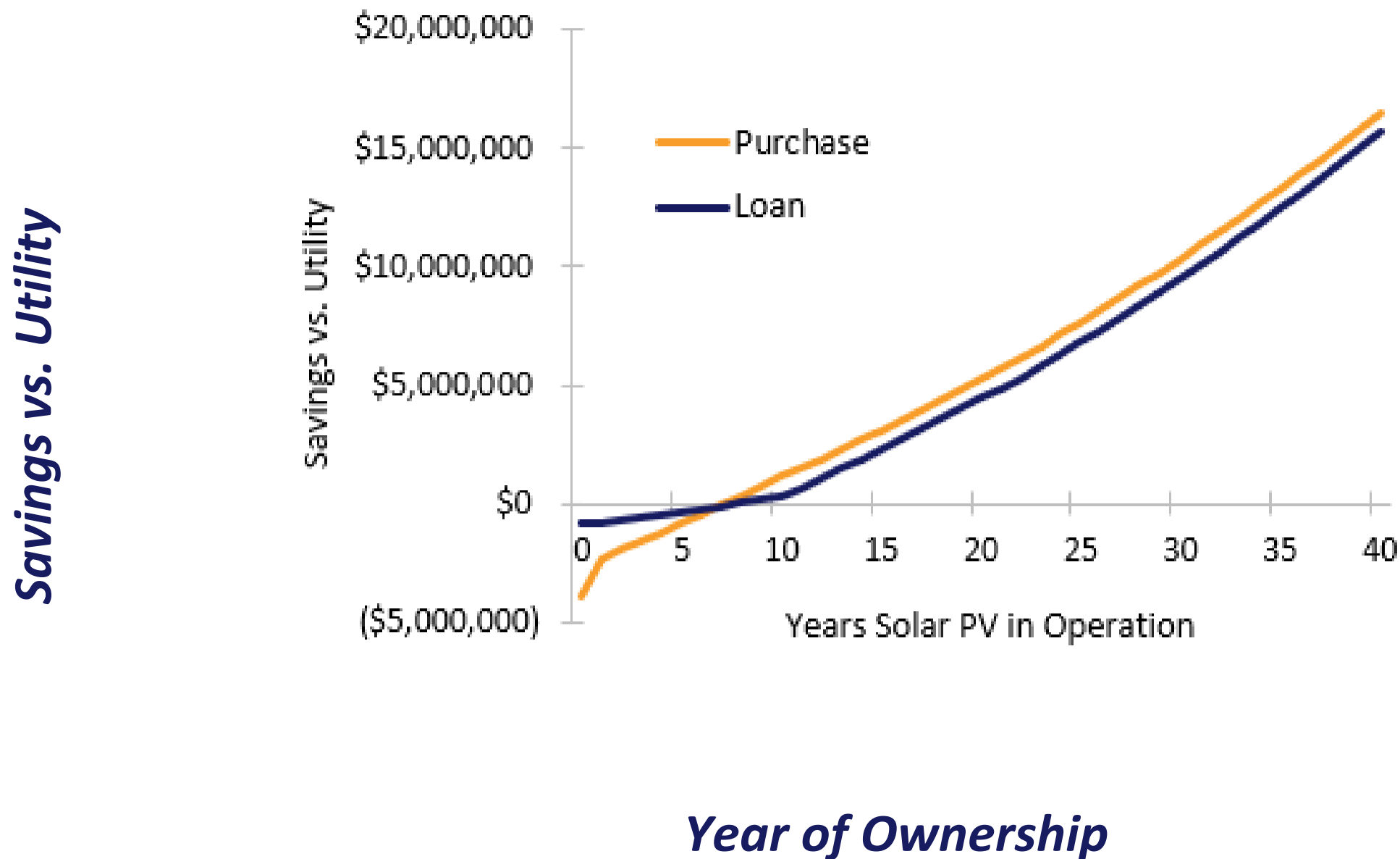
Energy Savings (Year 1)	\$323,128
Renewable Energy Credits (Year 1)	\$51,149
Simple Payback (Years)*	8
Purchase 25-Year Internal Rate of Return*	13.06%
25-Year Net Savings (Warranty Period)	\$7,655,794
40-Year Net Savings (Commercial Lifespan)	\$16,531,379

**Analysis assumes energy savings invested back into company (untaxed)*



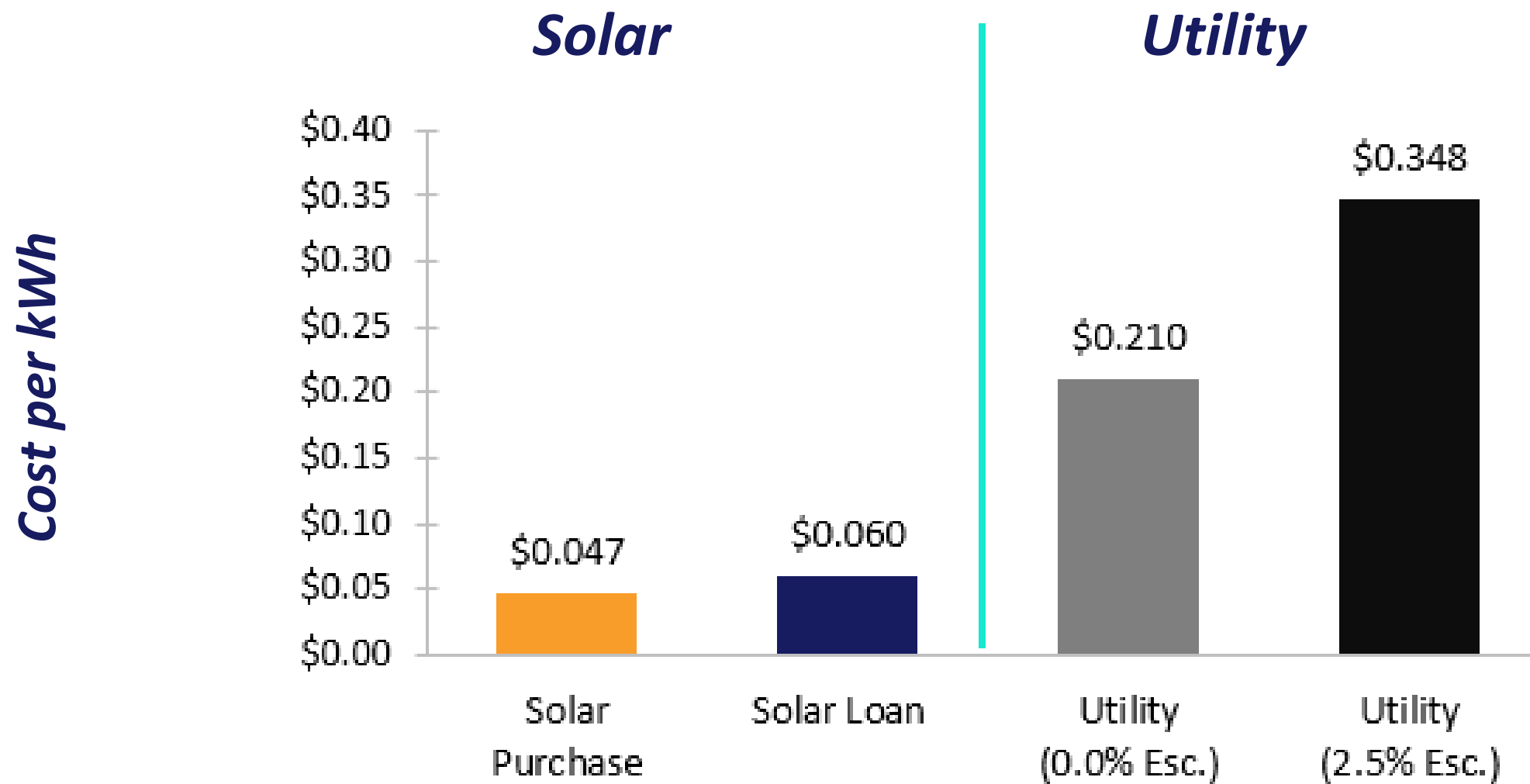
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Solar Savings Projection



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Solar Long-Term Cost of Energy



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Solar PPA Financials

Town of Hooksett

Solar Financing Overview

Challenge: Restricted Incentives

- Tax-exempt entities cannot access solar investment tax credit and depreciation
- High upfront capital expenditure
- Outright ownership results in extended payback absent incentives



Solution: Power Purchase Agreement

- Host nonprofit/municipality licenses roof or land for solar to mission-aligned investor
- Investor builds, owns, and operates array, selling solar power for less than utility rates
- Beginning in year 6, host may purchase solar array at a discount for maximum savings



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Solar PPA Structure

ReVision Impact Investor

- ▶ Provide capital and form solar LLC
- ▶ Build, own, operate array 5+ years
- ▶ Recoup investment through:
 - Federal tax credit, depreciation
 - Energy payments from nonprofit
 - REC sales, rebates (if applicable)
- ▶ Pass on savings by selling array to nonprofit in year 6 or later (optional)

Host Organization

- ▶ License roof/ground space for solar
- ▶ Purchase solar electricity produced on site at below-market rates
- ▶ Purchase solar array in year 6 or later (optional) at significant discount
- ▶ Maximize electricity cost savings by owning and operating solar array for full 40+ year lifespan

PPA

Finance Partner(s)

- *Tax Investor*
- *Major Donor*
- *ReVision Energy*

Special Purpose LLC

- *Build solar project*
- *Own, operate for 6+ yrs.*
- *Sell power to host org.*

PPA

Host Nonprofit

- *Lease space for solar*
- *Buy solar power*
- *Option to buy array*



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Solar Financial Overview

PPA Financial Summary

Upfront cost to Town of Hooksett	\$0.00
Operations & Maintenance (O&M) cost	\$0.00
Year 1 PPA rate (per kWh)	\$0.1150
PPA rate escalator starting year 2	2.0%
PPA term (minimum 5 years)	5-25 years
Year 6 early buyout estimate (optional)	\$2,424,812
Upfront cost financed by investor partner	\$3,848,908
<i>PPA rate offer good for 30 days from date above</i>	

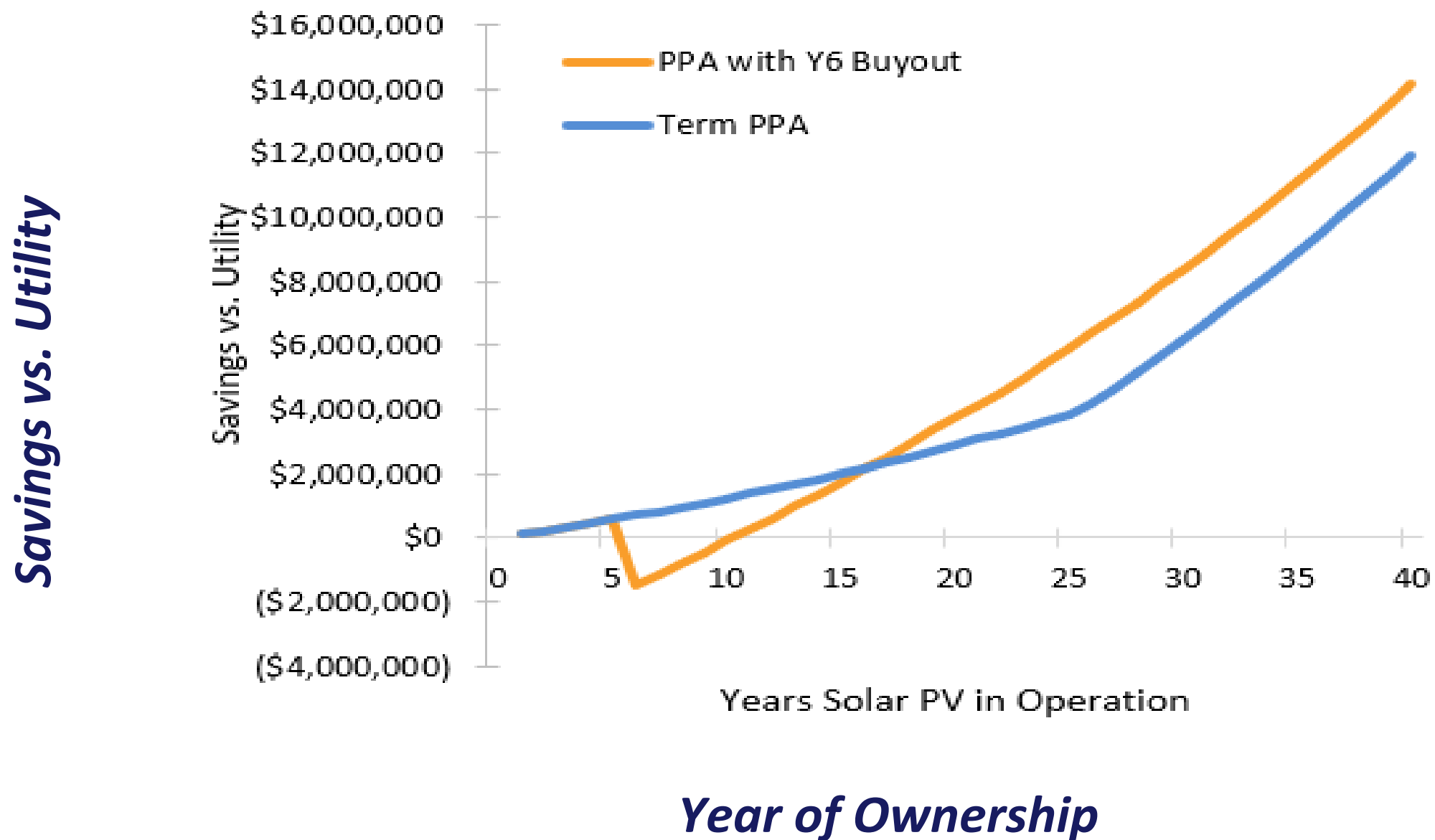
PPA Project Savings/Revenue

Estimated savings years 1-5 under PPA	\$576,000
Year 6 early buyout (optional) less savings	\$1,848,812
O&M cost after buyout (per year, optional)	\$9,954
Term PPA savings, no buyout	\$3,866,000
25-Year net savings with year 6 buyout	\$5,904,000
40-Year net savings with year 6 buyout	\$14,127,000



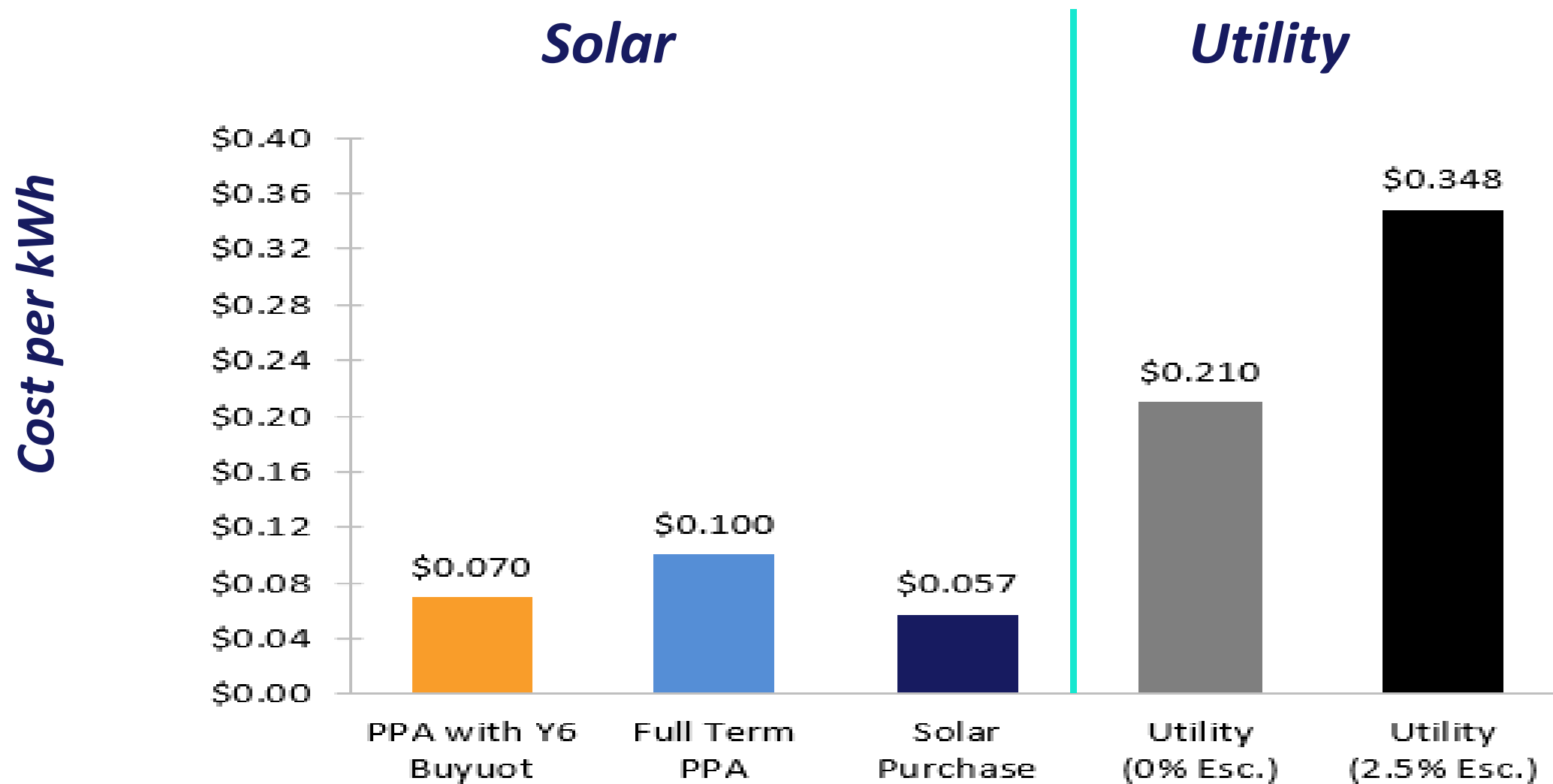
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Solar PPA Savings Projection



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Solar Long-Term Cost of Energy



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ReVision Solar Impact Partners

- ReVision Solar Impact Partners builds on ReVision's decade of experience bringing solar PPAs to **over 100 local nonprofits**
- RSIP pairs **tax equity** and **lender-investors** with established nonprofits ready to go solar
- RSIP enables mission-motivated investors to **cut climate pollution** while earning a low-risk, predictable return on equity or debt



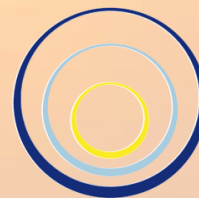
ReVision Solar Impact Partners (RSIP) include:



COMMUNITY
LOAN FUND



Coastal Enterprises



BLUEHAVEN
SOLAR

BALLENTINE
PARTNERS



REVISION ENERGY

Client & Community Engagement


Town of Hooksett

Public Engagement: Ribbon Cuttings



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Public Engagement: Media Articles



Nashua Soup Kitchen to Become Solar-Powered Nonprofit, Save


October 10, 2017

The Nashua Soup Kitchen & Shelter, which provides food and shelter to thousands of local residents in need, is set to become the first solar-powered nonprofit organization in New Hampshire. Nashua Soup Kitchen & Shelter (NSKS) recently contracted with ReVision Energy for the installation and operation of a 39.3 kW solar array, augmenting its longstanding commitment to energy efficiency and sustainability. The array, which will generate an estimated 40,000 kilowatt hours of clean energy each year, will offset the facility's carbon footprint by approximately 176,282 pounds.

According to NSKS Executive Director Di Reinke, "The Nashua Soup Kitchen & Shelter is committed to being a good steward of resources. We feed the hungry and provide shelter to those in need. Our mission is to provide a safe, warm, and healthy environment for all who seek refuge here. We are able to do this because of the generosity of our donors and volunteers. We will continue to strive to be a good steward of resources and to provide a safe, warm, and healthy environment for all who seek refuge here."

The solar project will include the installation of 92 solar panels on the roof of the facility. The system will convert direct sunlight into electricity, which will be used to power the facility's operations. The array will also include a monitoring system that will allow the facility to track its energy production and consumption in real time.


Nashua Soup Kitchen & Shelter is a 501(c)(3) nonprofit organization that provides food and shelter to thousands of local residents in need. The facility is located at 2 Quincy St. in Nashua, NH. It is open from 9:00 a.m. to 5:00 p.m. Monday through Friday. For more information, please call 603-883-7273 or visit www.nashuasoupkitchen.org.




ReVision Partners with NH Food Bank


By Telegraph Staff | May 9, 2020

BRENTWOOD – Local, employee-owned solar company ReVision Energy is partnering with the New Hampshire Food Bank, a program of Catholic Charities NH, to help relieve COVID-related hunger. During the partnership, ReVision Energy will provide the food bank with solar panels to power its operations, including Nashua Kitchen and Frier. One of the food bank's largest facilities is the Nashua Kitchen and Frier, which is located at 2 Quincy St. in Nashua, NH. The facility is open from 9:00 a.m. to 5:00 p.m. Monday through Friday. For more information, please call 603-883-7273 or visit www.nashuasoupkitchen.org.



Dover School Now Has State's Largest Rooftop Solar Array





Town Saving Money with Solar Panels that power Brentwood municipal buildings turned on



SCHREIBER
1, 2017

BRENTWOOD — Under sunny skies, a newly installed solar array in a field next to the Brentwood town hall was turned on for the first time Thursday to begin providing enough power to meet the demands of Brentwood's municipal buildings.

The solar panels that now fill the field began popping up outside the fire station at the corner of Routes 125 and 111A over the past few weeks as part of the town's effort to save thousands in tax dollars down the road.

"The fact that the system is large enough to cover the entire town of Brentwood's municipal electric costs is certainly notable," said James Hasselbeck, operations manager for ReVision Energy, the company that installed the array.


Talk of going solar began at the 2016 town meeting when resident Jane Byrne proposed the idea. Residents weren't ready to support it at the time, but they wanted to study the feasibility.



Jason Schreiber, Union Leader


Jason Schreiber, ReVision Energy

ReVision Energy finishes work on Brentwood solar array



More NH Cities, Towns & Schools Turning to Solar Power

COMMITMENT 2018

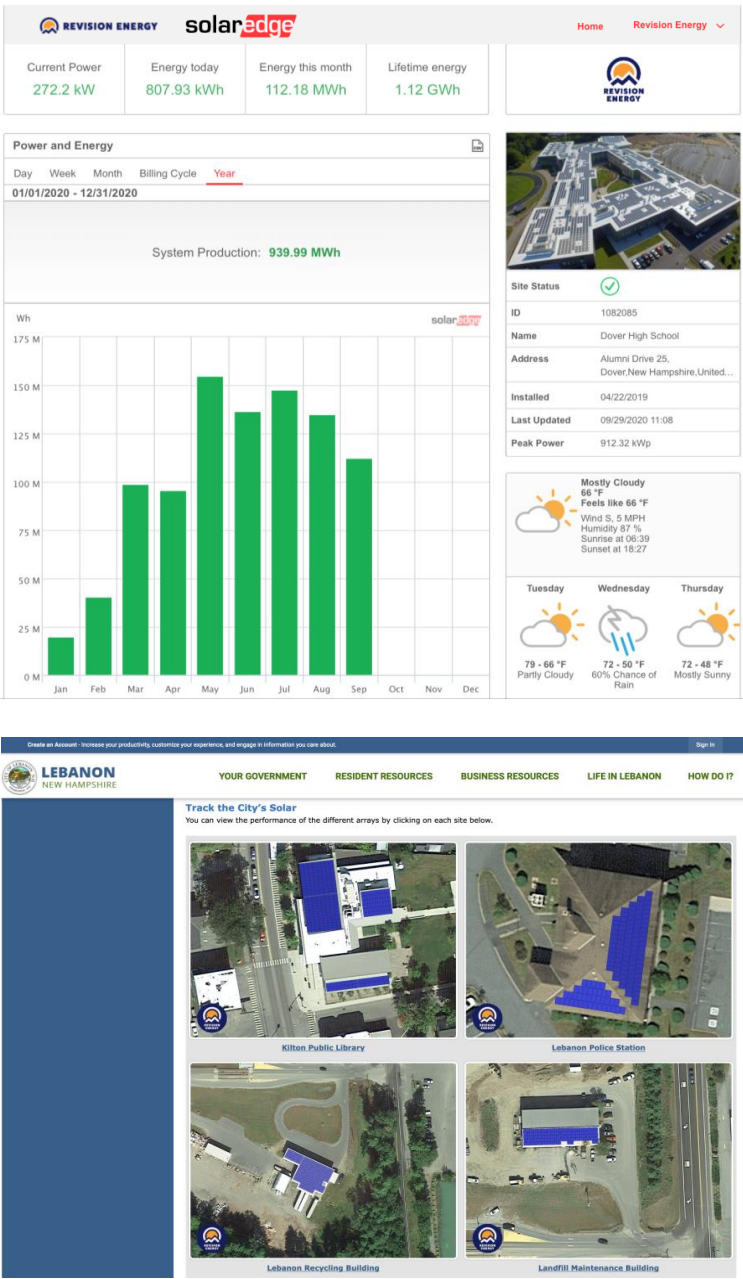
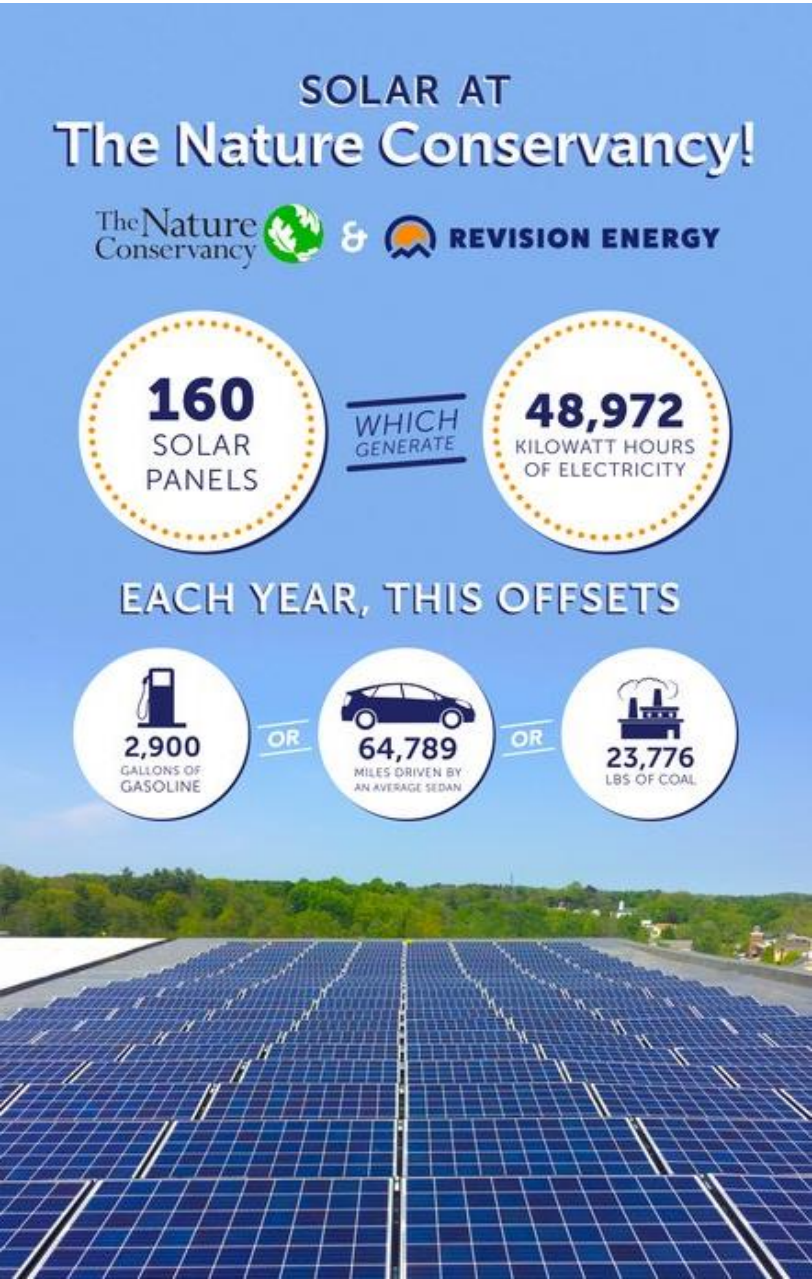


Client Engagement: EV Charging



REVISION ENERGY

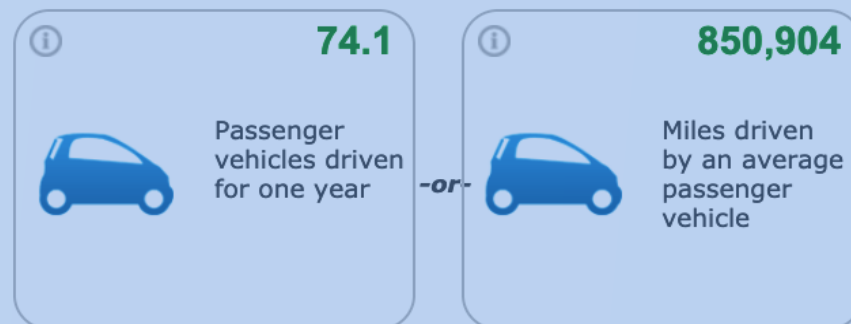
Community Engagement: Monitoring



Environmental Sustainability

Annual CO₂ Reduction - Sample 350 kW Solar Array

Greenhouse gas emissions from



Greenhouse gas emissions avoided by



CO₂ emissions from



Carbon sequestered by





Jude Nuru

Employee-Owner

Director of Community Solar

ReVision Energy

Serving New England since 2003

jnuru@revisionenergy.com

603-852-6082



Town Council STAFF REPORT



To: Town Council
Title: NH 3A/Hackett Hill Road and NH 3A/Main Street - Request for Approval to Award Engineering Study Contract to McFarland-Johnson for \$379,617.50. Mr. Gene McCarthy, P.E., Engineer for McFarland-Johnson, and Bruce Thomas, Town Engineer will be present to answer any questions regarding the project.
Meeting: Town Council - 13 Sep 2023
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

Approval is requested to permit the Town Administrator to sign a contract with McFarland-Johnson to conduct the Engineering Study of the NH 3A/Hackett Hill Road and NH 3A/Main Street intersections. The contract amount will be \$379,617.50.

The purpose of this item is to request approval of the Council to permit the Town Administrator to sign a contract with McFarland-Johnson to conduct the Engineering Study for the project. The contract amount will be \$379,617.50. 66.67% of this amount (\$253,204.87) will be funded by the State with the remainder (\$126,412.63) funded by the Town.

Please note the following:

- This is a State/Federally funded project where strict guidelines need to be followed with the procurement process and all other facets of the project. The benefit is that the State is funding 66.67% of the design costs. The State and Federal government will be funding 90% of the construction costs. The guidelines are called Local Public Agency (LPA) guidelines for the development of (State funded) projects. A copy of the agreement that shows this information is attached.
- The Consultant was selected through a thorough Qualifications Selection Process per the attached documentation.
- A Scope of Work with cost information is attached. The project will include a study to determine what type of treatment to proceed with for each intersection. For example, the results could suggest roundabouts, signalization, intersection upgrades, or some combination of these between the two intersections.
- The State NHDOT has reviewed and approved of the Scope of Work and Fee (see attached documentation).
- Once the Engineering Study is completed and approved, the preliminary design and subsequent final design will be completed (under separate contracts with McFarland Johnson. It is anticipated that construction may begin in 2025.
- Bruce Thomas and a representative of McFarland-Johnson Associates will be available at your meeting dated September 13, 2023 to answer any questions you may have. A copy of the proposed contract and the Consultant's proposal will be available as well.

FINANCIAL IMPACT:

Expend \$379,617.50 with \$253,204.87 being reimbursed.

POLICY IMPLICATIONS:

None

SUGGESTED MOTION:

Recommendation to approve of the Town Administrator to sign a contract with McFarland-Johnson for \$379,617.50 to complete the Engineering Study of the NH 3A/Hackett Hill Road and NH 3A/Main Street Intersections.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Approve of the Town Administrator to sign a contract with McFarland-Johnson for \$379,617.50 to complete the Engineering Study of the NH 3A/Hackett Hill Road and NH 3A/Main Street Intersections and initially fund the work through impact funds with 2/3rds of the cost (\$253,204.87) to be reimbursed by the State of New Hampshire.

ATTACHMENTS:

[000 RFP Process Documentation](#)

[001 Agreement with State - Signed - Hackett Hill Road](#)

[002 Union Leader Advertisement](#)

[003 REQUEST FOR QUALIFICATIONS REV 2-13-23 - Copy](#)

[004 Selection Criteria Grid - Summary](#)

[005 Hooksett Route 3A Intersections Scope August 2023](#)

[005a Hooksett Route 3A Intersections Phase 1 Fee August 2023](#)

[006 Request Permission to Award Contract to McFarland](#)

[007 Engineering Study S&F APPROVAL-SHA+Fed](#)



Town of Hooksett

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

Memo

To: File
From: Bruce A. Thomas, P.E., Town Engineer *BAT*
Date: August 30, 2023
Re: NH 3A/Hackett Hill Road and NH 3A Main Street

The purpose of this memorandum is to document the process of hiring a consultant for the referenced project. Note that this is a State/Federally funded project where strict guidelines need to be followed with the procurement process and all other facets of the project. The guidelines are called Local Public Agency (LPA) guidelines for the development of (State funded) projects. These guidelines require the selection of the Consultant to be based on qualifications only with the cost to be negotiated after selection.

1. A Request for Qualifications (RFQ) was advertised in the Union Leader newspaper on February 27, 2023. The following Consultants provided a response:
 - a. BETA.
 - b. Fuss and O'Neil
 - c. GM2
 - d. McFarland Johnson
 - e. VHB

The following consultants were selected to be interviewed based on qualifications only:

Fuss and O'Neil
McFarland Johnson
VHB

2. A review team consisting of the Town Engineer, the Town Administrator, the Public Works Director, and the Code Enforcement Officer, was created to independently review and rank the consultants. The ranking was based on the following criteria:
 - a. Specific experience with similar projects.
 - b. Background and experience of staff members who would be assigned to the job.
 - c. Availability.
 - d. Locality of firm.

- e. Ability to communicate ideas.
- f. Ability to supply all of the major disciplines necessary to perform the work.
- g. Qualifications of subcontractors/subconsultants.
- h. Conceptual design/project approach.
- i. Responsiveness to requirements contained in the RFP.

Interviews were conducted with the three shortlisted consultants. Each team member reviewed the proposals attended the interviews and the Team chose McFarland Johnson as the candidate proceed with.

A Scope of Work was developed by the Consultant and reviewed by the Town, and then the State, who approved it.

The Consultant developed the cost matrix for the work. This was reviewed by the Town, and then submitted and approved by the NHDOT with permission to award the contract to McFarland Johnson.

c/Andre Garron, Town Administrator

The Attorney General's Office has approved this template for use on August 25, 2021.

**STATE HIGHWAY AID AND FEDERAL AID PROGRAMS
PROJECT AGREEMENT
FOR
TOWN OF HOOKSETT**

STATE PROJECT #: 43851
FEDERAL PROJECT #: X-A005(241)
PROJECT SPONSOR UNIQUE ID #: 1M2JNWS33NJ9
STATE VENDOR #: 177412

THIS AGREEMENT, is made and entered into this ____ day of _____, 2023, between the State of New Hampshire, acting through its Department of Transportation, hereinafter called the "DEPARTMENT", and the TOWN OF HOOKSETT, hereinafter called the "PROJECT SPONSOR".

WHEREAS, the DEPARTMENT and the PROJECT SPONSOR have determined that a project to reconstruct 2 intersections: NH 3A / Hackett Hill Road and NH 3A / Main Street in the Town of Hooksett is an eligible project for funding under the State Highway Aid Program and Federal Highway Aid Program created under the Federal Bipartisan Infrastructure Law (BIL); and

WHEREAS, the DEPARTMENT has established Project #43851 (the "Project") for the aforesaid project, with the project funding and target ad year as represented in the table below; and

Programmed Year of Advertisement 2026	Participating Federal Share	Participating State Share	Participating Local Share	Additional Non- Participating Funds	Total Budget
**Preliminary Engineering & Right of Way Phase Costs	\$0.00	\$797,760.91 (66.67%)	\$398,880.46 (33.33%)	\$0.00	\$1,196,641.37
***Construction and Construction Engineering Costs	\$1,988,265.64 (80%)	\$248,533.21 (10%)	\$248,533.21 (10%)	\$0.00	\$2,485,332.05
	Federal	State	Local	Non- Participating	Grand Total
Sub Totals	\$1,988,265.64	\$1,046,294.12	\$647,413.66	\$0.00	\$3,681,973.42
Inflated Totals	\$2,160,000.00	\$1,136,666.68	\$703,333.34	\$0.00	*4,000,000.02

*The Total Budget shown is the latest approved estimate cost year of FY 2022, inflated at 2.8% per year for 3 years.

**Preliminary Engineering and Right-of-Way funded 2/3rd State funds and 1/3rd local funds

***Construction and Construction Engineering funded 80% Federal funds, 10% State TTC, and 10% Local Funds.

Additional Administrative Documentation Information: If this information is not available at the time of the Agreement signing, documentation will be sent to the PROJECT SPONSOR by the DEPARTMENT as soon as the information is available:

FEDERAL FAIN #: _____ Not applicable until Construction Phase

CFDA # 20.205 and DESCRIPTION: Highway Planning and Construction

SUBAWARD Period of performance start date: Not available yet

SUBAWARD Period of performance end date: Not available yet

NHDOT Managed: Yes _____ No x

NHDOT Indirect Cost Rate: N/A x 10% _____

Is award Research & Development: Yes _____ No x

WHEREAS, the PROJECT SPONSOR has previously submitted an Application to sponsor the Project (the "Application") and the DEPARTMENT has accepted the Application; and

WHEREAS, the Application, by reference, is hereby incorporated and made a part of this AGREEMENT; and

WHEREAS, the PROJECT SPONSOR desires to act as Sponsor and Manager of the Project; and

WHEREAS, the DEPARTMENT desires to cooperate with the PROJECT SPONSOR in accomplishing the Project;

NOW, THEREFORE, in consideration of the above premises and in further consideration of the agreement herein set forth by and between the parties hereto, it is mutually agreed as follows:

I. DUTIES AND RESPONSIBILITIES OF THE PROJECT SPONSOR:

- A. The PROJECT SPONSOR shall comply with all Federal and State of New Hampshire laws and rules, regulations, and policies as applicable under the Federal-aid Highway Program for Federal Aid Construction Contracts.
- B. The PROJECT SPONSOR shall manage the design, environmental study, right-of-way acquisition and construction of the Project. This management is described in the current version of the DEPARTMENT's document titled "Local Public Agency Manual for the Development of Projects", as it may be amended from time to time, and, by reference, is hereby made a part of this AGREEMENT.
- C. The PROJECT SPONSOR shall provide or cause to provide for both the maintenance of the Project during construction and subsequent maintenance of all Project elements together with the maintenance of sidewalks, which includes winter snow and ice removal in accordance with the requirements of 23 CFR 1.27 and 28 CFR 35.133, once the work under this AGREEMENT is completed. Unless agreed otherwise at Project completion, the DEPARTMENT's maintenance responsibility shall be no greater than that which exists within the proposed Project limits on state-maintained routes: NH 3A, Hackett Hill Road, and Main Street prior to the start of construction. Should operational adjustments be necessary, the PROJECT SPONSOR agrees that no changes will be made without prior approval of the DEPARTMENT and the Federal Highway Administration.
- D. The PROJECT SPONSOR shall submit Preliminary Engineering and Right-of-Way invoices to the DEPARTMENT for reimbursement of its share of the amounts paid for preliminary engineering, environmental studies, right-of-way expenses, and bid phase services at the end of the design phase according to the DEPARTMENT's document titled "New Hampshire Department of Transportation Process for Municipally-Managed State Highway Aid Program Projects", as it may be amended from time to time, and by reference is hereby incorporated and made a part of this AGREEMENT. The PROJECT SPONSOR shall submit monthly progress reports and invoices for the federally funded construction phase portion of the project to the DEPARTMENT for reimbursement of its share of the amounts paid to construction engineering and construction contractors for the performance of the work set forth in the Application or agreed upon at the scoping meeting. The invoice structure shall include details of work completed consistent with the Scope of Work as defined in the Application, as well as backup information to support the charges. The PROJECT SPONSOR shall certify that all invoices properly represent payment for work that has been completed and paid for by the PROJECT SPONSOR.

- E. The PROJECT SPONSOR is required to maintain all project and financial records pertinent to the development of the Project for three (3) years beyond the date of the DEPARTMENT's final voucher. The DEPARTMENT will send a letter to the PROJECT SPONSOR with the date of this approval. If there is a failure to maintain this documentation, NHDOT and/or Federal Highway Administration could take an action up to and including requesting a refund of all reimbursed project costs. Any and all of these project and financial records must be made available to the DEPARTMENT and Federal Highway Administration at their request.

- F. The PROJECT SPONSOR shall defend, indemnify and hold harmless the DEPARTMENT and its officials, agents and employees from and against any and all claims, liabilities or suits arising from (or which may be claimed to arise from) any act or omission of the PROJECT SPONSOR or its subcontractors in the performance of this AGREEMENT. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State of New Hampshire or the DEPARTMENT, which immunity is hereby reserved. This covenant shall survive the termination of this AGREEMENT.

- G. Non-Discrimination:
 - 1. The PROJECT SPONSOR agrees, for itself, its assignees and successors in interest, that it will comply with Title VI of the Civil Rights Act of 1964, (referred to as the ACT), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Part 21, (referred to as the "REGULATIONS"), the Federal-aid Highway Act of 1973, and other pertinent directives, to the end that no person shall on the grounds of race, color, religion, national origin, sex, age, sexual orientation, disability or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the PROJECT SPONSOR receives Federal financial assistance extended by the State of New Hampshire. The ACT and the REGULATIONS are herein incorporated by reference and made a part of this AGREEMENT. This AGREEMENT obligates the PROJECT SPONSOR for the period during which Federal financial assistance is extended.
 - 2. The PROJECT SPONSOR hereby gives assurance as required by subsection 21.7(a)(1) of the REGULATIONS that it will promptly take any measures necessary to effectuate this AGREEMENT, including but not limited to the following specific assurances:
 - a. That each "program" and each "facility" as defined in subsections 21.23(e) and 21.23(b) of the REGULATIONS will be conducted or operated in compliance with all requirements of the REGULATIONS.
 - b. That the PROJECT SPONSOR shall insert the following notification in all solicitations for negotiated agreements or bids for work or material made in connection with this Project: *The PROJECT SPONSOR hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, religion, national origin, sex, age, sexual orientation, disability or handicap in consideration for an award.*
 - c. That the PROJECT SPONSOR shall not discriminate on the basis of race, color, religion, national origin, sex, age, sexual orientation, disability or handicap in the award and performance of any DEPARTMENT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The

PROJECT SPONSOR shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DEPARTMENT-assisted contracts. The DEPARTMENT's DBE program, as required by 49 CFR part 26 and as approved by the United States Department of Transportation, is incorporated by reference in this AGREEMENT. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this AGREEMENT. Upon notification to the PROJECT SPONSOR of its failure to carry out its approved program, the DEPARTMENT may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 *et seq.*

- d. That the PROJECT SPONSOR shall include the following assurance in each contract signed with a contractor and each subcontract the prime contractor signs with a subcontractor: *The contractor or subcontractor shall not discriminate on the basis of race, color, religion, national origin, sex, age, sexual orientation, disability or handicap in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DEPARTMENT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of the contract or such other remedy, as the recipient deems appropriate.*
3. The PROJECT SPONSOR shall insert a copy of the required provisions of Federally-assisted construction contracts in accordance with Executive Order 11246, Equal Employment Opportunity, and 41 CFR Part 60-4, Affirmative Action Requirements, in each contract entered into pursuant to this AGREEMENT. Required Federal contract provisions can be obtained through the DEPARTMENT's Labor Compliance Office (271-6612) or Online at: <http://www.nh.gov/dot/org/administration/ofc/documents.htm>
- H. The PROJECT SPONSOR certifies by entering into this Agreement that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this Agreement by any federal agency or by any department, agency or political subdivision of the State of New Hampshire. The term "principal" for purposes of this Agreement means an officer, director, key employee or other person with primary management or supervisory responsibilities, or a person who has critical influence on or substantive control over the operations of the PROJECT SPONSOR. The PROJECT SPONSOR also certifies that it will verify the state and federal suspension and debarment status for all parties (consultant/vendor/contractor, etc.) receiving funds under this Agreement as a sub-Agreement and shall be solely responsible for any recoupment, penalties or costs that might arise from use of a suspended or debarred party. The PROJECT SPONSOR shall immediately notify the Department if any sub-Agreement party is debarred or suspended, and shall, at the DEPARTMENT'S request, take all steps required by the State to terminate its sub-Agreement relationship with the party for work to be performed under this Agreement.
- I. If the PROJECT SPONSOR defaults or fails to fulfill any part of this AGREEMENT, the PROJECT SPONSOR shall be required to reimburse the DEPARTMENT and/or the Federal Highway Trust Fund for all funds expended under this Project.

II. DUTIES AND RESPONSIBILITIES OF THE DEPARTMENT:

- A. The DEPARTMENT shall review the Project engineering plans, environmental documents and contract documents applicable to the Federal Highway Administration and State of New Hampshire requirements for a Federally funded project and submit appropriate documentation to the Federal Highway Administration to receive Federal approval.
- B. The DEPARTMENT shall reimburse its share to the PROJECT SPONSOR after receipt and approval of properly documented invoices that have been certified by the PROJECT SPONSOR as properly representing work that has been completed and paid for by the PROJECT SPONSOR.
- C. The DEPARTMENT shall use its best efforts to obtain authorization of the Project from the Federal Highway Administration.

III. IT IS FURTHER UNDERSTOOD AND AGREED BETWEEN THE DEPARTMENT AND THE PROJECT SPONSOR:

- A. That the PROJECT SPONSOR will not incur any Project costs nor enter into any agreement with any third party, including but not limited to consultants, contractors, or engineers until such time that it receives a written notice to proceed from the DEPARTMENT to do so.
- B. That the maximum amount of funds available for this Project for reimbursement under this AGREEMENT from the DEPARTMENT shall be as set forth in the Table on page 1. As the scope of the Project is finalized, should the costs for the Project exceed the amount budgeted, the DEPARTMENT agrees to review Project costs for consideration of additional funding. Neither the DEPARTMENT nor the Federal Highway Administration will be responsible for any expenses or costs incurred by the PROJECT SPONSOR under this AGREEMENT in excess of the above amounts unless the DEPARTMENT expressly authorizes additional funding prior to the work being performed.
- C. That the PROJECT SPONSOR shall invoice the DEPARTMENT for incurred Preliminary Engineering and Right-of-Way cost according to Paragraph ID noted above. The PROJECT SPONSOR shall invoice the DEPARTMENT for incurred Construction and Construction Engineering costs on a monthly basis. The DEPARTMENT will process all invoices for payment in an expeditious manner.
- D. That the PROJECT SPONSOR agrees to commence the PROJECT within 6 months of AGREEMENT execution date noted in the first paragraph of page 1. The PROJECT SPONSOR agrees to complete the Preliminary Engineering (PE) Phase of the PROJECT on or BEFORE December 31st of the Programmed Year of Advertisement date noted in the table on page 1, unless earlier terminated as provided herein. The PROJECT SPONSOR may apply to the DEPARTMENT for an extension to either the START or END date. Such application for extension must be made in writing, providing an explanation of the reasons for the delay, and proposing a revised schedule. Failure to meet any deadline without good cause or failure to submit an extension request may cause the DEPARTMENT to cancel its participation in this Project at its sole discretion, in which case any remaining funds will be forfeited. The PROJECT SPONSOR is responsible for informing and coordinating a new Project completion date that will need to be approved by the DEPARTMENT if any condition arises that may result in either deadline being unattainable.


- E. That the PROJECT SPONSOR will attend a meeting with the DEPARTMENT's representative after signing this AGREEMENT to discuss the Project's scope, budget and schedule. The PROJECT SPONSOR will subsequently provide a schedule showing project milestones with dates. Failure to meet these dates could delay funding for construction.
- F. This AGREEMENT may be amended to incorporate changes in project scope, schedule, and/or budget that may arise through the development and design stages of the project, pursuant to approval by the Governor and the Executive Council as Item No. 47 on March 23, 2022. Such amendments will be effective upon execution of an instrument in writing signed by both parties hereto. Otherwise, this AGREEMENT may be amended, waived or discharged only by an instrument in writing signed by the parties hereto, and only after approval of such amendment, waiver of discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.
- G. That this AGREEMENT is contingent upon the appropriation of sufficient funds from the State of New Hampshire Legislature and/or the Federal Highway Administration. If sufficient funds are not appropriated, the DEPARTMENT may terminate this AGREEMENT upon thirty (30) days' written notice to the PROJECT SPONSOR. Such termination shall relieve the DEPARTMENT and the PROJECT SPONSOR from obligations under this AGREEMENT after the termination date.
- H. Pursuant to authorization by the Governor and Executive Council, as Item No. 47 on March 23, 2022, this AGREEMENT is effective upon the date shown on page one of this AGREEMENT. The DEPARTMENT will include this AGREEMENT in its annual report to the Governor and the Executive Council on the status of all active Federal Local Public Agency (LPA) projects.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT on the date first written above.

**NEW HAMPSHIRE DEPARTMENT
OF TRANSPORTATION**

By: _____
William J. Cass, PE
Commissioner
State of New Hampshire
Department of Transportation

TOWN OF HOOKSETT

Signature: 
Name (typed): Andre L. Garron
Title: Town Administrator

Legal Notice

REQUEST FOR QUALIFICATIONS (RFQ)

Hackett Hill Road/Rte. 3A and
Main Street/Rte. 3A
intersection project
State Project #43851
Federal Number No. X-A005(241)
RFP No. 23-05
February 23, 2023

The Town of Hooksett, NH, requests interested engineering firms to submit qualification statements for engineering study, preliminary design, final design, bid phase services, and engineer of record services for the Hackett Hill Road/Rte. 3A and Main Street/Rte. 3A intersection projects - State Project #43851.

The purpose of this project is to improve safety and capacity improvements for vehicles, bicycles, and pedestrians through the Hackett Hill Road/Rte. 3A and Main Street/Rte. 3A intersections.

Firms listed on the NHDOT LPA Pre-Qualified Preliminary Engineering Firm list are invited to provide a qualification statement which includes the following information:

- Company overview
- Resumes of key staff
- Consultants who may be used
- Experience with similar projects including roundabouts, traffic signalization, bridge design, drainage design, and ROW acquisition
- NHDOT LPA certification
- Experience with State and Federally funded projects
- Availability to perform the work within the desired timeframe

• References

A technical proposal including project understanding and project approach is not required at this time and will not be reviewed if submitted.

A shortlist of firms will be developed, and those firms will be interviewed. The Town will rank firms based on qualifications and past experience only.

The Town of Hooksett intends to proceed under the NHDOT LPA program with funds approved by the Town, State, and Federal governments. Design is to be completed by September 2025.

Qualification packages (5 copies) are to be delivered to the Town no later than 3:00 p.m., Thursday, March 16, 2023. Packages are to be addressed to:

Andre L. Garron,
Town Administrator
35 Main Street
Hooksett, NH 03106

(UL - Feb. 27)

REQUEST FOR QUALIFICATIONS (RFQ)

Hackett Hill Road/Rte. 3A and Main Street/Rte. 3A intersection project
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Federal Number No. X-A005(241)
RFP No. 23-05
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- Consultants who may be used
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Andre L. Garron, Town Administrator
35 Main Street
Hooksett, NH 03106

Hackett Hill Road/Rte. 3A and Main Street/Rte. 3A intersection Project State Project #43851 - Selection Criteria Ranking Round 1					
CRITERIA	BETA	Fuss & O'Neil	GM2	McFarland Johnson	VHB
1 B. Thomas	4	2	5	1	2
2 A. Garron	4	3	4	2	1
3 B. Berthiame	5	3	4	1	2
4 D. Pendergast	5	1	4	2	3
Total Score	18	9	17	6	8

Preliminary Ranking:

- 1 McFarland-Johnson
- 2 VHB
- 3 Fuss and O'Neill
- 4 BETA
- 5 GM2

Hackett Hill Road/Rte. 3A and Main Street/Rte. 3A intersection Project State Project #43851 - Selection Criteria Interview Ranking			
CRITERIA	Fuss & O'Neil	McFarland Johnson	VHB
1 B. Thomas	3	1	2
2 A. Garron	3	1	2
3 B. Berthiame	3	1	2
4 D. Pendergast	3	1	2
Total Score			

Final Ranking

- 1 McFarland-Johnson
- 2 VHB
- 3 Fuss and O'Neill

Exhibit A
Hooksett Route 3A/Hackett Hill Road and Main Street Intersections Project
Engineering Study Phase
Scope of Work and Task Descriptions
August 8, 2023

The objective of the NH Route 3A (NH 3A)/Hackett Hill Road and NH 3A/Main Street Intersections Project is to improve safety and capacity for all users at these important intersections. The project includes replacement of the existing culvert that carries NH 3A over Brickyard Brook near the Hackett Hill intersection.

The following scope of work outlines the necessary tasks to be undertaken by McFarland-Johnson (MJ) and its sub-consultants to complete Phase 1 – Engineering Study for the project. The goal of the Engineering Study Phase is to reach consensus on proposed project solutions. The sub-phases are as follows with the details on the following pages:

Phase 1 – Engineering Study

- 1A Information Gathering/Base Maps
- 1B Detailed Survey
- 1C Resource Identification
- 1D Project Definition
- 1E Alternatives Development
- 1F Brickyard Brook Structure Study
- 1G Abstracting
- 1H Public Involvement
- 1J Utility Coordination
- 1K NHDOT Estimate Review Committee (ERC)

Phase 1 – Engineering Study

Phase 1A – Information Gathering/Base Maps

MJ will review previous studies and collect available data for the project area. This will include the following:

- As Built and survey plans
- Engineering Reports
- Hydraulic Analysis
- Traffic count data
- Existing utility information
- Crash history on project area roadways
- Property deeds
- Environmental Studies/Permits
- Resource agency correspondence

Exhibit A
Hooksett Route 3A/Hackett Hill Road and Main Street Intersections Project
Engineering Study Phase
Scope of Work and Task Descriptions
August 8, 2023

Traffic Counts - Traffic count data will be required. Peak hour intersection turning movement counts will be conducted at the following intersections within the project study area:

- Hackett Hill Road / NH 3A
- Main Street / NH 3A
- Riverside Street/ NH 3A
- Main Street / Riverside Street
- Main Street / College Park Drive
- College Park Road / Hooksett Road (US Route 3)
- Hackett Hill Road / Hooksett Toll Plaza (Interstate 93 Exit 11)

Counts at all intersections listed above will be conducted during the following time periods:

- Weekday AM peak hour (7:00 AM to 9:00AM)
- Weekday PM peak hour (3:00 PM to 6:00 PM)
- Saturday Midday peak hour (11:00 AM to 2:00 PM)

Counts will include vehicle classification, pedestrians, and bicycles. Counts will be collected using video detection systems.

Automatic traffic recorders will be utilized to collect seven (7) consecutive days of 24-hour traffic at the following locations:

- NH 3A approximately 500 feet south of Hackett Hill Road
- NH 3A between Hackett Hill Road and Riverside Street
- Main Street between NH 3A and Riverside Street
- Hackett Hill Road approximately 500 feet west of NH 3A

Automatic traffic recorders will be radar units capable of reporting speed and volume with classification based on vehicle length.

Crash History – Crash data will be requested for a minimum of the most recent three (3) year period of crash data records from the Town of Hooksett Police Department. The request will include the crash data for NH 3A from 0.1 miles south of the Hackett Hill intersection to approximately 0.1 miles north of the intersection with Main Street. Crash data at or near the intersections within the project study area listed above will also be requested.

It is assumed the Town of Hooksett police department will provide the crash information.

Phase 1B – Detailed Survey

Detailed survey for the project will be conducted by our subconsultant Doucet Survey, LLC (Doucet). The project will be focused on two separate intersections. The intersection of NH 3A and Hackett Hill Road is approximately 4,000 linear feet in length and will encompass approximately 11 acres in area. The intersection of NH 3A and Main Street is approximately 2,600 linear feet in length and will encompass approximately 7 acres in area. The approximate

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Hooksett Route 3A/Hackett Hill Road and Main Street Intersections Project
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limits of survey are shown on the attached Figure 1. (The Doucet Survey Scope of Work is attached.)

Underground Utilities - MJ will contact municipal utility agencies and utility companies to obtain available record information. MJ will contact agencies and companies that participate in the "Dig-Safe" program and municipal utility agencies for the project area. MJ will compile and plot available utility record information onto the base map. Based on the available utility records and invert information obtained, Doucet will show underground utility lines on the base map.

Phase IC – Resource Identification

The MJ Team will identify existing natural and cultural resources as well as the socioeconomic characteristics within the project corridor. Resources and related considerations to be identified or addressed include:

- Air Quality – The project corridor will be reviewed relative to the Merrimack County classifications of attainment, nonattainment, or maintenance for the National Ambient Air Quality Standards (NAAQS) established under the Clean Air Act. The status will be documented. It is assumed that the project will not require a detailed air quality analysis.
- Noise – MJ will determine if the recommended alternative is considered a Type I project that requires a noise analysis. If required, this analysis would be completed in the next phase of the project.
- Wetlands and streams, including ordinary high water and top of bank, will be delineated in accordance with NHDES and Army Corps standards. A stream assessment will also be completed according to the requirements of the NHDES Stream Crossing Rules to inform the design of the project and satisfy current NHDES permitting requirements. MJ will hang sequentially numbered flags along the limits of jurisdiction within the study area (survey limits) and will locate wetland flagging using a GPS unit with sub-meter accuracy. It is assumed four Wetland Determination Data Forms will be required. Wetland functions, values, and general characteristics will be described. Town of Hooksett and NHDES mapping sources will be utilized to identify any wetlands of significance in the study area. A brief letter report will be prepared to summarize the delineation and stream assessment.
- Floodplains and Floodways – Floodplain mapping will be obtained from available online sources. FEMA-mapped flood hazard areas and associated design constraints will be identified. Brickyard Brook is currently mapped by FEMA as Zone "x" without detailed flood elevation data determined.
- Water Quality – Aquifers, wellhead protection areas, drinking water source protection areas, and surface water impairments will be identified based on existing NHDES and Town information. Current regulatory requirements and constraints associated with water quality will be identified and summarized.
- Species/Habitats of Concern – MJ will request a NH Natural Heritage Bureau (NHB) database review and the US Fish & Wildlife Service (USFWS) Official Species List for the study area. MJ will coordinate with the NHB, NH Fish & Game, and USFWS via email regarding any documented fish and wildlife, rare species, and exemplary natural

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communities in the vicinity of the project. It is assumed that no formal surveys for rare species will be required.

- Public and conserved lands – Public and conserved lands will be identified and mapped based on existing information from NH GRANIT and the Town. MJ will coordinate with the LCHIP, CLS, and LWCF programs to determine if these groups hold an interest in any properties adjacent to the project. It is assumed that the project will not impact any public or protected lands.
- Cultural Resources – MJ will prepare a Request for Project Review (RPR) for submittal to the Division of Historical Resources (DHR). Preparing the RPR will entail reviewing the NHDHR online database; writing a detailed (one to two page) description of the project and the area of potential effect (APE); preparing photographs of the project area; and developing GIS figures showing the APE, historic topographic maps, and locations of where the photographs were taken. MJ will submit a draft RPR to the Town for review prior to submission to DHR. Once MJ has received approval from the Town, two hardcopies of the final RPR will be submitted to NHDHR through NHDOT.

Two MJ representatives will attend one NHDOT Cultural Resource Agency Coordination Meeting to determine the need for formal structural or archaeological surveys. If required, these surveys would be completed in the next phase of the project.

- Environmental Justice – Environmental Justice documentation for the project corridor will be gathered, such as racial composition and median household income using the 2020 U.S. Census and American Fact Finder databases.
- Hazardous Materials – This task will consist of the following: 1) review of the NHDES OneStop Database for listed remediation or hazardous materials sites within 1,000' of the project; 2) review of the NHDES OneStop Database for listed landfill sites within 4,000' of the project; 2) review of the NHDES PFAS sampling map for water quality exceedances within 4,000' of the project. Electronic files will be reviewed to obtain initial information on contaminants of concern and the location of contaminated soil and groundwater in relation to proposed work. MJ will use this information to assess the need for more detailed analysis or sampling in the next project phase.
- Invasive Species –The types and extent of invasive species will be identified while completing the wetland delineation and their locations will be shown on project plans. These species, if present, will be described in general terms.
- MJ will review the proposed project at one NHDOT Natural Resource Agency Coordination Meeting to obtain input on potential concerns and anticipated permitting requirements. Two (2) MJ representatives will attend this meeting.
- Key resources of concern, design constraints, and permitting requirements will be summarized in the Engineering Report. Conceptual-level resource impacts will be summarized for each design alternative. MJ will prepare up to two GIS figures to show existing resources and concerns.

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Phase 1D – Project Definition

MJ will develop a formal Purpose and Need statement for the project consistent with NEPA and other federal guidelines. The statement will be developed through public involvement. At the Public Listening Session described in Phase 1H, the issues, problems, concerns, and deficiencies of the intersections, along with the goals for their future, will be discussed. The results of these public discussions will be the basis for the Purpose and Need statement.

Phase 1E – Alternatives Development

A base plan will be prepared during this task for the purpose of developing conceptual alternatives for the project. The base plan will use color aerial photographs with key features identified. Existing right of way, property boundaries, and zoning information will be incorporated from existing information.

The first step will be to develop, with consultation with the Town, three (3) potential design alternatives for both the Hackett Hill Road and Main Street intersections with Route 3A. It is anticipated that intersection concepts will include both two-lane and hybrid roundabouts in addition to a signalized intersection.

A Design Book will be compiled detailing design criteria, horizontal and vertical alignments, cost estimates, traffic analyses, and plans to document each of the reasonable alternatives.

Traffic analyses will be performed for the alternatives and concepts to determine how they perform. Highway Capacity Software (HCS), Synchro, SimTraffic, and Sidra software will be used to perform the evaluations. HCS and Synchro will be utilized for level of service (LOS), delay, and queueing analyses, SimTraffic software will be utilized to present traffic simulations of each alternative, and Sidra Intersection software will be used to evaluate roundabout corridors. Evaluations will be conducted for the following scenarios:

- Existing Conditions (2023)
- Opening Year (2028) for No Build and three (3) Build Concepts
- Design Year (2048) for No Build and three (3) Build Concepts

These concepts will be presented at the Alternatives Workshop described later in this scope.

Step two will occur after the Town staff and stakeholders have adopted a recommended Project Alternative. The recommended Project Alternative will be developed to a 30% level that includes lane widths, shoulder widths, curve radii, taper rates, pavement markings, slope limits, and existing and proposed right of way requirements. A cost estimate will be prepared for the recommended Project Alternative. The cost estimate shall be itemized and prepared using item number, nomenclature, description, materials, and construction requirements, which are contained in the NHDOT Standard Specifications for Road and Bridge Construction, latest edition. The estimate shall include a separate line for the anticipated fee for construction services.

The Plans will include width and length; type of facility and amenities and general layout, including any significant geometric or topographical conditions. Special attention will be paid to

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identifying existing drainage systems throughout the project area and showing the impacts of the proposed work. Preconstruction photos of the drainage and other significant items will be taken.

Engineering Study Report - MJ will prepare an Engineering Study report to document the selected Project Alternative. The report will include a description of the existing conditions, the purpose and need for the project, design criteria, description of the alternatives developed, cost estimates, environmental considerations, and a conclusion. The evaluation of the Brickyard Brook Bridge, discussed in Phase 1F below, will also be documented in the Engineering Study. The Study shall be submitted to the NHDOT (on Town letterhead) with a request for their review. The submission shall include all of the materials generated with the completed Scope of Work. The number of copies delivered to the State shall be determined beforehand.

Phase 1F – Brickyard Brook Structure Study

The existing 8'x8' single cell box culvert carries NH 3A over Brickyard Brook. The culvert, constructed in 1934, has wingwalls flared at a 45-degree angle relative to the road and cutoff walls at the upstream and downstream inverts. The culvert carries two lanes of traffic with approximately 5-foot shoulders on either side of the road. The structure is 89 years old and shows several areas of concrete degradation. Based on its condition and age, the structure is expected to be replaced with a new bridge as part of this project. The following tasks will be completed:

Site Review/Information Gathering - MJ will schedule and complete a field review of the project site. The primary focus of this review will be to evaluate design constraints within the project area. The existing bridge and waterway opening will be observed for visual evidence of stream scour or instability.

Geotechnical Information Review – The existing geotechnical information previously collected by others will be reviewed to estimate conceptual foundations for the bridge structure alternatives. It is assumed the existing information will be sufficient for a conceptual evaluation at this study phase. When the design is advanced to the next phase, additional geotechnical recommendations and subsurface information are expected to be required.

Hydrology/Hydraulics – The hydraulics at the structure location are a combination of upland flow from the drainage basin of Brickyard Brook and backwater flow from the Merrimack River, which is directly downstream of the existing crossing. The hydrologic and hydraulic analysis will be designed to simulate the interaction of the following:

- Upland runoff from the drainage basin of Brickyard Brook.
- Water level in the Merrimack River considering passage of flood wave or hydrograph.
- Timing of peak flow conditions in each watershed.
- Existing culvert geometry and proposed replacement bridge geometries.
- Storage of flood waters upstream of the culvert during flood events in either watershed.

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Hydrologic analyses will be based on the USGS program Streamstats for Brickyard Brook and on available data such as FEMA Flood Study, U.S.G.S. Gages or other studies for the Merrimack River. No new analysis is anticipated for the Merrimack River.

Hydraulic modeling will utilize dynamic or time varied simulations such that the interaction of the stream and river are modeled and potential changes in flood levels are understood. The hydraulic model will be either HECRAS or the 2D SMS SRH-2D depending on project data and requirements.

Goals of the hydrologic and hydraulic analysis are:

- Understand and simulate existing conditions in the stream and river.
- Assist in selection of appropriate bridge span.
- Model water levels to meet local and state clearance requirements.
- Predict potential scour at selected structure.
- Provide data for scour protection design.

Bridge Type Study - MJ will coordinate with the Town while determining the preferred bridge alternative for this water crossing. The selected bridge alternative will be based on the hydraulic analysis, constructability, span length, construction cost estimates, environmental impacts, stream geomorphic compatibility, and long-term maintenance considerations. Bridge span lengths will be conceptually evaluated to satisfy the NHDES Stream Crossing Rules and NHDOT bridge design hydraulic requirements to demonstrate their site impacts. It is anticipated that this evaluation will demonstrate that a bridge that fully meets the NHDES Stream Crossing Rules will not be practical. Therefore, it is anticipated that approval of an alternative design through coordination with the Natural Resource Agencies will be required and that the proposed bridge span will be no greater than 25 feet.

The bridge types that are anticipated to be formally evaluated as part of the bridge type study task include:

- **Three-Sided Precast Concrete Rigid Frame** - This bridge alternative consists of three-sided precast rigid frame elements founded on a concrete footing. The precast frame elements allow the bridge to be prefabricated off-site and quickly installed to minimize construction impacts to the public. This alternative would propose a natural streambed to match existing site conditions and improve aquatic passage. This alternative includes both spread, or pile supported, footings or a concrete slab foundation. This alternative will evaluate the structural, hydraulic, cost and constructability benefits and drawbacks of constructing a three-sided precast concrete rigid frame or arch culvert founded on a concrete footing. This alternative would propose a natural streambed to match existing site conditions and improve aquatic organism passage. We will evaluate both spread, or pile supported, footings or a concrete slab foundation.
- **Four-Sided Precast Concrete Box** – This alternative will evaluate the structural, hydraulic, cost and constructability benefits and drawbacks of constructing a four-sided precast concrete box culvert. The box culvert span is anticipated to be up to 20 feet and

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the bottom would be buried to provide a natural stream bottom to improve aquatic organism passage.

Bridge Construction – Bridge construction sequencing will be an important component within the overall maintenance of traffic. The bridge types to be evaluated are both comprised of precast concrete elements and the construction methods to be evaluated are applicable to both bridge types. The bridge construction methods that will be evaluated include:

- Phase Construction – Traffic control will be coordinated with the construction of the intersection improvements at Hackett Hill Road. It is anticipated that the bridge will be constructed in two phases and maintain two-lanes of traffic through construction.
- Accelerated Bridge Construction (ABC) – This option would utilize a short-term roadway closure to replace the bridge in its entirety within a very short timeframe (weekend closure). This alternative will only be briefly investigated and is not anticipated to be selected. If ABC techniques using a short term roadway closure is identified as the preferred approach, we can develop the traffic analysis and prepare full detour plans as part of the Final Design.

Bridge construction alternatives will be evaluated for impacts to traffic, impacts to ROW, construction duration, compatibility with roadway construction, maintaining stream flow, and cost.

Study Plans – To support the engineering study report discussed in Phase 1E, conceptual plans for the preferred replacement bridge alternative will be developed. Four plan sheets are anticipated, including:

- General Plan View
- Profile
- Typical Bridge and Longitudinal Sections
- Construction Phasing Sections

Phase 1G – Abstracting

Field evidence of boundary and ROW, including bounds, fences and lines of possession will be located by Doucet. The limits of the Town's ROW within the project limits will be ascertained and shown on the survey. Boundary survey of each abutting property is not included. The boundaries of abutting properties that influence the proper calculations of property required for the project will be determined.

Phase 1H – Public Involvement

Public Involvement for the project will include several types of public meetings to ensure all interested parties have the opportunity to participate. A concise Public Involvement Plan will be developed. Local organizations and citizens will be an integral part of the public involvement process. The historical organizations, Chamber of Commerce, property owners, business owners, and others will be encouraged to attend and participate at meetings. Meetings with pertinent Town staff and stakeholders will also be utilized.

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Town Staff and Stakeholder Meetings – A group of pertinent Town staff and stakeholders will be assembled to assist MJ in selecting the preferred alternatives. It is assumed the meetings will be scheduled quarterly. MJ will prepare presentation materials for the meetings and produce meeting minutes. The coordination and outreach with Town Staff and Stakeholders will continue beyond this Engineering Study Phase and is not included in this Scope of Services. It is assumed up to five (5) meetings will be held for the Engineering Study Phase.

In addition, we will prepare for and attend the following meetings:

- Public Listening Session (1 Meeting)
- Alternatives Workshop (1 Meeting)
- Review and Adoption of Recommended Project Alternative (1 Meeting)
- Town Council Presentations (2 Meetings)
- Town Planning Board (1 Meeting)
- Combined Tax Increment Finance/Economic Development Committee (1 Meeting)

A series of public meetings with specific purposes and goals will be held to educate the public on the project and get their opinions. The specific meetings are described in more detail below.

Public Listening Sessions – The first public meetings will be Local Concerns meetings with Listening Sessions designed to gain an understanding of the public's views, opinions, desires, and goals for the project. At the meeting, a brief project overview will be presented including a general overview of the funding requirements, discussion on the project schedule, and a discussion of the project area and the issues to be addressed (or overcome). However, the majority of the meeting will be used to gain public comment and information. The information from these sessions will be used to prepare the Purpose and Need statement that will clearly define the needs and goals of the project. The Purpose and Need statement shall illustrate that the project is justifiable and worth the expenditure of public funds and worth the impacts to the natural and cultural environment.

Alternatives Workshop – This workshop will take place after two (2) conceptual alternatives have been developed for the project. The alternatives will include proposed roadway, intersection, bridge, aesthetic, and access features. The alternatives will be presented on aerial photograph base maps. The public will be encouraged to evaluate and comment on each alternative developed. A comparison matrix of pertinent project elements will be presented. The objective of the meeting is to understand the public's opinion of the presented alternatives. The Alternatives Workshop will be held during a properly noticed public meeting of the Town staff and stakeholders, and the public will be encouraged to provide their input.

Review and Adoption – Once the comments and suggestions from the Alternatives Workshop have been incorporated into the conceptual alternatives, the Town staff and stakeholders will hold a final meeting to review and adopt a recommended Project Alternative. The public will have an opportunity to make final comments or suggestions. Project graphics will also be displayed for public viewing before and after the meeting.

Town Council Presentations – The MJ Team will make up to two (2) presentations to the Hooksett Town Council. One of the meetings would occur after the Town staff and stakeholders

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have made a recommendation. This presentation will summarize the project activities to date and present the recommended Project Alternative for approval. A second meeting would occur after the Draft Engineering Report to address any questions or comments before the report is finalized.

Town Planning Board – The MJ Team will make a presentation to the Hooksett Planning Board to provide project information and answer any questions or concerns from the board.

Combined Tax Increment Finance/Economic Development Committee – The MJ Team will make a presentation at a combined Tax Increment Finance/Economic Development Committee meeting to provide project information and answer any questions or concerns from either committee.

Project Website and Social Media – In consultation with MJ, Town staff will create and maintain a project-specific website. The website will provide project information and updates (including project plans, meeting minutes, points of contact, future planned meetings, and other key project information) provided by MJ. The project website will be developed and maintained by the Town.

Phase 1J – Utility Coordination

MJ will conduct all coordination efforts with private utility companies. The Town will provide MJ with all information regarding Town owned water and sewer facilities within the project limits. Existing utilities include: sanitary sewer, natural gas, water, and overhead power, CATV, and telecommunication lines. MJ will be responsible for coordinating meetings with utility companies and performing the following tasks:

- Review the existing utility information shown on the base mapping and compare it to existing plans, field visits, and the Town's GIS information.
- Once the existing utility information has been shown on the existing conditions plans, these plans will be sent to the utility companies, both public and private, so that they can be verified and any missing information can be provided, such as depth, number and size of conduits, and manhole locations.
- The existing utility information will then be updated with any corrections or clarifications provided by the utility companies. It is assumed that two (2) utility coordination meetings will be held in advance of distributing the verification plans to alert the utility companies of the project and describe the work required by them once they receive the verification plans.
- MJ will prepare meeting notes for the utility coordination meetings and provide on-going project correspondence via e-mail or telephone communication.

Phase 1K – Estimate Review Committee

MJ will prepare a presentation for and attend a NHDOT Estimate Review Committee (ERC) meeting to present the Engineering Study project cost estimate.

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Assumptions

1. NHDOT Specifications, Standards, and nomenclature will be used for the construction documents.
2. NHDOT standard pay items and published weighted average unit prices will be used to develop the cost estimates. The estimates will be developed commensurate with the level of design for each alternative.
3. All meetings are assumed to be in-person and the Town of Hooksett will arrange for meeting space for committee and public meetings.
4. All survey to comply with NHDOT standards of practice.
5. Coordination with existing utility companies is anticipated. However, no utility relocation design is included.
6. FHWA is the lead federal agency for purposes of the environmental review.
7. MJ will prepare draft and final version of meeting minutes.
8. No new geotechnical investigation will be included during this initial phase. Town of Hooksett has provided the Geotechnical report prepared by Geotechnical Services, Inc. on April 11, 2013. Additional subsurface explorations and geotechnical recommendations will be required in the next design phase to support the foundation design of the proposed replacement structure at Brickyard Brook.

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August 8, 2023



Figure 1 – Survey Limits



Serving your Professional Land Surveying & Mapping Needs ®

William J. Doucet, PLS, President*
Steven V. Michaud, LLS, V.P. **
John F. Kaiser, LLS
Jeffrey A. Goldknopf, PLS***
Matthew W. Fagginger-Auer, LLS
*Also Licensed in MA & ME
**Also Licensed in VT & RI
***Also Licensed in ME

August 7, 2023

Matthew Moore
McFarland Johnson
53 Regional Drive
Concord, NH 03301-8500

Reference: Land Surveying Services
Hooksett Route 3A/Hackett Hill Road and
Main Street Intersections
NHDOT LPA
DS-LLC Project No. 8001

Dear Matthew:

The following is the Survey Scope of Work for this project.

AREA OF SURVEY:

Survey is limited to the intersection of NH 3A and Hackett Hill Road (approximately 4,000 LF of road encompassing 11 acres), and the intersection of NH 3A and Main Street (approximately 2,600 LF of road encompassing 7 acres). Within this area is the Route 3A culvert, 250 LF from Hackett Hill Road. At this culvert 25' cross sections (top of bank to top of bank) will be taken 100' upstream and downstream to Merrimack River



102 Kent Place
Newmarket, NH 03857
Phone (603) 659-6560

www.DoucetSurvey.com

10 Storer Street, Riverview Suite
Kennebunk, ME 04043
Phone (207) 502-7005

8/7/2023

SCOPE OF WORK:

TASK 1 Topographic Survey

Doucet Survey will complete an engineering survey in accordance with Section III.12 of the NHDOT Survey Technical Standards Manual. Efforts associated with survey will include the following:

- Locate existing features, above ground utilities to meet utility quality level “C” (marked by others), wetland flags (placed by MJ), measure sewer and drain inverts, depth, size and type. Pavement markings, lighting and signage, specimen trees, brush lines, tree lines, streams, rivers, face of buildings, building threshold elevation, 1-foot contours.
- Geodetic Survey to tie into NHSPC NAD83(2011) for horizontal datum and NAVD88 for vertical datum. Set minimum of two temporary benchmarks at each of the two locations.

TASK 2 Records Research

Doucet Survey will research City and State records, including the following:

- State right-of-way records at NHDOT ROW Dept.
- Abutter’s current deeds and referenced & indexed record plans
- Town of Hooksett, Road ROW Records
- Contact utility owners to gather available information of location, size, type of utilities within the survey limits.

TASK 3 Right of Way Survey

Doucet Survey will provide services under the supervision of a Professional Licensed Surveyor (PLS). Efforts associated with survey will include the following:

- Field recovery of right-of-way and boundary monuments.
- Survey report outlining process, findings and decisions.
- Establish roadway right-of-way limits based on survey and boundary control standards of practice in the NH LAN 500 Rules.

TASK 4 ROW Determination Meeting

- Attendance at one boundary facilitation meeting with NHDOT ROW Department is expected to discuss roadway right-of-way decisions.

TASK 5 Develop Existing Conditions Plan

Doucet Survey will submit a preliminary “Existing Conditions Plan” to MJ for review. The plans will incorporate information developed as part of Tasks 1.2 and 1.3.

- The Plan would be at 1” = 20’ scale in 2022 Civil3D format using MJ template. Note:
- Include apparent roadway right-of-way lines based on record and field evidence found.

DELIVERABLES:

- Topographic Plan in 2022 Civil3D and in full size stamped PDF.
- Survey control in csv format.

8/7/2023

ASSUMPTIONS:

- Adequate record and physical evidence is found to enable retracement of the right of ways.
- Police detail for 1 day is sufficient to allow for opening of all manhole structures within the travel way.
- ROW determination of intersecting side roads is beyond scope.
- Topographic survey and right of way survey happen in the same mobilization.

SCHEDULE:

- Work would start within six – eight weeks. Survey & development of plan would require eight weeks to complete from start date.

** The schedule outlined herein assume that site conditions (snow, ice, etc.) allow us to efficiently perform the field work in a safe & accurate manner.*

**McFARLAND JOHNSON TEAM
COST SUMMARY**

**Route 3A / Hackett Hill Road and Main Street Intersections Project
Hooksett, NH
August 7, 2023**



FIRM	PHASE 1	TOTAL LABOR COST	DIRECT EXPENSES	TOTAL COST
McFARLAND JOHNSON	\$309,862.10	\$309,862.10	\$21,350.00	\$331,212.10
DOUCET SURVEY	\$47,648.12	\$47,648.12	\$757.28	\$48,405.40
TOTAL	\$357,510.22	\$357,510.22	\$22,107.28	\$379,617.50
PROJECT TOTAL				\$379,617.50

McFARLAND JOHNSON, INC.
DETAILED COST BREAKDOWN

Route 3A / Hackett Hill Road and Main Street Intersections Project
Hooksett, NH
August 7, 2023



TASK	TASK DESCRIPTION	PM \$78.37	SPE \$62.91	PE \$53.74	SE \$44.94	AE \$39.03	JE \$34.74	ST \$37.36	TOTAL HOURS	DIRECT LABOR
PHASE 1 ENGINEERING STUDY									2183	
1A	Information Gathering / Base Maps	0	0	4	4	16	24	40	88	\$ 3,347.28
1B	Detailed Survey	0	0	4	4	0	8	8	24	\$ 971.49
1C	Resource Identification	6	20	0	98	34	0	0	158	\$ 7,459.23
	Land Based (Air, Traffic, Species, & Lands)	0	2	0	8	0	0	0	10	
	Water Based (Ground, Wetlands, & Floodplains)	0	2	0	40	24	0	0	66	
	Cultural Resources	2	2	0	24	6	0	0	34	
	Hazardous Materials	0	2	0	4	0	0	0	6	
	Other (Env. Justice & Social /Economic)	0	0	0	2	0	0	0	2	
	Agency Coordination / Meetings	4	8	0	12	0	0	0	24	
	Report Preparation	0	4	0	8	4	0	0	16	
1D	Project Definition	4	4	8	0	0	0	0	16	\$ 995.03
1E	Alternatives Development	23	82	100	112	334	144	108	903	\$ 39,440.99
	Intersection Concepts	8	12	16	24	40	80	60	240	
	Traffic Analysis	5	48	52	48	198	0	0	351	
	Recommended Alternative Detail	2	4	8	16	40	40	40	150	
	Cost Estimate	0	2	8	8	24	24	0	66	
	Engineering Study Report	8	16	16	16	32	0	8	96	
1F	Brickyard Brook Structure Study	25	80	98	0	129	56	80	468	\$ 22,227.41
	Site Review/Information Gathering	0	6	0	0	8	0	4	18	
	Geotechnical Coordination	0	2	4	0	8	0	0	14	
	Hydrology/Hydraulics	25	54	56	0	65	0	0	200	
	Bridge Type Study	0	8	24	0	32	48	16	128	
	Bridge Construction	0	2	6	0	8	8	0	24	
	Study Plans	0	8	8	0	8	0	60	84	
1G	Abstracting	0	0	0	0	0	0	0	0	\$ -
1H	Public Involvement	60	60	144	24	24	48	106	466	\$ 23,857.91
	Town Staff and Stakeholder Meetings	16	16	40	8	8	8	30	126	
	Public Listening Session	8	8	32	8	8	8	16	88	
	Alternatives Workshop	8	8	24	4	4	4	12	64	
	Review and Adoption	8	8	24	4	4	4	12	64	
	Town Council Presentations	8	8	12	0	0	8	4	40	
	Town Planning Board	4	4	4	0	0	4	4	20	
	Combined Tax Increment Finance/EDC	4	4	4	0	0	4	4	20	
	Project Website and Social Media	4	4	4	0	0	8	24	44	
1J	Utility Coordination	0	0	8	0	16	16	0	40	\$ 1,610.21
1K	Estimate Review Committee	4	0	8	0	8	0	0	20	\$ 1,055.61
MJ PHASE 1 DIRECT LABOR TOTAL =										\$ 100,965.17
Overhead @ 179.00% =										\$ 180,727.65
Sub-Total =										\$ 281,692.82
Fixed Fee @ 10% =										\$ 28,169.28
MJ PHASE 1 TOTAL ESTIMATED LABOR COST =										\$ 309,862.10

**McFARLAND JOHNSON, INC.
DETAILED COST BREAKDOWN**

**Route 3A / Hackett Hill Road and Main Street Intersections Project
Hooksett, NH
August 7, 2023**



DIRECT EXPENSES		
	Transportation	\$ 250.00
	Mailings	\$ 200.00
	Printing & Copying	\$ 500.00
	Traffic Counts	\$ 20,000.00
	Miscellaneous	\$ 400.00
	MJ TOTAL ESTIMATED DIRECT EXPENSES =	\$ 21,350.00
	TOTAL MJ ESTIMATED COST =	\$ 331,212.10

McFARLAND JOHNSON, INC.
DIRECT LABOR RATES

Route 3A / Hackett Hill Road and Main Street Intersections Project
Hooksett, NH
August 7, 2023



CLASSIFICATION		CURRENT RATE	AVG. RATE	PROJECT AVG. RATE
SPM	Senior Project Manager	\$	76.95	\$ 78.37
SPE	Senior Project Engineer	\$	61.77	\$ 62.91
PE	Project Engineer	\$	52.76	\$ 53.74
SE	Senior Engineer	\$	44.12	\$ 44.94
AE	Assistant Engineer/Environmental Analyst	\$	38.32	\$ 39.03
JE	Junior Engineer	\$	34.11	\$ 34.74
ST	Senior Technician	\$	36.68	\$ 37.36

Assumed Annual Salary Escalation over Duration of Project: 3.7%

Assumed Notice to Proceed: September 5, 2023
All Work to be Completed by: May 31, 2024

Year	Compounded Escalation Factor	% Work in Year	Effective %
2023	1.00	50.0%	50.0%
2024	1.037	50.0%	51.9%
Totals		100.0%	101.9%

Table 1
Summary
Route 3A, Hooksett LPA
Date Prepared: 8-7-23
Prepared By: Doucet Survey, LLC

	Task Description	Man Hours	Hourly Rate	Total Direct Labor	Loaded Rate	135.65% Loaded Total Cost	Direct Costs	
Task 1	Topographic Survey							
	Professional Surveyor 1	1.00	\$ 56.46	\$ 56.46	\$ 133.05	\$ 133.05	314.4	480.00 MILES
	Professional Surveyor 2	8.00	\$ 43.00	\$ 344.00	\$ 101.33	\$ 810.64	300	0.50 DAYS OF POLICE DETAIL
	Professional Surveyor 3	0.00	\$ 41.00	\$ -	\$ 96.62	\$ -	0	
	Senior Construction Manager	0.00	\$ 42.00	\$ -	\$ 98.97	\$ -	0	
	Project Manager 1	0.00	\$ 43.27	\$ -	\$ 101.97	\$ -	0	
	Project Manager 2	0.00	\$ 34.00	\$ -	\$ 80.12	\$ -	0	
	Survey Technical 1	128.00	\$ 33.57	\$ 4,296.96	\$ 79.11	\$ 10,125.79	0	
	Survey Technical 2	128.00	\$ 30.00	\$ 3,840.00	\$ 70.70	\$ 9,048.96	0	
	Survey Technical 3	0.00	\$ 26.83	\$ -	\$ 63.22	\$ -	0	
	Survey Technical 4	0.00	\$ -	\$ -	\$ -	\$ -	0	
	Subsurface Utility Tech 1	0.00	\$ 34.00	\$ -	\$ 80.12	\$ -	0	
	CAD Technician 1	0.00	\$ 34.00	\$ -	\$ 80.12	\$ -	0	
	CAD Technician 2	0.00	\$ 29.67	\$ -	\$ 69.92	\$ -	0	
	Administrative Level 1	3.00	\$ 34.50	\$ 103.50	\$ 81.30	\$ 243.90	0	
	Administrative Level 2	0.00	\$ 28.00	\$ -	\$ 65.98	\$ -	0	
	Subtotal	268.00		\$ 8,640.92		\$ 20,362.33	\$ 614.40	
Task 2	Records Research							
	Professional Surveyor 1	4.00	\$ 56.46	\$ 225.84	\$ 133.05	\$ 532.19	50	50 DEED COPIES
	Professional Surveyor 2	48.00	\$ 43.00	\$ 2,064.00	\$ 101.33	\$ 4,863.82	30	20 PLAN COPIES
	Professional Surveyor 3	0.00	\$ 41.00	\$ -	\$ 96.62	\$ -	0	
	Senior Construction Manager	0.00	\$ 42.00	\$ -	\$ 98.97	\$ -	0	
	Project Manager 1	0.00	\$ 43.27	\$ -	\$ 101.97	\$ -	0	
	Project Manager 2	0.00	\$ 34.00	\$ -	\$ 80.12	\$ -	0	
	Survey Technical 1	0.00	\$ 33.57	\$ -	\$ 79.11	\$ -	0	
	Survey Technical 2	0.00	\$ 30.00	\$ -	\$ 70.70	\$ -	0	
	Survey Technical 3	0.00	\$ 26.83	\$ -	\$ 63.22	\$ -	0	
	Survey Technical 4	0.00	\$ -	\$ -	\$ -	\$ -	0	
	Subsurface Utility Tech 1	0.00	\$ 34.00	\$ -	\$ 80.12	\$ -	0	
	CAD Technician 1	0.00	\$ 34.00	\$ -	\$ 80.12	\$ -	0	
	CAD Technician 2	0.00	\$ 29.67	\$ -	\$ 69.92	\$ -	0	
	Administrative Level 1	1.00	\$ 34.50	\$ 34.50	\$ 81.30	\$ 81.30	0	
	Administrative Level 2	0.00	\$ 28.00	\$ -	\$ 65.98	\$ -	0	
	Subtotal	53.00		\$ 2,324.34		\$ 5,477.31	\$ 80.00	
Task 3	Right-of-Way Survey							
	Professional Surveyor 1	2.00	\$ 56.46	\$ 112.92	\$ 133.05	\$ 266.10	62.88	96 MILES
	Professional Surveyor 2	16.00	\$ 43.00	\$ 688.00	\$ 101.33	\$ 1,621.27	0	
	Professional Surveyor 3	0.00	\$ 41.00	\$ -	\$ 96.62	\$ -	0	
	Senior Construction Manager	0.00	\$ 42.00	\$ -	\$ 98.97	\$ -	0	
	Project Manager 1	0.00	\$ 43.27	\$ -	\$ 101.97	\$ -	0	
	Project Manager 2	0.00	\$ 34.00	\$ -	\$ 80.12	\$ -	0	
	Survey Technical 1	24.00	\$ 33.57	\$ 805.68	\$ 79.11	\$ 1,898.58	0	

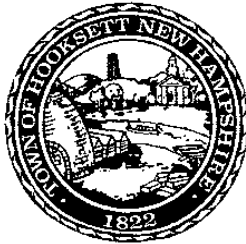
	Survey Technical 2	24.00	\$	30.00	\$	720.00	\$	70.70	\$	1,696.68	0
	Survey Technical 3	0.00	\$	26.83	\$	-	\$	63.22	\$	-	0
	Survey Technical 4	0.00	\$	-	\$	-	\$	-	\$	-	0
	Subsurface Utility Tech 1	0.00	\$	34.00	\$	-	\$	80.12	\$	-	0
	CAD Technician 1	0.00	\$	34.00	\$	-	\$	80.12	\$	-	0
	CAD Technician 2	0.00	\$	29.67	\$	-	\$	69.92	\$	-	0
	Administrative Level 1	1.00	\$	34.50	\$	34.50	\$	81.30	\$	81.30	0
	Administrative Level 2	0.00	\$	28.00	\$	-	\$	65.98	\$	-	0
	Subtotal	67.00			\$	2,361.10		\$ 5,563.93		\$ 62.88	
Task 4	Right-of-Way Determination Meeting										
	Professional Surveyor 1	2.00	\$	56.46	\$	112.92	\$	133.05	\$	266.10	0
	Professional Surveyor 2	18.00	\$	43.00	\$	774.00	\$	101.33	\$	1,823.93	0
	Professional Surveyor 3	0.00	\$	41.00	\$	-	\$	96.62	\$	-	0
	Senior Construction Manager	0.00	\$	42.00	\$	-	\$	98.97	\$	-	0
	Project Manager 1	0.00	\$	43.27	\$	-	\$	101.97	\$	-	0
	Project Manager 2	0.00	\$	34.00	\$	-	\$	80.12	\$	-	0
	Survey Technical 1	0.00	\$	33.57	\$	-	\$	79.11	\$	-	0
	Survey Technical 2	0.00	\$	30.00	\$	-	\$	70.70	\$	-	0
	Survey Technical 3	0.00	\$	26.83	\$	-	\$	63.22	\$	-	0
	Survey Technical 4	0.00	\$	-	\$	-	\$	-	\$	-	0
	Subsurface Utility Tech 1	0.00	\$	34.00	\$	-	\$	80.12	\$	-	0
	CAD Technician 1	0.00	\$	34.00	\$	-	\$	80.12	\$	-	0
	CAD Technician 2	0.00	\$	29.67	\$	-	\$	69.92	\$	-	0
	Administrative Level 1	1.00	\$	34.50	\$	34.50	\$	81.30	\$	81.30	0
	Administrative Level 2	0.00	\$	28.00	\$	-	\$	65.98	\$	-	0
	Subtotal	21.00			\$	921.42		\$ 2,171.33		\$ -	
Task 5	Develop Existing Conditions Plan										
	Professional Surveyor 1	2.00	\$	56.46	\$	112.92	\$	133.05	\$	266.10	0
	Professional Surveyor 2	16.00	\$	43.00	\$	688.00	\$	101.33	\$	1,621.27	0
	Professional Surveyor 3	0.00	\$	41.00	\$	-	\$	96.62	\$	-	0
	Senior Construction Manager	0.00	\$	42.00	\$	-	\$	98.97	\$	-	0
	Project Manager 1	0.00	\$	43.27	\$	-	\$	101.97	\$	-	0
	Project Manager 2	0.00	\$	34.00	\$	-	\$	80.12	\$	-	0
	Survey Technical 1	0.00	\$	33.57	\$	-	\$	79.11	\$	-	0
	Survey Technical 2	0.00	\$	30.00	\$	-	\$	70.70	\$	-	0
	Survey Technical 3	0.00	\$	26.83	\$	-	\$	63.22	\$	-	0
	Survey Technical 4	0.00	\$	-	\$	-	\$	-	\$	-	0
	Subsurface Utility Tech 1	0.00	\$	34.00	\$	-	\$	80.12	\$	-	0
	CAD Technician 1	96.00	\$	34.00	\$	3,264.00	\$	80.12	\$	7,691.62	0
	CAD Technician 2	0.00	\$	29.67	\$	-	\$	69.92	\$	-	0
	Administrative Level 1	2.00	\$	34.50	\$	69.00	\$	81.30	\$	162.60	0
	Administrative Level 2	0.00	\$	28.00	\$	-	\$	65.98	\$	-	0
	Subtotal	116.00			\$	4,133.92		\$ 9,741.58		\$ -	
	Totals HR	525.00		Labor	\$ 18,381.70		W/OH	\$ 43,316.48			
							Fixed Fee (10%)	\$ 4,331.65			
							Total Labor plus Fixed Fee	\$ 47,648.12			
							Direct Costs	\$ 757.28			

Total Estimated Fee \$ 48,405.40

Mileage	0.655	
Registry Plans	1.50	
Registry Deeds	1.00	
Police Detail (DAY RATE)	600.00	
#5 Rebar w/Surveyors ID Cap	7.50	
Laser Scan Equipment Fee	96.00	
Registry Plan Recording Fee/sheet	53.00	
American Flagging & Traffic Control	5500.00	8-hour day rate
Lodging & Meals (GSA ??? County DATE)	0.00	
UAV Equipment Fee	50.00	

Table 2
Hours and Hourly Costs
Route 3A, Hooksett LPA
Date Prepared: 8-7-23
Prepared By: Doucet Survey, LLC

Tasks	Hours and Hourly Cost										Costs								Total Cost
	PS1 \$133.05	PS2 \$101.33	PS3 \$ 96.62	SCM \$ 98.97	PM1 \$101.97	PM2 \$ 80.12	ST1 \$79.11	ST2 \$70.70	ST3 \$63.22	ST4 \$ -	SUE1 \$80.12	CT1 \$80.12	CT2 \$69.92	Admin1 \$81.30	Admin2 \$ 65.98	Loaded Labor	Fixed Fee	Direct Exp	
Task 1	1.00	8.00	0.00	0.00	0.00	0.00	128.00	128.00	0.00	0.00	0.00	0.00	0.00	3.00	0.00	\$ 20,362.33	\$ 2,036.23	\$ 614.40	\$ 23,012.96
Task 2	4.00	48.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	\$ 5,477.31	\$ 547.73	\$ 80.00	\$ 6,105.04
Task 3	2.00	16.00	0.00	0.00	0.00	0.00	24.00	24.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	\$ 5,563.93	\$ 556.39	\$ 62.88	\$ 6,183.21
Task 4	2.00	18.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	\$ 2,171.33	\$ 217.13	-	\$ 2,388.46
Task 5	2.00	16.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	96.00	0.00	2.00	0.00	\$ 9,741.58	\$ 974.16	-	\$ 10,715.74
Total Hours	11.00	106.00	0.00	0.00	0.00	0.00	152.00	152.00	0.00	0.00	0.00	96.00	0.00	8.00	0.00	\$ 43,316.48	\$ 4,331.65	\$ 757.28	\$ 48,405.40
										1,356.5									
										Loaded HR	Escalated HR*	Labor Rate \$	Classification	Abbreviation					
										\$ 133.05	\$ 56.46	\$ 56.46	Professional Surveyor 1	PS1					
										\$ 101.33	\$ 43.00	\$ 43.00	Professional Surveyor 2	PS2					
										\$ 96.62	\$ 41.00	\$ 41.00	Professional Surveyor 3	PS3					
										\$ 98.97	\$ 42.00	\$ 42.00	Senior Construction Manager	SCM					
										\$ 101.97	\$ 43.27	\$ 43.27	Project Manager 1	PM1					
										\$ 80.12	\$ 34.00	\$ 34.00	Project Manager 2	PM2					
										\$ 79.11	\$ 33.57	\$ 33.57	Survey Technical 1	ST1					
										\$ 70.70	\$ 30.00	\$ 30.00	Survey Technical 2	ST2					
										\$ 63.22	\$ 26.83	\$ 26.83	Survey Technical 3	ST3					
										\$ -	\$ -		Survey Technical 4	ST4					
										\$ 80.12	\$ 34.00	\$ 34.00	Subsurface Utility Tech 1	SUE					
										\$ 80.12	\$ 34.00	\$ 34.00	CAD Technician 1	CT1					
										\$ 69.92	\$ 29.67	\$ 29.67	CAD Technician 2	CT2					
										\$ 81.30	\$ 34.50	\$ 34.50	Administrative Level 1	Admin1					
										\$ 65.98	\$ 28.00	\$ 28.00	Administrative Level 2	Admin2					



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

August 16, 2023

Julie F. Avenant, P.E.
Project Manager
N.H. Department of Transportation
Bureau of Planning and Community Development
John O. Morton Building
7 Hazen Drive, P.O. Box 483
Concord, NH 03302-0483

RE: Hooksett, X-A005(241), #43851
NH 3A/Hackett Hill Road and NH 3A Main Street
Request for Approval to Award Engineering Study Contract to McFarland Johnson

Dear Ms. Avenant:

The purpose of this letter is to request approval to award Engineering Study contract to McFarland Johnson of Concord, New Hampshire.

The Scope of Work and Cost Summary Documents are attached. The Town reviewed these documents, and they were both found to be adequate.

Significant dates regarding the process are as follows:

- McFarland-Johnson sent the Draft Scope of Work to me on May 26, 2023. The Town was generally pleased with the draft scope, but requested that additional time was allotted for public meetings. The Town has several Committees that will be interested in the progress of this project (Planning Board, TIF Committee, Economic Development, etc...). Of course we will have joint meetings when possible.
- McFarland-Johnson sent the initial Scope of Work to me on July 5, 2023.
- McFarland-Johnson sent the initial Scope of Work to you on July 7, 2023.
- NHIDOT approval of Engineering Scope. Request for scope and fee. July 10, 2023.
- McFarland-Johnson sent the revised Scope to me on July 14, 2023.
- McFarland-Johnson sent the Fee Matrix to me on August 8, 2023.
- The Town approves the Fee Matrix and thus this letter.

- The Consultant anticipates that they will complete the Engineering Study by the end of February (this will be behind schedule for the project as set early on, but will catch up the project from where it is now).

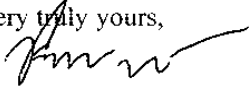
Note that it is my understanding that due to the nature of the funding, an Independent Governmental Estimate is not required.

At this time, we are requesting your approval to enter into negotiations with our preferred firm McFarland-Johnson.

The next Town Council meeting is scheduled for September 13, 2023. The deadline to get on that agenda is August 31, 2023. If NHDOT approval to award the contracts is granted on or before August 31, I would put this on the Council agenda of September 13th for approval. The following Town Council meeting is September 27 with the agenda deadline of September 14th.

I hope this letter addresses all of the items required for approval. Please feel free to contact me if you have any questions.

Very truly yours,



Bruce A. Thomas, P.E.
Town Engineer

c/Andre L. Garron, Town Administrator
Gene McCarthy, P.E., McFarland-Johnson



William Cass, P.E.
Commissioner

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



David Rodrigue, P.E.
Assistant Commissioner
Andre Briere, Colonel, USAF (RET)
Deputy Commissioner

August 18, 2023

Bruce Thomas, P.E.
Town Engineer
Town of Hooksett
35 Main Street
Hooksett, NH 03106

RE: HOOKSETT, X-A005(241), #43851
NH 3A/Hackett Hill Road and NH 3A/Main Street
State Highway Aid and Federal Aid Programs
APPROVAL OF SCOPE AND FEE ENGINEERING STUDY

Dear Mr. Thomas:

The NH Department of Transportation (NHDOT) has reviewed the Scope of Work and Fee Proposal for Engineering Study dated August 8, 2023, as prepared by McFarland Johnson, Inc. (MJ) for the above-referenced and finds it to be satisfactory. The total for the Engineering Study fee approved is **\$379,617.50**. MJ's overhead rate is **179.00%** and is fixed for the life of the contract. **Please submit a copy of the signed scope and fee document to this office for our records.**

The consultant may proceed to preparation of the Engineering Study. **NHDOT's review and approval of the Engineering Study will be required prior to proceeding to Preliminary Design.**

The following table summarizes the programmed and authorized project costs for this project:

Phase	Participating Funds	Comments
*Preliminary Engineering	\$1,182,833.96	\$379,617.50 authorized
*Right-of-Way	\$47,313.36	Programmed
**Construction	\$2,554,921.35	Programmed including Construction Engineering
Total	\$3,785,068.67	

*Participating Preliminary Engineering and Right-of-Way phase funds are shared 66.667% State and 33.333% Town Match

**Construction phase funds are 90% Federal, 10% Town Match.

If you have any questions, please contact us.

Sincerely,



Julie F. Avenant, P.E.
Project Manager
Bureau of Planning and Community Assistance
Telephone: (603) 271-7866

JFA/dmp

cc via email: Gene McCarthy, McFarland Johnson, Inc.
C.R. Willeke, NHDOT,
Courtney Collins, NHDOT,
Kim Hanson, NHDOT

Town Council

STAFF REPORT



To: Town Council

Title: To accept grant funds up to \$2,500 from the Concord Regional Crimeline, 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 operating budget under the uniform equipment line.

Meeting: Town Council - 13 Sep 2023

Department: Police Department

Staff Contact: Jake Robie, Captain

BACKGROUND INFORMATION:

On June 10, 2023, we applied for grant funds up to \$2,500 (maximum request) through the Concord Regional Crimeline to purchase outer vest carriers for our sworn personnel. On August 30, 2023, Crimeline board members voted in favor of the Hooksett Police Department receiving the funds. With the funds we will purchase 9 outer vest carriers from Atlantic Tactical at \$277.76 each.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Accept the grant funds.

SUGGESTED MOTION:

To accept grant funds up to \$2,500 from the Concord Regional Crimeline, 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 operating budget under the uniform equipment line.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

Town Council STAFF REPORT



To: Town Council
Title: Phase II Town Owned Properties
Meeting: Town Council - 13 Sep 2023
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

On August 23rd, a public hearing was conducted to deliberate on the upcoming phase of municipally owned lands. In response to feedback from neighboring landowners, the staff undertook an additional examination of two specific plots and subsequently eliminated them from the list of properties to sell. Enclosed within are various documents such as deeds, snapshots of the properties, and an Excel spreadsheet detailing acreage, land valuation, ownership duration, and pertinent property notes. Since the public hearing has been held, the next step is to determine which direction the Town Council would like to sell these properties. The options include auction or sealed bid. Kindly be advised that any potential property buyer should conduct their own comprehensive investigations. It is imperative that they engage with the Community Development Department to explore potential prospects pertaining to the specific parcel they are interested in. The primary objective of selling these properties is to reintegrate them into the tax framework. It's important to note that most of these properties are not suitable for construction and are better suited for acquisition by adjacent landowners.

RECOMMENDATION:

Administration recommends moving forward with selling the properties via auction.

The Phase I auction was conducted on April 8, 2023, managed by JSJ Auctions, who effectively facilitated the sale of all properties presented. Subsequently, staff has remained engaged with legal counsel to conclude the necessary post-sale procedures for these properties.

Administration recommends that Town Council deliberate the available options and evaluate the most suitable course of action for the Town. JSJ Auctions fulfilled their responsibilities; however, their involvement ceases after the property deed is signed. On the other hand, if the Council is inclined to examine the potential advantages offered by NH Tax Deed and Auction, with the aim of lessening additional staff commitments and legal resources, we strongly recommend considering this approach.

NH Tax Deed and Auction has the potential to be advantageous for the Town, offering the capability to manage the entire process from beginning to end. Phase III is anticipated, during which the Council will have the opportunity to assess the previous phases and select the company that aligns most effectively with Council's requirements. This aligns with the initial deliberation held by the Town Council when Phase I was introduced.

SUGGESTED MOTION:

Motion to remove Phase II of the Town Owned Properties from the table.

Motion to auction Phase II of the Town Owned Properties.

Motion to have the Town Administrator sign a contract with NH Tax Deed and Auction to sell Phase II of the town owned properties.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

ATTACHMENTS:

[Map 9 Lot 72 Off Hackett Hill Road](#)

[Map 10 Lot 30 Off Donald Street](#)

[Map 10 Lot 31 15 Donald Street](#)

[Map 15 Lot 13 Whitehall Road](#)

[Map 20 Lot 29 157 Whitehall Road](#)

[Map 22 Lot 37 Goffstown Road](#)

[Map 31 Lot 15-10 22 Harmony Lane](#)

[Harmony Lane Subdivision Plan](#)

[Map 31 Lot 65 16 Monroe Drive](#)

[Map 34 Lot 1 Off Hooksett Road](#)

[Map 36 Lot 42-7 199 Londonderry Turnpike](#)

[Map 38 Lot 29 44 Donati Drive](#)

[Map 38 Lot 30 Bicentennial Drive](#)

[Map 45 Lot 72 Elmer Avenue](#)

[Map 46 Lot 12 Bicentennial drive](#)

[Map 46 Lot 28 Arah Street](#)

[Phase II Properties - Town Council Review](#)

230369

94 AUG 31 AM 8:38

BK1987 PG0537

"KNOW ALL MEN BY THESE PRESENTS

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

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

Signed, Sealed, and Delivered in the presence of:

Nicole Young
Kenneth W. Andrews
Matthew J. Smith

Leslie A. Nepveu
Collector

State of New Hampshire Merrimack County Leslie

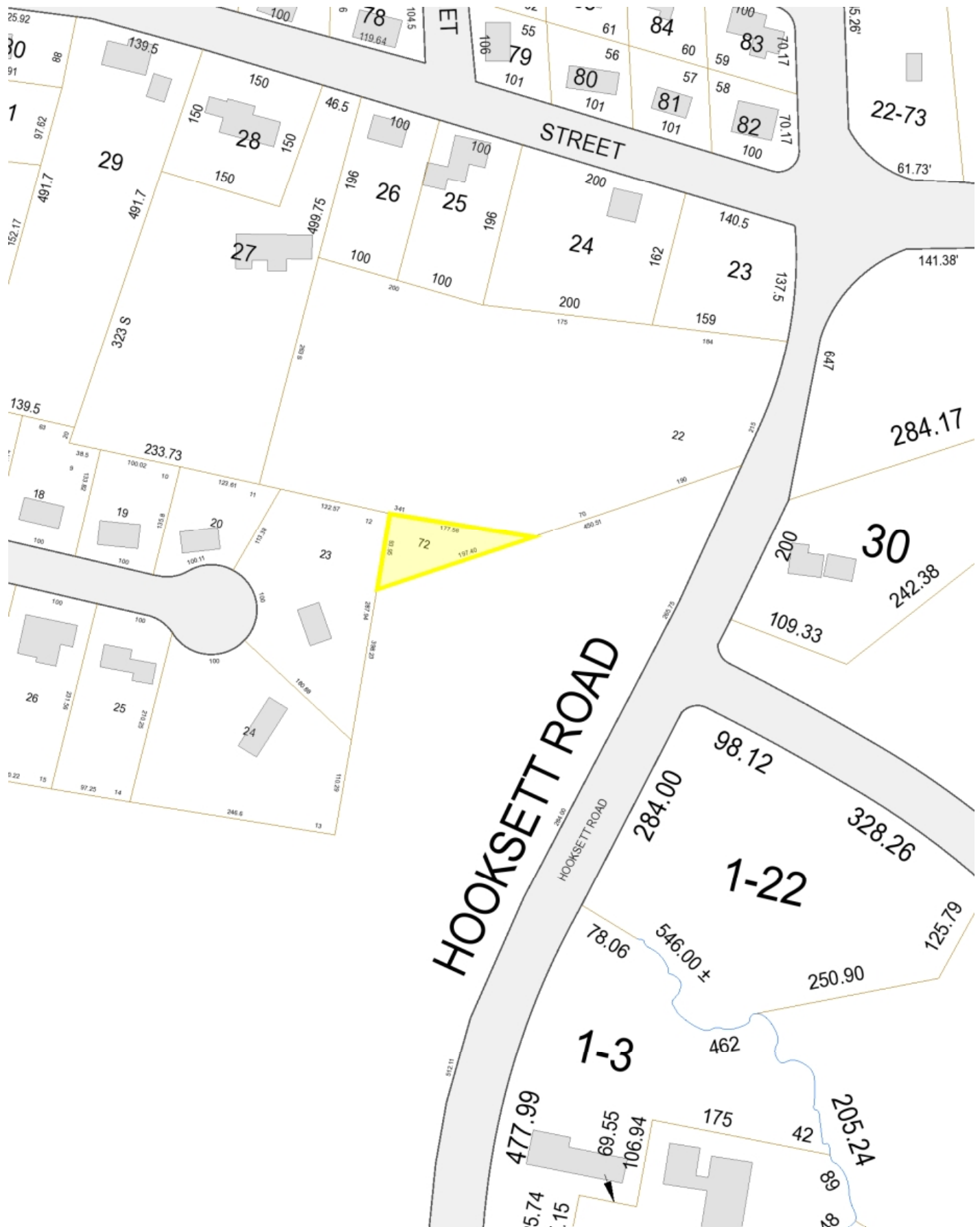
Personally appearing and acknowledged for the foregoing instrument to be his voluntary act and deed. Before me,

Sandra M. Piper
Notary Public
Merrimack County, New Hampshire

MERRIMACK COUNTY RECORDS

Kathi L. Gray, Register

SANDRA M. PIPER, Notary Public
My Commission Expires September 8, 1995



230368

94 AUG 31 AM 8:35

BK1967 PG0536

KNOW ALL MEN BY THESE PRESENTS

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

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

Signed, Sealed, and Delivered in the presence of:

Nicole Young
Kenneth W. Young
Michael J. Young

Leslie A. Nepveu
Collector

State of New Hampshire Merrimack County Leslie

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

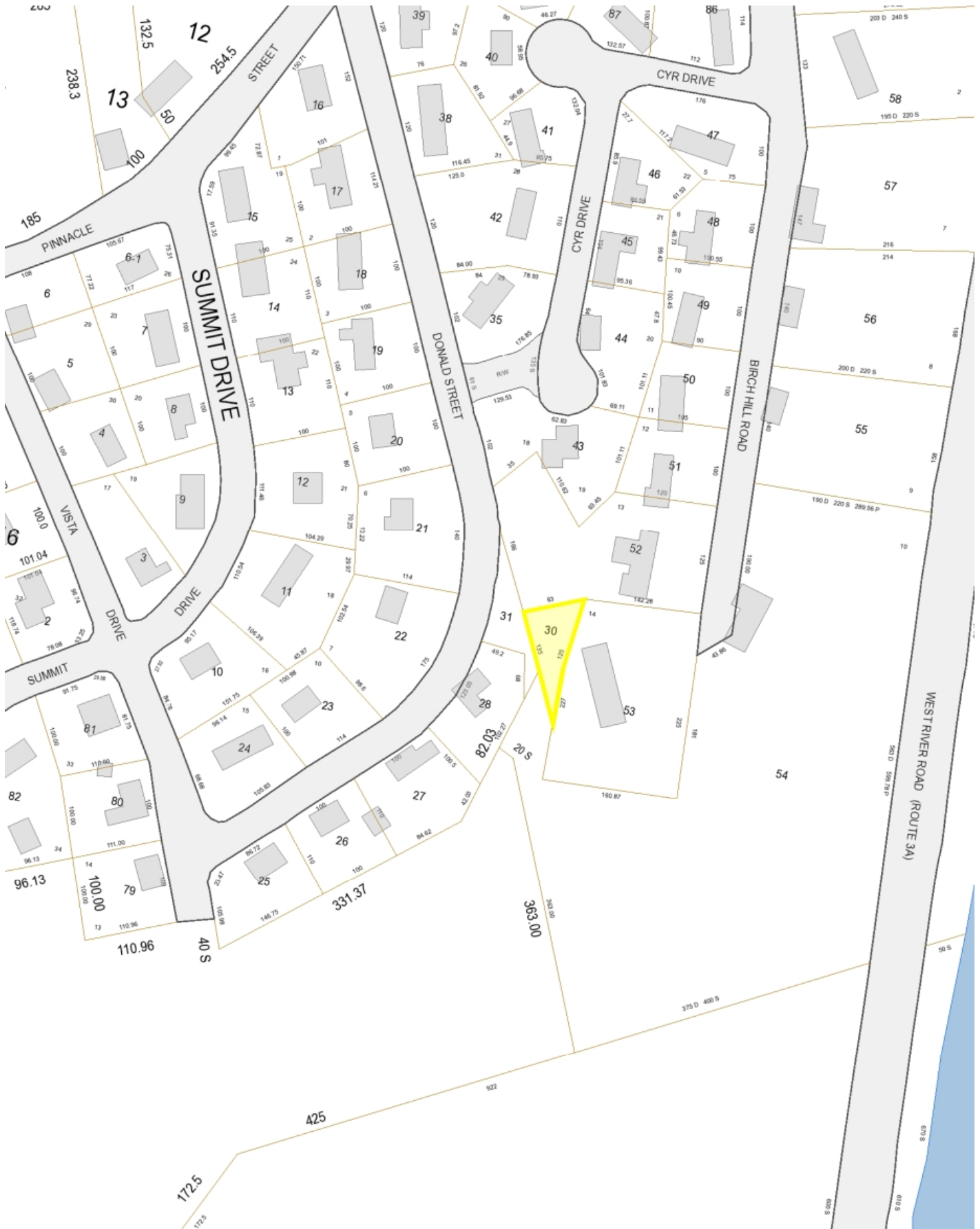
me, [Signature]

MERRIMACK COUNTY RECORDS

Kathi L. Gray, Register

Notary

SANDRA M. PIER, Notary Public
My Commission Expires September 2, 1995



230367

94 AUG 31 AM 8:35

BM1967 P00535

KNOW ALL MEN BY THESE PRESENTS

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

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

Signed, Sealed, and Delivered in the presence of:

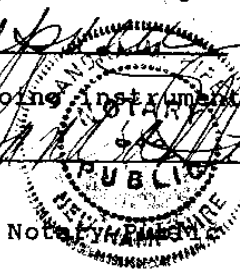
Nicole Young
Kenneth W. Anderson
Michael J. Smith

Leslie A. Nepveu
Collector

State of New Hampshire, Merrimack County, Leslie

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

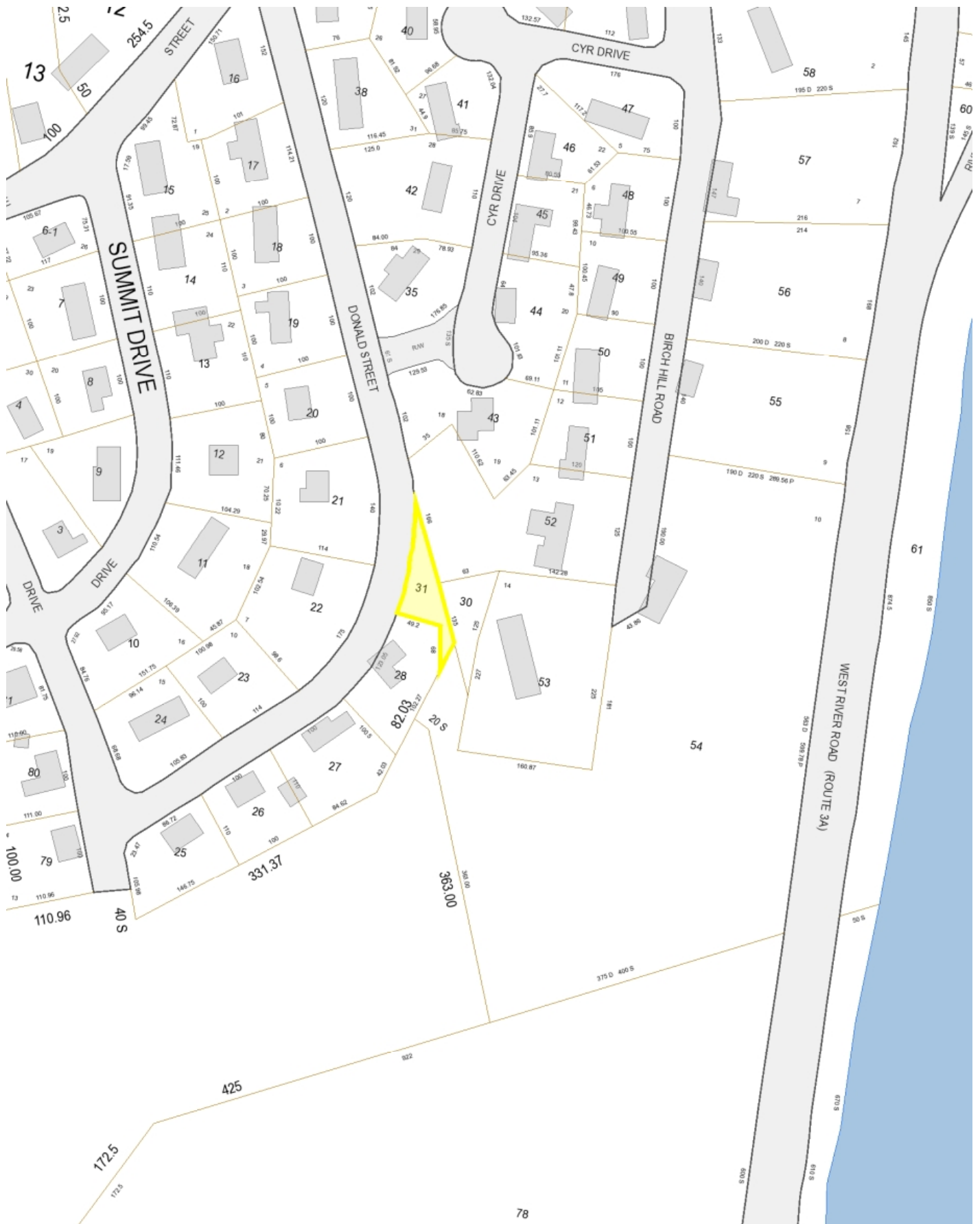
me, Sandra M. Piper



SANDRAM. PIPER, Notary Public
My Commission Expires September 8, 1995

MERRIMACK COUNTY RECORDS

Kathi L. Quay, Register



B 1527P0401

Know all Men by these Presents

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

Twelve Dollars and Thirty One Cents

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

015-013-00A

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

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

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

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

Signed, Sealed and Delivered in the presence of:

Marilyn Keller
Ed J. [unclear]

State of New Hampshire,
Personally appearing

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

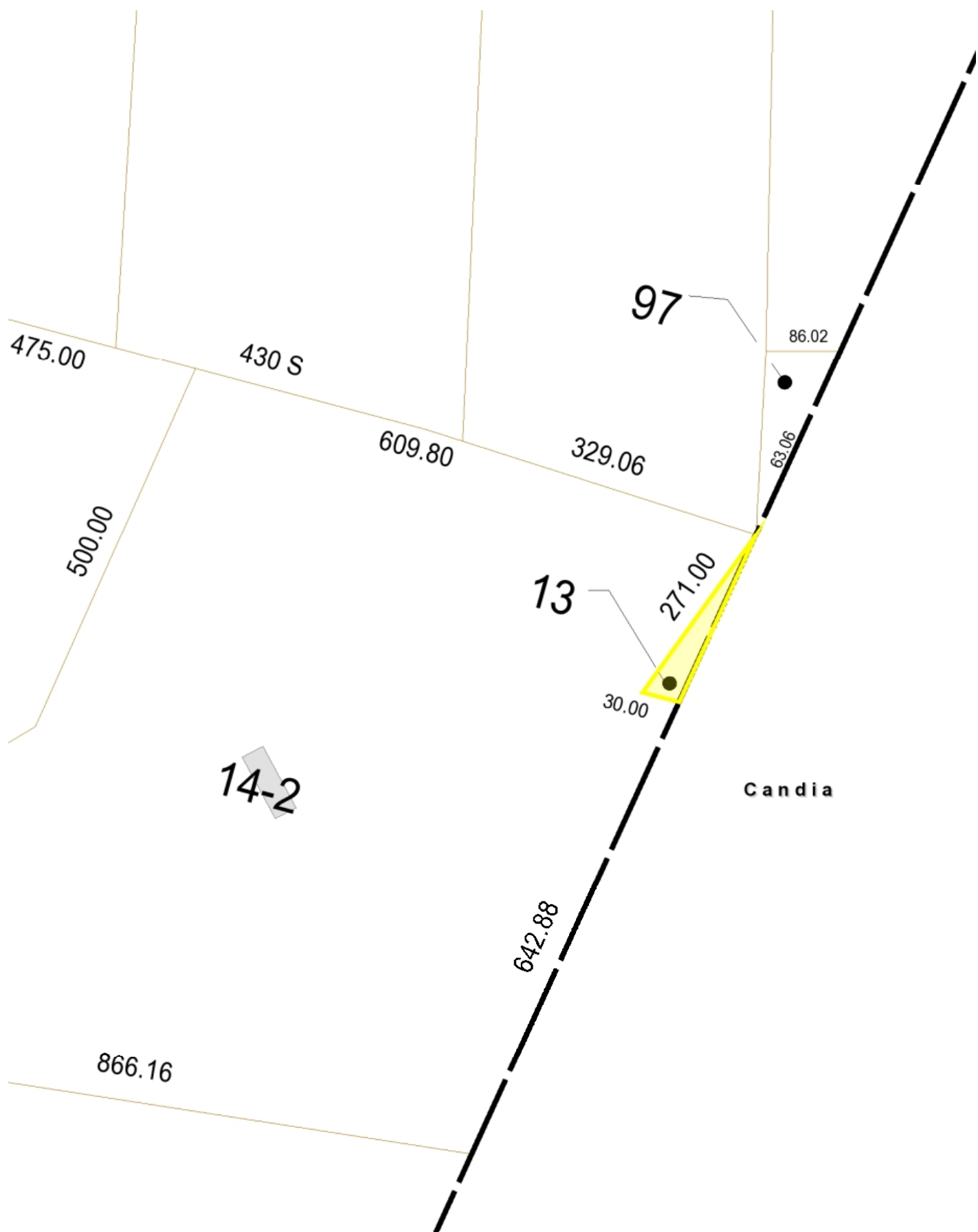
MERRIMACK COUNTY RECORDS
Recorded Sept. 6, 8-00AM. 1985

Merrimack ss. Aug 23, 19 85
above named.

Sandra M. Quirion
Sandra M. Quirion, Notary Public
My Commission Expires October 29, 1989
Justice of the Peace
Notary Public

Keith L. Gray
Register

B 1527P0401



Know all Men by these Presents

B 1403P0638

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

Six dollars and forty-two cents

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

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

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

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

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

Signed, Sealed and Delivered in the presence of:

[Signatures of witnesses]

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

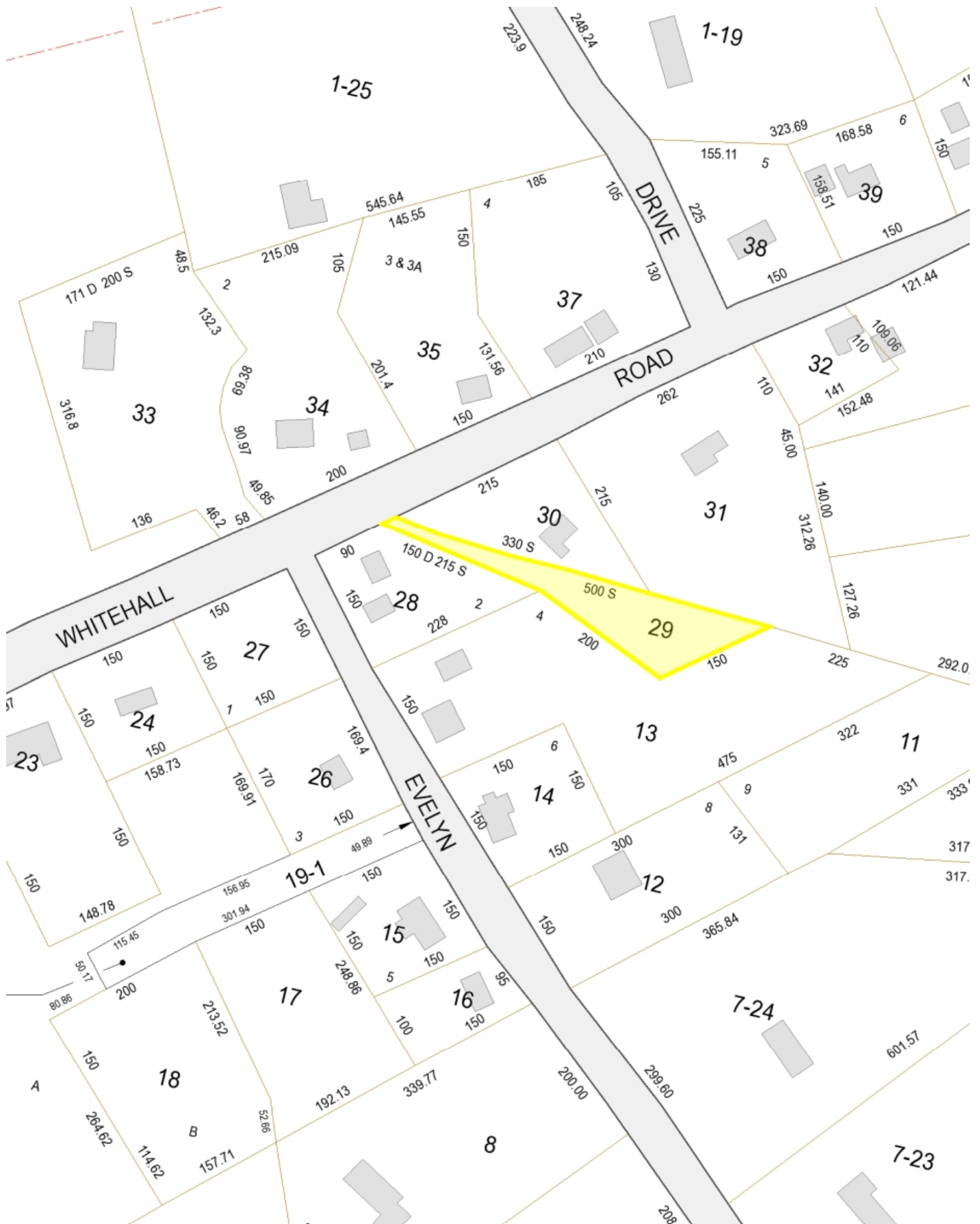
State of New Hampshire, **Merrimack County** ss. **September 14** 1981
Personally appearing **Joyce A. Emerson** above named,
and acknowledged the foregoing instrument to be his voluntary act and deed. Before me

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

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

B 1403P0638

[Signature of Marjorie B. Hathorn]
Commissioner



230374

94 AUG 31 AM 8:36

DK1967 PG0542

"KNOW ALL MEN BY THESE PRESENTS

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

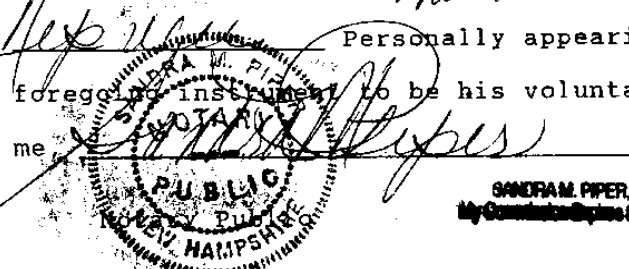
In Witness Whereof, I have hereunto set my hand and seal, the 26th day of August, the year of our Lord one thousand nine hundred and Ninty Four.

Signed, Sealed, and Delivered in the presence of:

Juan St. Germain
Nicole Young
Matthew P. Stull

Leslie A. Nepveu
Collector

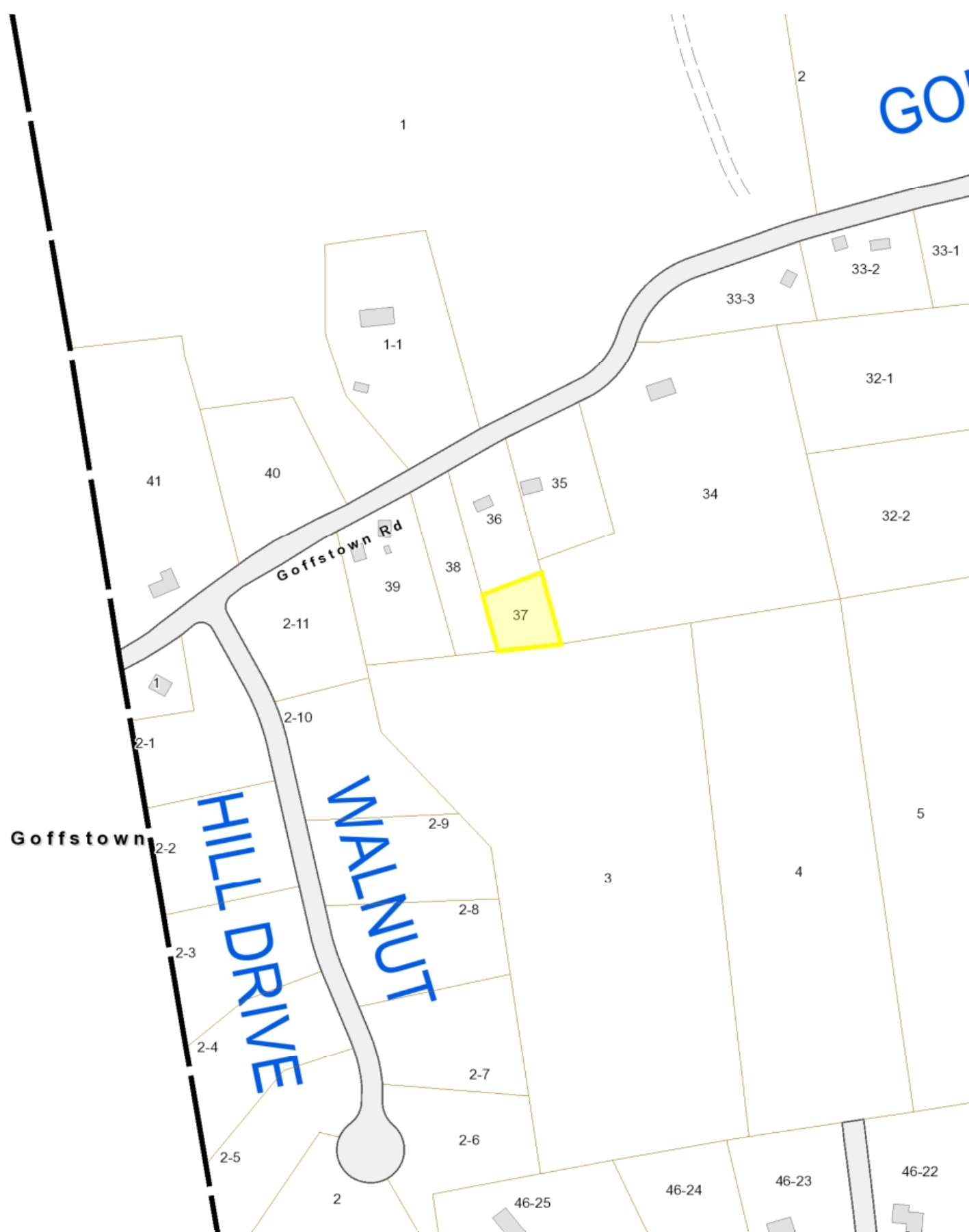
State of New Hampshire, Merrimack County, Leslie Nepveu Personally appearing and acknowledged for the foregoing instrument to be his voluntary act and deed. Before me, Sandra M. Piper



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

MERRIMACK COUNTY RECORDS

Kathi L. Gray, Register



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

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

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

Know all Men by these Presents

B/
10.39
2.00

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

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

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

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

Signed, Sealed, and Delivered in the presence of:

Jacqueline A. Marsh

K. A. Blodman

Shirley M. White

Leslie A. Nepveu
Collector

State of New Hampshire

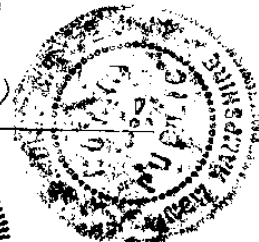
Personally appearing

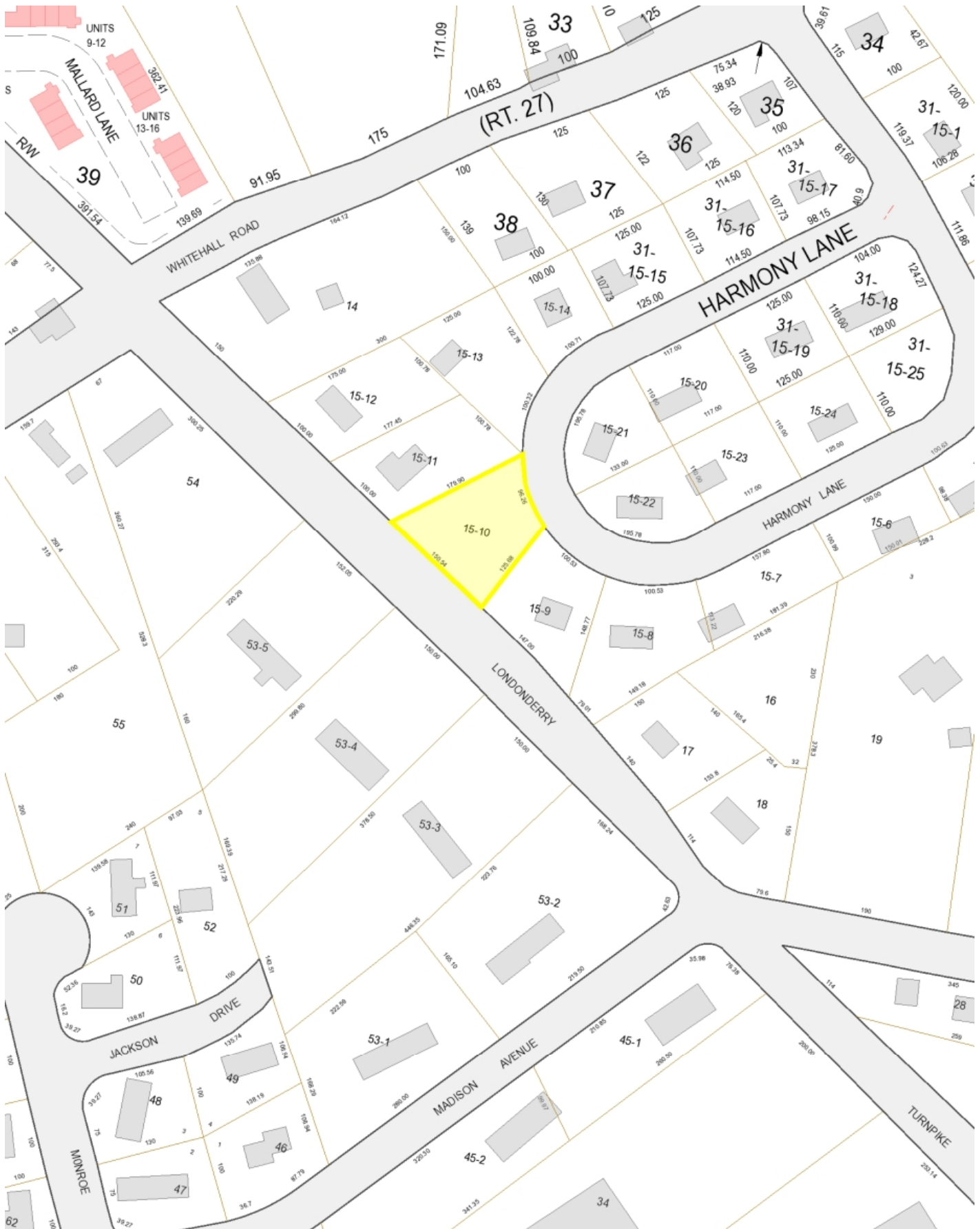
And acknowledged the foregoing instrument to be his voluntary act and deed, Before me

Sandra M. Piper
Notary Public

MERRIMACK COUNTY RECORDS

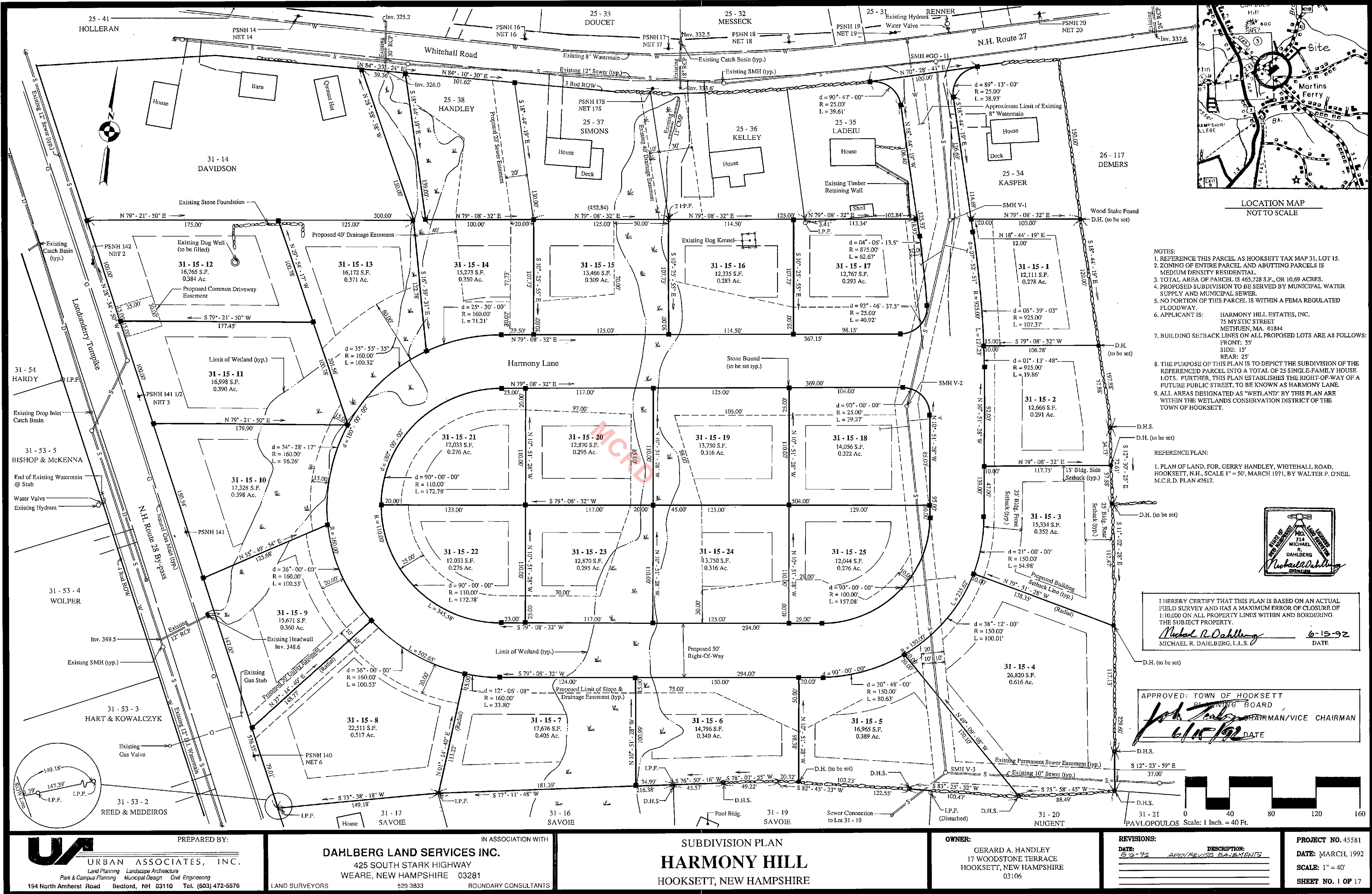
Kathi L. Gray, CPO, Register





#12436 RECORDED July 7, 2:35 PM, 1992
Attest: Florence E. Farni, Deputy Register

#24.00



Town of Hooksett

B
10.37
2-

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

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

Know all Men by these Presents

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

MAP/LOT: 0031-0065 LAND 16 MONROE DRIVE

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

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

Signed, Sealed, and Delivered in the presence of:

Elizabeth Deane

Julia

Jessica Shattuck

Leslie A. Nepveu
Collector

State of New Hampshire

Personally appearing

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

ss. Merrimack

Sandra M. Piper
Notary Public

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

MERRIMACK COUNTY RECORDS

Kathi L. Gray CPO, Register

230372

94 AUG 31 AM 8:36

BK1967 PG0540

"KNOW ALL MEN BY THESE PRESENTS

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

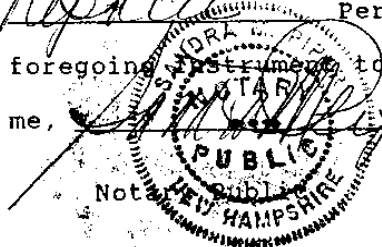
In Witness Whereof, I have hereunto set my hand and seal, the 26th day of August, the year of our Lord one thousand nine hundred and Ninty Four.

Signed, Sealed, and Delivered in the presence of:

Susan St. Germain
Nicole Young
Robert St. Germain

Leslie Nepveu
Collector

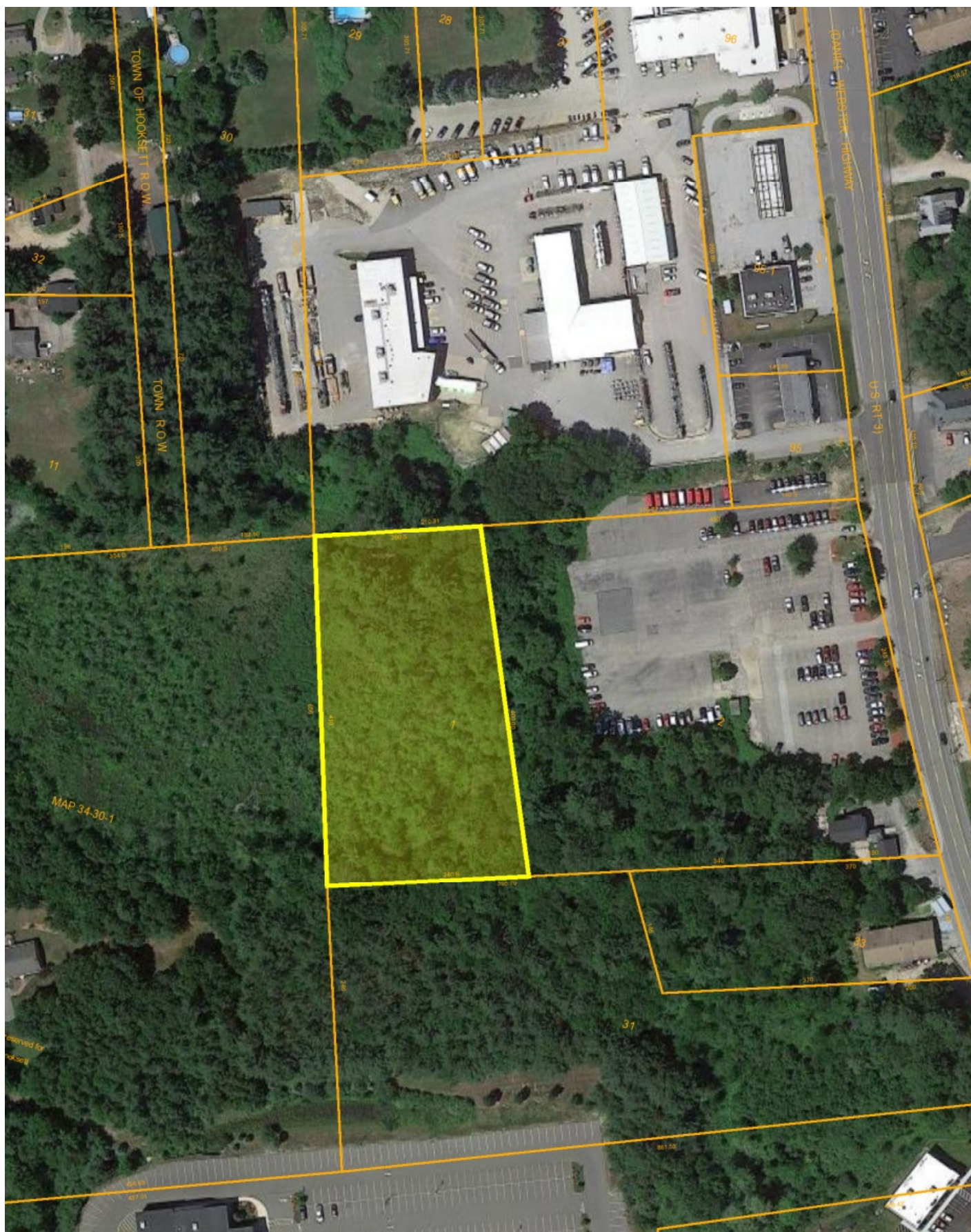
State of New Hampshire Merrimack County, Leslie Nepveu Personally appearing and acknowledged for the foregoing instrument to be his voluntary act and deed. Before me, Sandra M. Pifer



SANDRA M. PIFER, Notary Public
My Commission Expires September 8, 1998

MERRIMACK COUNTY RECORDS

Kathi L. Gray, Register



Town of Hooksett

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

B
10.39
2

Know all Men by these Presents

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

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

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

LAND 199 LONDONDERRY TURNPIKE
MAP 0036, LOT 0042-0007

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

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

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

Signed, Sealed, and Delivered in the presence of:

Shirley M. Martin

Timothy A. Blighman

Jacqueline A. Marsh

Leslie A. Nepveu
Collector

State of New Hampshire
Personally appearing

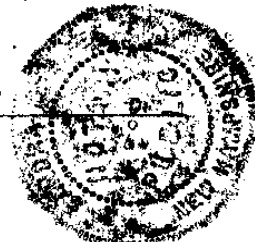
ss.

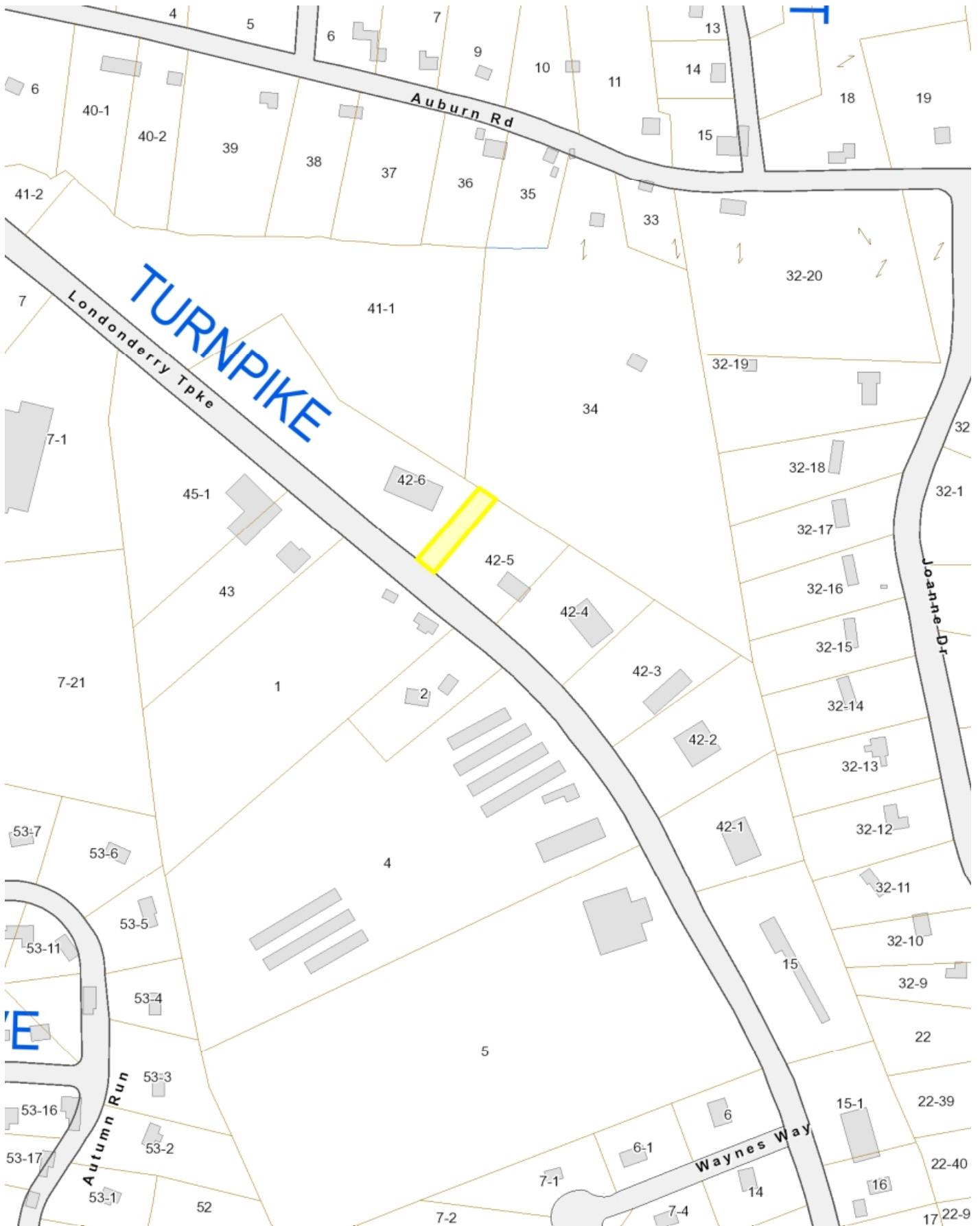
And acknowledged the foregoing instrument to be his voluntary act and deed, Before me

Sandra M. Piper
Notary Public

MERRIMACK COUNTY RECORDS

Kathi L. Guay, CPO, Register





Town of Hooksett

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

Fees \$12.37

MERRIMACK COUNTY RECORDS

Kathi L. Gray, CPO, Register

B
10.37
2-

Know all Men by these Presents

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

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

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

MAP/LOT 0038-0029 LAND 44 DONATI DRIVE

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

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

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

Signed, Sealed, and Delivered in the presence of:

Elizabeth Dionne
Julian Hu
Jessia Lipshi
Leslie A. Nepveu
Collector

State of New Hampshire

Personally appearing

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

ss.

Merrimack

Sandra M. Piper
Notary Public

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



Town of Hooksett

B
10.37
2-

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

Fees \$12.37

MERRIMACK COUNTY RECORDS

Kathi L. Guay, CPO, Register

Know all Men by these Presents

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

MAP/LOT 0038-0030 LAND BICENTENNIAL DRIVE

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

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

Signed, Sealed, and Delivered in the presence of:

Elizabeth Proun
Paula
Jessica Spasi

Leslie A. Nepveu
Collector

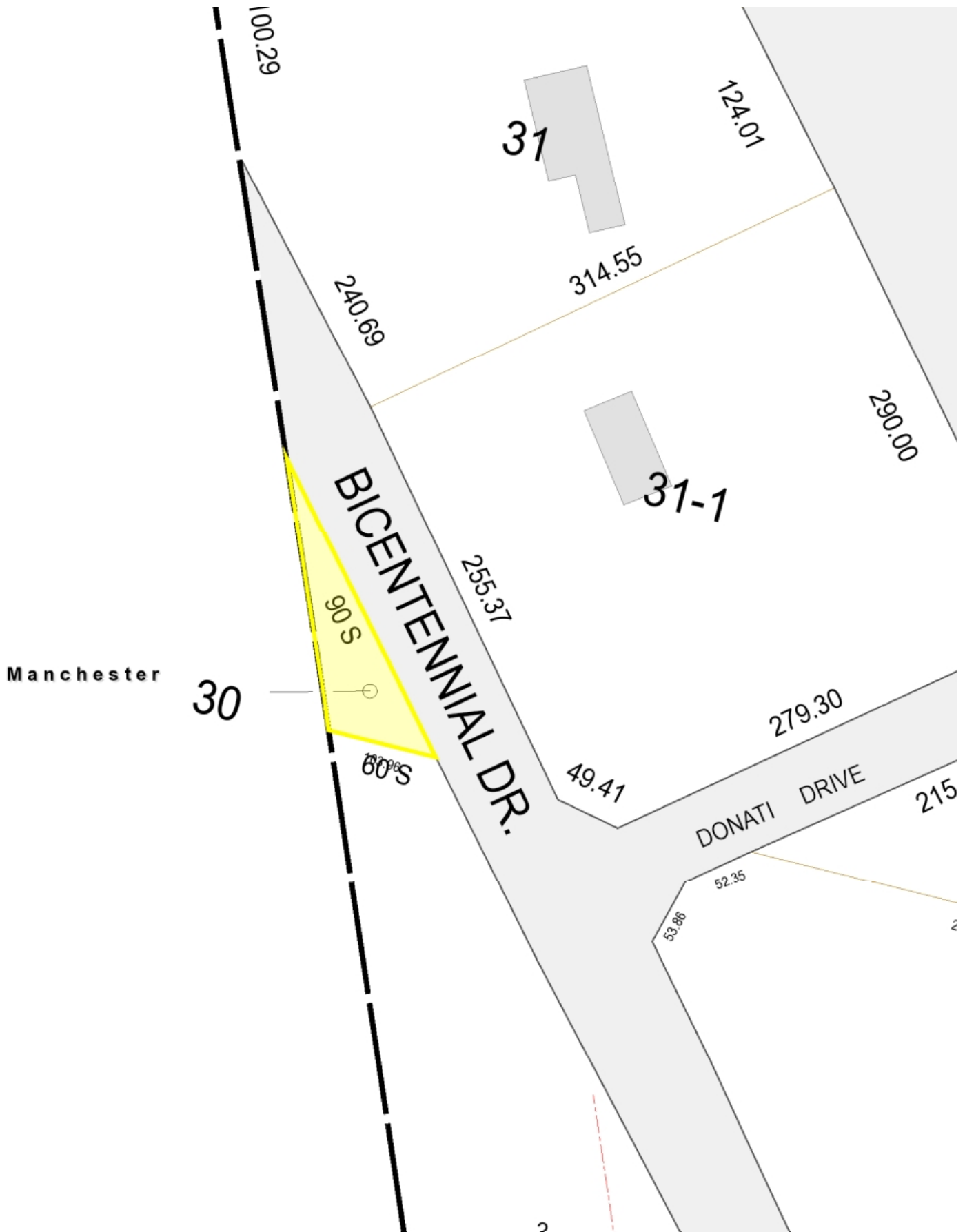
State of New Hampshire
Personally appearing

ss.

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

Sandra M. Piper
Notary Public

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



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

MERRIMACK COUNTY RECORDS

Kathi L. Gray, CPO, Register

Know all Men by these Presents

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

LAND SOUTH ELMER AVENUE 0045-0072

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

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

Signed, Sealed, and Delivered in the presence of:

Shirley M. Martin

Kimberly A. Blodman

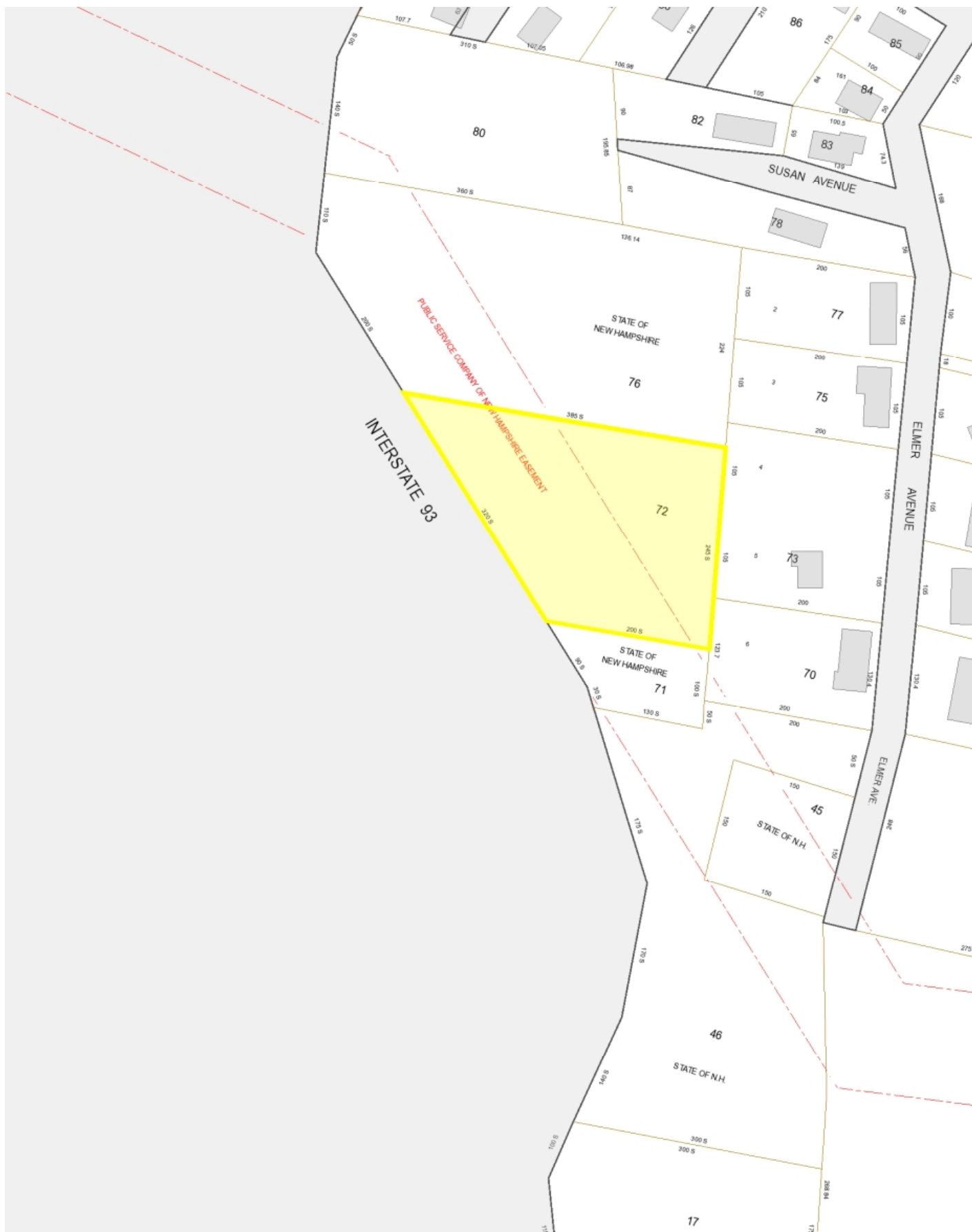
Mary L. Lefebvre

Richard Nepveu
Collector

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

Sandra M. Piper
Notary Public





Town of Hooksett

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

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

B
10.37
2-

Know all Men by these Presents

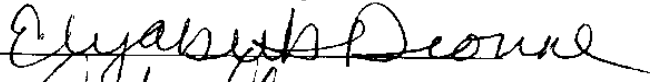

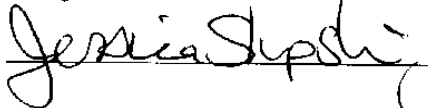
That I, Leslie A. Nepveu Tax Collector for the Town of Hooksett,
In the County of Merrimack and State of New Hampshire, for the year 2005 by the authority in me vested
by the laws of the State, and in consideration of \$75.42
To me paid by the Town of Hooksett. Do hereby sell and convey to the said Town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

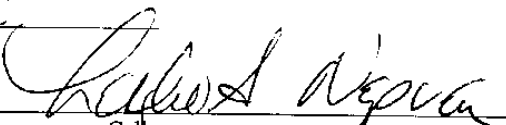
MAP/LOT: 0046-0012 LAND BICENTENNIAL DRIVE

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

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

Signed, Sealed, and Delivered in the presence of:


Collector

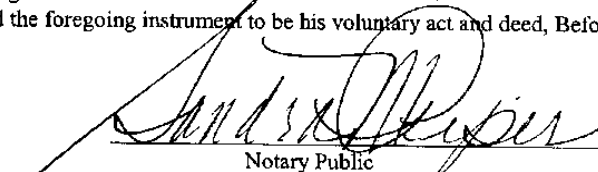
State of New Hampshire

Personally appearing

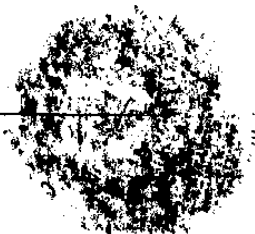
And acknowledged the foregoing instrument to be his voluntary act and deed, Before me

ss.

Merrimack

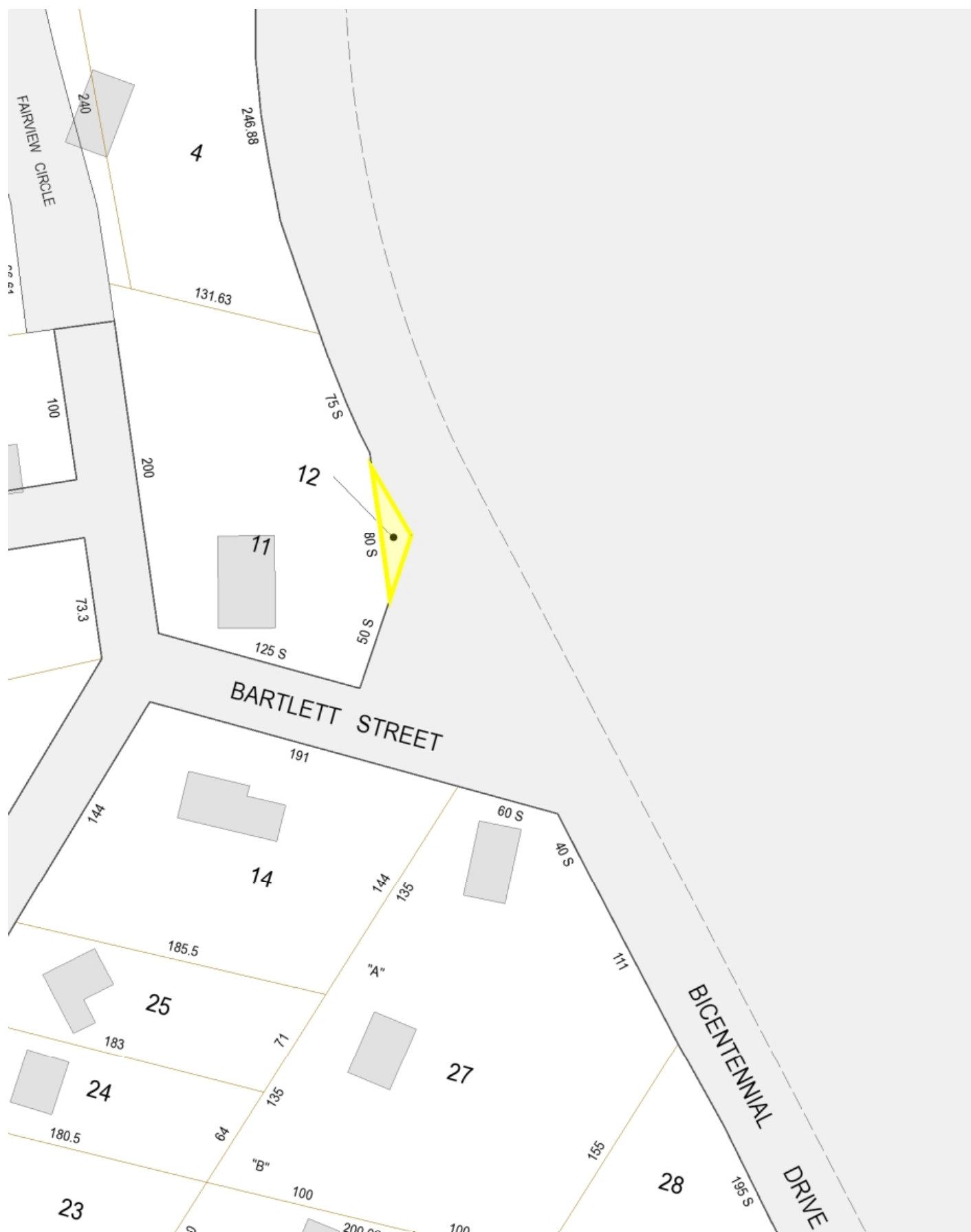

Notary Public

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



MERRIMACK COUNTY RECORDS

 CPO, Register



230378

94 AUG 31 AM 8:36

BK1987 PG0546

"KNOW ALL MEN BY THESE PRESENTS

That I, Leslie Nepveu, Collector of Taxes for the Town of Hooksett, in the County of Merrimack and State of New Hampshire, for the year 1994 by the authority in me vested by the laws of the State, and in consideration of Four Hundred Forty Four Dollars and Eighty Nine Cents (\$444.89) to me paid by the Town of Hooksett do hereby sell and convey to the said Town of Hooksett successors/heirs and assigns, a certain tract or parcel of land situated in the Town of Hooksett aforesaid, Taxed by the Selectmen/Assessors in 1988 to Owners Unknown and described in the Invoice Books as Land-Arah Street. A more particular description of said property is understood to be as follows: Land-Arah Street 046-028. The whole of the above real estate was bought by Town of Hooksett at a Tax Collector's sale held at the Municipal Building in said Town of Hooksett, New Hampshire on the 30th day of September, 1989. To have and to hold the said Premises, with the appurtenances, to the said Town of Hooksett successors/heirs and assigns forever. And I hereby covenant with the said Town of Hooksett that in making sale of the same I have in all things complied with the law, and that I have good right, so far as that right, so far as that right may depend upon the regularity of my own proceedings, to sell and convey the same in the manner aforesaid.

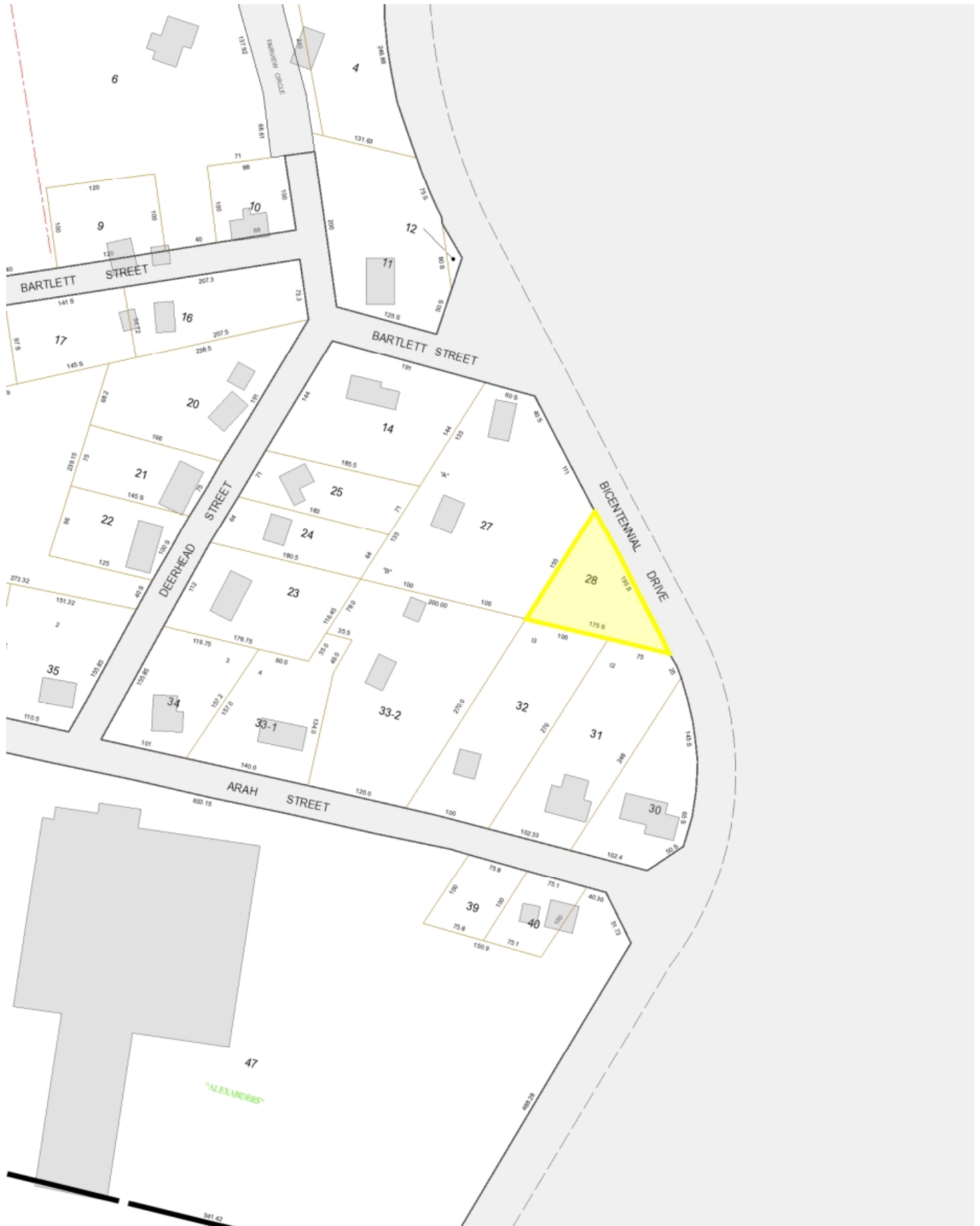
In Witness Whereof, I have hereunto set my hand and seal, the 26th day of August, the year of our Lord one thousand nine hundred and Ninty Four.

Signed, Sealed, and Delivered in the presence of:

Laura St. Germain
Nicole Young
Math B. Hall

Leslie A. Nepveu
Collector

State of New Hampshire, Merrimack County Leslie
Personally appearing and acknowledged for the foregoing instrument to be his voluntary act and deed. Before
SANDRAM PIPER
MERRIMACK COUNTY RECORDS
Kathi L. Gray, Register



Phase II	Town Owned Property			2023										
Property Location	Map	Lot	Zoning	Building Value	Land Value	Acreage	Assessed Value	Category	Year Owned	Amount taken For	Annual taxes based on 2022 Tax Rate	Notes		
Off Hooksett Road	9	72	MDR	Vacant	\$ 6,700.00	0.190978	\$ 6,700.00	Tax Deed	1994	\$ 70.00	\$ 161.14	Landlocked		
Off Donald Street	10	30	UDR	Vacant	\$ 7,900.00	0.19	\$ 7,900.00	Tax Deed	1994	\$ 28.71	\$ 190.00	Landlocked - Would need access through other Town property of 10-31		
15 Donald Street	10	31	UDR	Vacant	\$ 7,800.00	0.160698	\$ 7,800.00	Tax Deed	1994	\$ 487.38	\$ 187.59	Does not meet Zoning-lot not large enough to build on		
Whitehall Road	15	13	LDR	Vacant	\$ 6,300.00	0.09332	\$ 6,300.00	Tax Deed	1985	\$ 12.31	\$ 151.52	Landlocked - On Candia Town Line		
157 Whitehall Road	20	29	LDR	Vacant	\$ 58,100.00	0.4	\$ 58,100.00	Tax Deed	1981	\$ 6.42	\$ 1,397.31	Not enough frontage to build (only about 15' of frontage)		
Goffstown Road	22	37	LDR	Vacant	\$ 9,600.00	1	\$ 9,600.00	Tax Deed	1994	\$ 42.00	\$ 230.88	Landlocked		
22 Harmony Lane	31	15-10	MDR	Vacant	\$ 78,600.00	0.397796	\$ 78,600.00	Tax Deed	2007	\$ 1,432.17	\$ 1,890.33	Approved subdivison-land has wetlands-may not be buildable without DES approval and variance Does not meet Zoning Requirements for building - best suited for abutter purchase - abuts a ROW		
16 Monroe Drive	31	65	MDR	Vacant	\$ 8,700.00	0.11017	\$ 8,700.00	Tax Deed	2005	\$ 261.30	\$ 209.24	Landlocked		
Off Hooksett Road	34	1	PZ	Vacant	\$ 87,600.00	2.7	\$ 87,600.00	Tax Deed	1994	\$ 416.15	\$ 2,106.78	Not buildable-better suited for abutter purchase		
199 Londonderry Turnpike	36	42-7	COM	Vacant	\$ 20,500.00	0.264004	\$ 20,500.00	Tax Deed	2007	\$ 212.27	\$ 493.03	Not enough lot area to build		
44 Donati Drive	38	29	MDR	Vacant	\$ 55,300.00	0.45	\$ 55,300.00	Tax Deed	2005	\$ 136.38	\$ 1,329.97	Not buildable		
Bicentennial Drive	38	30	MDR	Vacant	\$ 7,300.00	0.061983	\$ 7,300.00	Tax Deed	2005	\$ 100.63	\$ 175.57	Landlocked-PSNH Easement through it		
Elmer Avenue	45	72	PZ	Vacant	\$ 24,400.00	1.9	\$ 24,400.00	Tax Deed	2006	\$ 33.55	\$ 586.82	Landlocked-not buildable-best suited for abutter purchase		
Bicentennial Drive	46	12	MDR	Vacant	\$ 7,500.00	0.1	\$ 7,500.00	Tax Deed	2005	\$ 75.42	\$ 180.38	Landlocked - Not enough lot area to build		
Arah Street	46	28	MDR	Vacant	\$ 56,900.00	0.330005	\$ 56,900.00	Tax Deed	1994	\$ 444.89	\$ 1,368.45			

Town Council **STAFF REPORT**



To: Town Council
Title: Solar Array Options
Meeting: Town Council - 13 Sep 2023
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

Jude Nuru and Dan Weeks have provided the Town Council with choices for progressing with a Solar Array at the former landfill location.

1. Power Purchase Agreement (PPA) - The Town incurs no initial expenses. The option to acquire the array becomes available from the 5th year onward according to the agreement.
2. Outright Purchase (Turnkey) - The Town seeks voter approval for a bond to fund the array's cost.

RECOMMENDATION:

Suggest opting for a Power Purchase Agreement (PPA) to secure the essential data for comprehending the advantages of the solar array and then reevaluate the project in the fourth year.

SUGGESTED MOTION:

Motion to authorize the Town Administrator to negotiate a Power Purchase Agreement (PPA) contract with ReVision Energy for a solar array at the Old Landfill Site with an option to transition to a Turnkey Contract prior to Notice to Proceed.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

Town Council **STAFF REPORT**



To: Town Council
Title: Update On Old Home Day, September 16, 2023, Town Council Booth
Meeting: Town Council - 13 Sep 2023
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The following items will be available at the Town Council Booth

Handouts:

- Committee and Board information
- Committee Openings
- Job Openings and Application Forms (or links to forms)
- Community Directory
- DPW/MS4 Information

Displays;

- Project Location Map
- Town Committees
- Plan of TIF District
- Voting Map with Town Councilor Names on it.
- Donati Foot Bridge plan (Note: pedestrian bridge to be installed this fall after Old Home Day).

Will have water and snacks at booth (last year we had lollypops and tootsie rolls).

Need Councilors to man booth. Bruce Thomas will set up booth and will be at booth from 8am to Noon.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Recommend that each Town Councilor to choose a time slot for manning the booth.

SUGGESTED MOTION:

None required

TOWN ADMINISTRATOR'S RECOMMENDATION:

Seeking to have Town Council involvement throughout the Old Home Day event.

ATTACHMENTS:

[0002 Sign-in Sheet](#)

TOWN OF HOOKSETT, NEW HAMPSHIRE

Old Home Day

SIGN IN SHEET

Date: Saturday, September 16, 2024

Time Slot	Town Councilor
Setup	Bruce Thomas with assistance from Public Works
8 am to 9 am	
9am to 10 am	
10 am to 11 am	
11 am to Noon	
Noon to 1 pm	
1 pm to 2 pm	
2 pm to 3 pm	
3 pm to 4 pm	
Breakdown	Public Works

Town Council
STAFF REPORT



To: Town Council
Title: Accept grant for \$384,170 from the New Hampshire Drinking Water & Groundwater Trust Fund for Water Main Extension on Meadowcrest Road.
Meeting: Town Council - 13 Sep 2023
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The Town was awarded a grant for \$384,170 from the New Hampshire Drinking Water & Groundwater Trust Fund to extend a water main on Meadowcrest Road (see attached plan for location and grant approval notification). The proposed water main extension was designed as part of the current TIF construction project being conducted by the Port One (Granite Woods) development, but due to the cost, this work was eliminated from Port One's project.

The benefit of the project is that it provides a "Loop" in the water system to better serve Hooksett Village Water District customers, and residents.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Recommendation to Close Public Hearing
Recommend to accept grant for \$384,170 from the New Hampshire Drinking Water & Groundwater Trust Fund to install water main infrastructure in the Meadowcrest Road area

SUGGESTED MOTION:

Motion to close Public Hearing
Motion to waive Town Council Rules of Procedure and vote same night as public hearing.
Motion to accept grant for \$384,170 from the New Hampshire Drinking Water & Groundwater Trust Fund to install water main infrastructure in the Meadowcrest Road area
per RSA 31:95 b, III (a).

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

Town Council
STAFF REPORT



To: Town Council
Title: Request to revisit and discuss the Juneteenth Holiday
Meeting: Town Council - 13 Sep 2023
Department: Administration
Staff Contact: Wendy Baker, Executive Assistant

BACKGROUND INFORMATION:

Councilor Pinard requested the Juneteenth Holiday be put on the Agenda for Council discussion and reconsideration.

POLICY IMPLICATIONS:

Personnel Policy Change/Union Contracts

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, August 23, 2023**

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The Hooksett Town Council met on Wednesday, August 23, 2023 at 6:00 in the Hooksett Municipal Building.

1. CALL TO ORDER

Chair Tsantoulis called the meeting of 23 Aug 2023 to order at 6:01 pm.

2. PROOF OF POSTING

Town Administrator, Andre Garron, provided proof of posting.

3. ROLL CALL

In Attendance: Councilor James Sullivan, Councilor John Durand, Councilor Randall Lapierre, Councilor David Boutin, Councilor Timothy Tsantoulis, Councilor Jodi Pinard, and Councilor Alex Walczyk

Absent: Councilor Keith Judge

Councilor Roger Duhaime (arrived at 6:39 PM)

4. PLEDGE OF ALLEGIANCE

5. AGENDA OVERVIEW

D. Boutin: The goal of the consent agenda session is to address small donations. There are five in this agenda. We should have a one line item for small donations received instead of all individually.

T. Tsantoulis: We have not adopted that and we will not adopt it because the manner presented is not correct. For this evening and until we adopt any new policy they will all be handled as one if the council so desires.

D. Boutin: Are we going to move forward with it being as one item on the agenda?

T. Tsantoulis: We need to get clarification on that.

6. PUBLIC HEARINGS

Open Public hearing to obtain comments regarding the retention or sale of 17 town owned properties (see new business item 14.4)

Robert Lind (9 Doris Drive): Map 27-114-6 and Map 26-114-17 are proposed lots for sale. In 1990 or 1991 when the development was built they made many wetland violations. Those lots were deeded to the state as some kind of penalty. How did the town acquire them? What is going to happen to the water from Whitehall Terrace that comes right toward us? What are you

going to do with this land? One of the lots is 12-16' down from the road. If you walk into the woods of the lot across from me it drops 12' down and it is wet. Why wouldn't we just leave them the way they are? If we have a public auction or bidding process that does not concern me but someone will want to build a mc'mansion that will diminish the whole street. We have 1990 style capes and colonials.

A. Garron: The way all of the lots made this list is by taxes not being paid. There has been a program to look at the parcels as tax deeded parcels and to move them back on the tax roles. We send these out to departments and land use boards and see if there is a need for these parcels. Internally there was no public use to be made of these parcels. We sold eight lots during the first phase. Those were sold off and we are looking to do the same here.

R. Lind: We have a wetlands issue and without a wetlands study how this will affect property downstream. There was a culvert put in by Kmart and Merchants. During the last rain storm our street did not flood but the culvert did. If we block water any more than what we can handle what will happen with this water? Just to put it on the tax rolls does not make sense to me.

A. Garron: Are you saying these two lots act as a drainage way for the rest of the neighborhood?

R. Lind: Yes. One is a swamp and one is a culvert that drains into a wetland area. If you block that culvert where will the water go? Coming down from Whitehall Terrace they built a stream to build the houses and diverted the water. How will we mitigate the water? There has to be a wetlands study for mitigation.

T. Tsantoulis: Part of the reason Hooksett is having this hearing is to find issues that may have been missed. Our different departments will review that information. This is a fact finding mission. Items may come before us that will let us know we cannot put those lots on the list. We are trying to shed these properties if it is realistic and can happen. If it cannot happen it won't.

R. Lind: This is a simple question of water mitigation.

T. Tsantoulis: Thank you for the information.

Luis Amadeo (6 Doris Drive): I am an abutter to the property on Map 26-114-17. I do not think you can sell that property. The State of NH sued that developer in 1992. There was a settlement that those two lots would be conservation lots deeded to the State of NH and kept as conservation lots for the time being. There is an issue of wetlands and impact to our properties if anything is built and an issue if you have the authority to put those lots for sale.

T. Tsantoulis: That is the reason we are having the public input.

D. Boutin: It seems as if we are putting the cart before the horse. We have the information on the lots and it seems to me the appropriate way to move forward is to have someone in town prepare a briefing on each lot and make a recommendation on what should be done with it.

T. Tsantoulis: Part of the process is to learn those types of issues.

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D. Boutin: We do not have any information in front of us and we are asked to do something on this.

A. Garron: In your packet you have a deed and map of where the property is. If this is state owned property I am surprised it did not show up in the deed.

L. Amadeo: The settlement was signed in 1992.

Discussion ensued between D. Boutin and T. Tsantoulis regarding the process of gathering information regarding the properties.

J. Sullivan: If you look on pg. 9 of the packet there is an eight step process. At this point we should continue with the public hearing to gather information. If we proceed to auction there would still need to be wetland permits in order to build.

R. Lind: Can we have the public speak about the parcels they came to speak about.

L. Amadeo added a detailed explanation of his statements and recollection of the two lots into the record.

L. Amadeo: What would be your next steps after this?

T. Tsantoulis: At any meeting we have there is an opportunity for the public to speak. This process is in the beginning stages. At any step along the way the members of the public are welcome to speak.

A. Walczyk explained the process and next steps.

D. Boutin motioned to put a subcommittee together to review the properties.

R. Lind: We have been through this process once. That auction went off without a hitch and we got feedback. We amended the list and everyone was happy with the results.

Nancy House (7 Doris Drive): I abut 5 Doris Drive. We moved to the house in 1997. The house was built in 1992. They moved because they could not build a garage due to the wetlands. This has a culvert and gets wet every spring. Our backyard floods and there is a pond. This year for the first time we got water in our basement. It is a concern for us. I would like to see it as conservation.

T. Tsantoulis: The fact that some of these properties may be offered does not mean they will be built on or are even buildable. Someone could buy the land just to make their property bigger.

R. Lind: The last time we did the auction we did it without a reserve. Sometimes if no one wants it you can buy it for \$5 or \$10.

142 Lorraine Nault (16 Harvest Drive): My property abuts 16 Monroe Dr. We are supposed to be
143 on a corner lot and there was supposed to be a street from Harvest to Monroe. What are you
144 going to do with this property?

145
146 T. Tsantoulis: The properties are being considered. If we find just cause to sell them we will. A
147 lot of the properties are not big enough to be built on.

148
149 R. Lind: The property you are talking about is a 10th of an acre. This looks like if the residents
150 at Monroe Dr. mowed the lawn it could be there's.

151
152 J. Sullivan: The frontage is less than 25' and the building codes would not allow building
153 without a variance.

154
155 A. Garron: It would have to be built to town standards and maintained according to the
156 building code.

157
158 Lon Sevigny (14 Monroe Drive): Regarding 16 Monroe Dr., I want to confirm that adverse
159 possession might be a possibility as the person that has lived there since 1968 has been
160 maintaining it since it has been there.

161
162 Jason Spencer (564 Arah Street): Map 46, Lot 28 has no frontage on Arah St. It is a pit for
163 runoff. There is no value in selling that and it would be almost impossible to put a dwelling on it
164 and would have frontage to either road.

165
166 T. Tsantoulis: That information is helpful and we owe it the residents to have them heard.

167
168 Donna Plante (148 Bicentennial Drive): I sub-divided and sold six weeks ago. This does not
169 have an address. Is there is question on 148 Bicentennial? This is all in process of being a
170 new deed.

171
172 T. Tsantoulis: You are getting a notice because you about the property.

173
174 A. Garron: Whatever parcels of land that remain on this list that go to auction we will notice
175 people again to come to the auction. This process originated three town administrators ago.
176 There are parcels that were derived from people who did not pay their taxes and we are trying
177 to get them back on the tax rolls.

178
179 Alec Derian (11 Harmony Lane): I would not like to see it sold or developed. If it is to be sold
180 there is a development issue because it is swampy. I wonder if there could be an opportunity
181 for the folks on Harmony to purchase that parcel collectively in order to retain the integrity of
182 that community and development and the town would get their tax money.

183
184 T. Tsantoulis: I do not know how to do that but that possibility may exist.

185
186 A. Derian: How would I pursue that effort?

187
188 A. Garron: We opted to go through an auction process. At that process you would have to be
189 the successful bidder. Either way it is a competitive process.

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A. Derian: Would the town be amenable to organizing it so the sub-division can purchase it? You would leave it up to the neighborhood to bid on it. I think there would have to be some documentation.

R. Duhaime: I would love to see a park in that area. Maybe a walking path. It doesn't have to be sold.

7. SPECIAL RECOGNITION

Hooksett Municipal Employee - New Hire

D. Fitzpatrick: A full time laborer, member of the library staff, and 3 firefighters have been hired.

8. PUBLIC INPUT - 15 MINUTES

Robert Lind: Thank you for listening. It is appreciated that you sent the notices out. Thank you for letting the public have an input.

9. SCHEDULED APPOINTMENTS

9.1 NHDOT - Continuation from 7/26/23 Meeting for more information on Donati Drive Bridge work in 2024

David L. Scott, PE showed the link to the former presentation. He also presented slides and discussed the project location, bridge preservation work, existing bridge details, purpose and need, maintenance of traffic - phase 1, maintenance of traffic - phase 2, close bridge and detour traffic (options 1 and 2), schedule and construction cost. He stated that he reached out to SNHU, Underhill and the Derryfield School and they have no objections. An issue came from public works directors regarding Friday closures that would add 15 minutes to trash collection. The fire department, Crown Trophy, and the Smoke Shop are not concerned about the closure.

J. Sullivan: This was discussed at the school district meeting and Underhill would meet their needs either way.

R. Duhaime: If we shut it down and there was a savings what would the state do with the savings?

D. Scott: Invest in other projects.

R. Duhaime: Would the money savings go to Hooksett?

D. Scott: It would go to the rest of the state.

236 A. Garron: Given your timeframe of April to October, the town has the Martins Ferry Project. If
237 that happens at the same time that could impact whether this is phased or shut down.

238
239 T. Tsantoulis: When you came here the first time the council asked that you come back with a
240 closure plan. It became more obvious that not closing the bridge would be more beneficial to
241 us as there is going to be other work going on.

242
243 D. Scott: If that project is going on it is valid to put in the two phases of construction.

244
245 ***J. Sullivan motioned to approve the DOT project for the Donati bridge and require that it***
246 ***be a 2 phase process with no closure. Seconded by D. Boutin. Based on additional***
247 ***information on the other project and on Martins Ferry Road and cannot be directed***
248 ***solely to Hooksett and there is no concern by anyone this would be the prudent way to***
249 ***go.***

250
251 J. Durand: What would the time frame be?

252
253 D. Boutin: We have to let the contractor know how he is going to bid so we need to know
254 today.

255
256 **Roll Call Vote #2**

257 ***R. Duhaime - No***

258 ***J. Durand - No***

259 ***D. Boutin - Yes***

260 ***R. Lapierre - Yes***

261 ***A. Walczyk - Yes***

262 ***J. Pinard - Yes***

263 ***K. Judge - NP***

264 ***J. Sullivan - Yes***

265 ***T. Tsantoulis - Yes***

266
267 **Vote in favor 6-2.**

268
269 D. Scott: Regarding a municipal agreement, there are some communities that have local laws
270 on the books that they need to provide police presence. State authority allows us to maintain
271 traffic control and we would like an authorization signed that the state is able to maintain traffic
272 control.

273
274 T. Tsantoulis: We do not have any restrictions.

275
276 D. Scott: Can I reach out to the town administrator for a signature on the agreement?

277
278 T. Tsantoulis: Yes.

279
280 **9.2 Jude Nuru and Dan Weeks, ReVision Energy - Present Options for Solar**
281 **Array at landfill site.**
282

283 A. Garron: In July we selected ReVision Energy as our consultant on this project. As was
284 stated they would come before Council in accordance with the RFP to give us options as to
285 how to proceed. Their presentation is geared toward a purchase or lease agreement.
286

287 Dan Weeks (Vice-President and Co-owner of ReVision Energy): It is an honor to be here. We
288 think this is a promising opportunity to the town to save taxpayers money, provide savings to
289 the town and schools, and to put underutilized land to good use. ReVision Energy has 400
290 employees, is employee owned and I have been doing this for 20 years.
291

292 J. Nuru: I have been doing this since 2020. Our focus is to help low to moderate income
293 communities' access clean energy. The topography of the landfill has to be in compliance with
294 DES. We determined the southern part is the most ideal location. Based on DES requirements
295 the western area is narrow and not a good location. We have a design type with a engineer's
296 rendering for this to be 1.34 MW with 2304 panels and 16 inverters that tap the energy from
297 the sunlight.
298

299 R. Lapierre: No grading?
300

301 D. Weeks: Regrading is not an option due to the regulations of the landfill.
302

303 J. Nuru gave an overview of the solar annual production report, operations and maintenance,
304 performance package, and solar financial overview (direct ownership - investment
305 summary/project savings/revenue).
306

307 R. Duhaime: What are sources of system loss?
308

309 J. Nuru: Soiling - pollen, snow, or dirt sitting on the panels can reduce energy production and
310 Radiance - not good sun.
311

312 D. Weeks: Clipping is the couple of hours under optimal conditions when the converters will
313 exceed what can be delivered to the grid.
314

315 R. Duhaime: Wastewater treatments system works well. How will this be with electricity?
316

317 D. Weeks: That array has produced at a high level. In that case the power is being largely
318 consumed behind the meter. This would be different because there is little electric
319 consumption at the facility. It is undersized and we are proposing to install a new service
320 where we install the system required to interconnect. Eversource would install a new service
321 meter. 100% is sold directly to the grid and 100% has to be paid to the Town of Hooksett for
322 the generation. It would give useful optionality.
323

324 A. Walczyk: The town would be able to power all of its' buildings as well as the school
325 system?
326

327 D. Weeks: Yes.
328

329 T. Tsantoulis: The Town of Hooksett uses a certain amount of electricity a year. Whether or
330 not the solar array produces the same amount we use, there are still other components for
331 utility bills that are responsible for those other charges?

332

333 D. Weeks: Correct.

334

335 T. Tsantoulis: Who pays up front for the Eversource interconnection and build isolation
336 devices?

337

338 D. Weeks: We have carried placeholder values for what we think those costs would be. It is
339 unlikely the cost will be in excess of what we are presenting. The final number is at least six
340 months down the road.

341

342 T. Tsantoulis: What kind of equity do you think Eversource would want?

343

344 D. Weeks: A re-closure on the site at POI and transformer at POI. Most of our systems do not
345 require a truck roll. When the grid goes down the system has to go down for safety. Power
346 outages have been less frequent over time. We have been monitoring the hosting capacity
347 map and this is in a good location and relatively low cost based on the information we have
348 now.

349

350 J. Nuru discussed the Solar Financing Overview (Challenge: Restricted Incentives/Solution:
351 Power Purchase Agreement), Solar PPA Structure (ReVision Impact Investor/Host
352 Organization), and Solar Financial Overview (PPA Financial Summary/PPA Project
353 Savings/Revenue).

354

355 D. Weeks gave a summary of the PPA option.

356

357 A. Walczyk: Options are PPA and outright purchase. You are also suggesting a combination
358 of both PPA with the option to buy before the five years. The Town of Hooksett would have to
359 go to the voters to purchase the solar system. If we go with the PPA and clause option this
360 would give voters the option to buy the system outright while still allowing us to move forward
361 with the project sooner rather than later. We would not have to wait until March to get the
362 project started. I think we are at the cusp of hitting a saturation point.

363

364 D. Weeks: There is sufficient hosting capacity with House Bill 281 which expands solar. We
365 are seeing a lot of other companies come into state and see the potential for developing larger
366 projects. We are seeing sub-station areas start to fill up which could prevent this project from
367 having the ability to interconnect.

368

369 T. Tsantoulis: How long is the period of time to opt into purchase? Are we looking at next
370 spring or this time next summer?

371

372 D. Weeks: The notice to proceed is the point of getting the permits and the interconnection
373 agreement. That is taking at least a year on these big projects. We think the PPA with the
374 clause would guarantee the town could switch from the PPA to the turnkey. At the time of the
375 notice to proceed you have to lock into which way you would be going. We are comfortable
376 with a year and potentially more.

377

378 J. Nuru: This an opportunity for community engagement where there would be leaders in the
379 state to showcase the project in the Town of Hooksett. ReVison energy could potentially put in
380 an EV charging station.

381

382 D. Weeks: SAU would not have to change anything about their energy, just assigning their
383 load. Having them engaged is exciting to us because we want to add more educational
384 offerings with the schools and jobs for electricians.

385

386 J. Sullivan: Are we voting on this tonight?

387

388 T. Tsantoulis: I think this is a lot of information to digest and I think this should be scheduled
389 as an agenda item for a later date.

390

391 J. Durand: Where we would like an EV charging station for free?

392

393 D. Weeks: We would like to offer a mounted EV station for free.

394

395 R. Duhaime: Is there any risk?

396

397 D. Weeks: The worst case scenario is one where there is another recession and electricity
398 and metering rates plummet. It is possible that for a period of time the amount Eversource
399 pays back to the town could be lower. We take a running average and use the federal
400 government's inflation for electricity. The protection against the worst case is that under PPA
401 you have the opportunity to buy it out. Once you buy it the cost of energy produced is in the
402 low single digits. The average for Eversource is 18 cents. The amount of diligence this town
403 has given is impressive.

404

405 **9.3 Heritage Commission - Light Up The Village 2023**

406

407 Tony Lacasse (Chair of Heritage Commission): Andrea Therrian who is a member of the
408 Heritage Commission is here with me. We are here to request ARPA funds for the initial
409 purchase of the lights for the Lilac Bridge for this year. Based on the proposal there are two
410 options: 1) Traditional static white lights which are the same that were used last year with a
411 purchase price of \$8,500 or a lease option of \$7,500. J. Paquin is able to provide a steep
412 discount for the purchase.

413

414 Jeff Paquin (New England Holiday Light Company): We are in business for this long term and
415 kudos to the team that put this together last year. As a business owner I make more money if
416 you continue to lease but I would rather see the success of this long term. There are options
417 between the static white light and there are color changing options as well.

418

419 T. Lacasse: With regard to ARPA funds vs. budget requests, we are requesting ARPS funds
420 because Leslie Madison reached out to the town councilors who suggested to come to Council
421 to request the funds. The Heritage Commission's recommendation is to purchase rather than
422 lease. There is a massive savings to the town to purchase rather than lease.

423

424 J. Paquin: One option is to have the soft white color and solid colors that can change which
425 would give the ability to capture fun seasons. Halloween mode is purple and orange with
426 effects, harvest mode is yellow, orange, and red, Christmas has blue, white, reds and greens,
427 New Year's would be yellow and white with flash, and there are options for Valentine's and St.
428 Patrick's Day. In person events can be tied in. We do not want you to decide to purchase soft
429 white and next year change to dynamic and color changing. You would want to decide which
430 way to go now.

431

432 T. Tsantoulis: I am assuming they are not staying on the bridge year round. We have to justify
433 spending that money to the residents. It is nice to look at but we have to look at the financial
434 ramifications and justify it.

435

436 J. Paquin: You can stay with the soft white and lease them for \$7500. The annual cost
437 includes annual maintenance. We would re-quote next year's price. It could go up 5 to 10%
438 each year. If you purchased for \$8,500 with a \$3,000 installation rate for year one, I can
439 commit to a \$3,000 labor only rate for installation for years two and three. I cannot guarantee
440 the lights will last three or four years. You should get three years out of one set of lights. If they
441 were to say up for six months that could possibly degrade the quality of the lights faster. Even
442 with that time frame, adding in a 10% material replacement still would have savings. If the
443 intent is to continue to light the bridge there would still be savings with the purchase price. In
444 the fourth year we would recommend a full replacement.

445

446 R. Lapierre: If we go with one of these options and you do storage and the price for the labor
447 reinstallation gets voted down, what happens to the lights?

448

449 J. Paquin: With the purchase option I am offering to store them for the dynamic option. If you
450 do not go with us I will drop them off wherever you would like.

451

452 R. Duhaime: You are putting them up, taking them down, and storing them for \$3,000? You
453 could go with the other lights if you have the money in your budget for this and the town has
454 ARPA funds. I think we should do some lighting. What is the extra purchase price on these?

455

456 J. Paquin: To lease the dynamic is an additional \$3,700. To purchase is an additional \$5,700.
457 The cost is \$13,100 to purchase the dynamic with the same installation.

458

459 R. Duhaime: If we leave them up longer for holidays would it be the same amount of money?

460

461 T. Lacasse: It is the same price. There is an extra cost for the dynamic lights. Longevity
462 cannot be guaranteed.

463

464 J. Paquin: They have the same life expectancy, but the dynamic would be left up longer and
465 will degrade faster by leaving them up longer.

466

467 T. Lacasse: It would be either \$9,500 from ARPA to purchase the static white, or \$14,000 from
468 ARPA to purchase the dynamic lights. The lights static white would last approximately three
469 years and the dynamic would last approximately two years due to being up longer. This year
470 the Heritage Commission is asking for that money from ARPA funds. Next year we are only
471 going to be asking to increase the budget of the Heritage Commission by \$3,000 for the

472 installation just to pay for the labor to install the lights. We are willing to organize and put
473 on the event, and if there is a difference in the installation the Heritage Commission is willing to
474 offset any increase in cost. After that we will use funds from fundraising to offset the cost.
475

476 J. Durand: Will you be back in two to three years?
477

478 T. Lacasse: We are going to have fundraisers to offset that cost. We will only be asking for a
479 \$3,000 increase in the budget each year. We are only asking ARPA for a one time purchase.
480

481 A. Garron: What you will see next month in the budget is a proposed increase of \$18,000. If
482 this will be an ongoing event, was there any thought given to if Village Water does not continue
483 to cooperate with lighting?
484

485 T. Lacasse: Village Water has been cooperative so we don't anticipate any problems. We
486 have had discussions and we do not know what we would do.
487

488 J. Paquin: It is possible to light the bridge from one side but not recommended. It could be
489 done temporarily.
490

491 T. Tsantoulis: There is a special reserve account with almost \$42,000.
492

493 T. Lacasse: I believe it is around \$39,000. That is earmarked for a historic marker tour project
494 in the village.
495

496 R. Duhaime: Does lighting up the village come out of your budget?
497

498 T. Lacasse: Old Town Hall and Prescott Library is a \$1,000 expense. That is included in the
499 proposal. It is a \$1,000 lease for those lights. We are requesting that from ARPA. The private
500 buildings are doing their own lighting. We are asking for town funds for the town structures
501 (Old Town Hall, Prescott Library, and the Bridge).
502

503 ***R. Duhaime motioned for \$9,500 to come out of ARPA funds. Seconded by R. Lapierre.***
504

505 R. Duhaime: It was a great event last year. I think this event will grow. Maybe we could
506 eventually budget for this annually. For right now I think this is a great event.
507

508 A. Garron: To make it an annual event will be before you with the town budget next month.
509

510 T. Tsantoulis: There were a lot of positive comments on the lights last year.
511

512 T. Lacasse: By Council supporting this you are showing support for the Village and Robies
513 that just reopened. This is an economic driver for Robies.
514

515 ***Roll Call Vote #3***

516 ***D. Boutin - Yes***

517 ***J. Pinard - Yes***

518 ***A. Walczyk - Yes***

519 **J. Durand - Yes**
 520 **R. Duhaime - Yes**
 521 **J. Sullivan - Yes**
 522 **R. Lapierre - Yes**
 523 **K. Judge - NP**
 524 **T. Tsantoulis - Yes**

525
 526 **Vote in favor 8-0.**
 527

528 **J. Durand motioned to have the Town Council request the teamsters to have Councilor**
 529 **Judge removed from the team negotiations. Seconded by R. Duhaime.**

530
 531 Discussion ensued on procedure.

532
 533 J. Pinard: You want him removed from the teamster's negotiation but that is part of his
 534 employment.

535
 536 T. Tsantoulis: I am not convinced that after reading 7.2 he gains nothing.

537
 538 J. Pinard: I spoke with Steven Buckley.

539
 540 T. Tsantoulis: Was this run by the town's legal counsel?

541
 542 A. Garron: I would be happy to run it by the town's legal counsel. Steven Buckley is an
 543 attorney. Often times we will defer to the town's legal counsel. I had a conversation with a
 544 constituent. Councilor Judge represents the union but he does not negotiate on behalf of the
 545 town.

546
 547 J. Durand: He cannot appease both the town and his employer. It is wrong.

548
 549 J. Sullivan: Councilor Judge needs to remove himself from any discussion with regard to
 550 contracts.

551
 552 J. Sullivan referred to Section 7.2 and stated section C is a gray area.

553
 554 R. Lapierre: Councilor judge has said that if he was elected he would not negotiate in this
 555 town. He is also allowed to make a living. A. Garron what is your opinion.

556
 557 A. Garron: When we met with the teamsters from DPW and Hooksett Police Supervisory Unit
 558 I, we were surprised that he was on the time. As a Councilor he has always excused himself
 559 from any discussions of any union he is involved with. He can earn a living doing that. My
 560 perspective is he is not part of any of our town negotiations. I will honor whatever the Council
 561 decides to do.

562
 563 **Roll Call Vote #4**

564 **A. Walczyk - No**
 565 **R. Lapierre - Yes**

566 **J. Pinard - No**
 567 **R. Duhaime - Yes**
 568 **J. Durand - Yes**
 569 **J. Sullivan - Yes**
 570 **D. Boutin - No**
 571 **T. Tsantoulis - No**

572
 573 **Tie vote of 4-4. Motion carries.**
 574

575 J. Durand left the meeting at 8:56 pm.
 576

577 **10. CONSENT AGENDA**
 578

579 10.1 Motion to accept money raised in the amount of \$980.00, to the Town of
 580 Hooksett for the Hooksett Police Departments LEAD (Law Enforcement Against Drugs)
 581 program, per RSA 31:95-b, III(b).
 582

583 10.2 Manchester Animal Hospital Parking Lot Expansion, 1129 Hooksett Road -
 584 Release of \$13,431.16 Site Bond.
 585

586 10.3 Motion to accept a donation of \$250.00 from Tap House Grille to the Town of
 587 Hooksett for the Hooksett Police Department per RSA 31:95-b, III(b) and return that amount to
 588 the Police Department's donation line for the L.E.A.D. Program.
 589

590 10.4 Motion to accept \$472.57 raised at our sixth annual National Night Out event
 591 held on August 1, 2023, to the Town of Hooksett through the Police Department for families in
 592 need per RSA 31:95-b, III(b).
 593

594 10.5 Motion to accept the donation in the amount of \$250.00 from Blue Ribbon
 595 Property Improvements, LLC, to the Town of Hooksett for the Hooksett Police Department
 596 (donation line) per RSA 31:95-b, III (b).
 597

598 10.6 Motion to accept money raised in the amount of \$980.00, to the Town of
 599 Hooksett for the Hooksett Police Departments LEAD (Law Enforcement Against Drugs)
 600 program, per RSA 31:95-b, III(b).
 601

602 ***J. Sullivan motioned to approve the consent agenda 10-1 through 10-6. Seconded by D.***
 603 ***Boutin.***
 604

605 ***Vote in favor 7-0.***
 606

607 **11. NOMINATIONS AND APPOINTMENTS**
 608

609 J. Sullivan: A full time member stepped down from the Planning Board. We need to move an
 610 alternate up to a full time member.
 611

612 ***J. Sullivan motioned to appoint Robert Duhaime as full Planning Board member.***
613 ***Seconded by J. Pinard.***

614
615 ***Vote in favor 7-0.***
616

617 J. Sullivan: There is one alternate position available on the Planning Board.
618

619 ***J. Pinard motioned to appoint Alden Beauchemin to the Economic Development***
620 ***Committee until 6/30/2026. Seconded by J. Sullivan.***
621

622 ***Vote in favor 7-0.***
623

624 ***R. Lapierre motioned to extend the meeting past 9:30 pm. Seconded by J. Sullivan.***
625

626 ***Vote in favor 7-0.***
627

628 **12. BRIEF RECESS**
629

630 **13. OLD BUSINESS**
631

632 **13.1 Town Charter - Proposed Amendments**
633

634 J. Sullivan: reached out regarding getting clarification on the town amortization and how it
635 would be re-seeded if the districts are lowered from 9-7.
636

637 Discussion ensued.
638

639 ***J. Sullivan motioned to table town charter - proposed amendments. Seconded by J.***
640 ***Pinard. D. Boutin opposed.***
641

642 ***Vote in favor 6-1.***
643

644 **14. NEW BUSINESS**
645

646 **14.1 Street Name Approval**
647

648 ***J. Sullivan motioned to approve the street name approvals for Granite Woods***
649 ***Development - Kettle Bog Road and Park Place Community - Megway Court. Seconded***
650 ***by D. Bouton.***
651

652 ***Vote in favor 7-0.***
653

654 **14.2 Adoption of HB 1667-amendment to the requirements for the All Veterans**
655 **Tax Credit 72:28-b**
656

657 Jon Duhamel: My recommendation would include 72:28-b specifically. They changed the
658 definition of a veteran.

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J. Sullivan motioned to adopt the HB 1667-amendment to the requirements for the All Veterans Tax Credit 72:28-b. Seconded by A. Walczyk.

Vote in favor 7-0.

14.3 Exemption/Credit revisions

J. Sullivan motioned to an increased exemption account according to the attached spreadsheet. Seconded by A. Walczyk.

A. Walczyk: With the social security adjustment is excludes a certain amount of residents and this will clear that up.

Vote in favor 7-0.

14.4 J. Pinard motioned to approve the purchase of three 2023 Ford Explorer PIU Hybrid police vehicles as well as all emergency equipment, graphics (wrapping and lettering), for the total amount of \$162,685.20. Seconded by D. Boutin.

Roll Call Vote #5

J. Sullivan - Yes

J. Pinard - Yes

R. Duhaime - NP

A. Walczyk - Yes

R. Lapierre - Yes

K. Judge - NP

J. Durand - NP

D. Boutin - Yes

T. Tsantoulis - Yes

Vote in favor 6-0.

14.5 Next Steps for Phase II of Town Owned Properties

T. Tsantoulis motioned to continue the next steps for phase II of town owned properties. Seconded by A. Walczyk.

Vote in favor 6-0.

A. Garron: We have tax deeded parcels that have been off the books for years. No money has been put aside for side assessments. Is it the desire of the board to have complete site analysis? It would take some funding to do an on-site assessment like a land surveyor would do.

704 A. Walczyk: I appreciate the citizens coming to discuss the wetlands, but we are responsible
705 for taxpayer money. I do not think it makes sense to spend money on wetland surveys, but I
706 think that is something the auctioneers should be privy to.
707

708 T. Tsantoulis: Leanne said we have a deed for that property.
709

710 Leann Fuller: those properties have tax deeds. I can only go as far as the sub-division plans. it
711 is up to the purchaser to do their due diligence. These are smaller parcels and would be more
712 desirable to an abutter than someone that wants to build a home.
713

714 **14.6 Town Report Cover**

715
716 J. Pinard showed options for the town report cover.
717

718 ***J. Pinard motioned to use the photos for the town report cover as presented. Seconded***
719 ***by J. Sullivan. D. Boutin opposed. A. Walczyk abstained as one of the photos belongs to***
720 ***him.***
721

722 **Vote in favor 5-1.**
723

724 **14.7 Town Personnel Plan Update - Remove Police Sergeants Sections &** 725 **Remove Non-Union Compensatory Time "forfeited"** 726

727 R. Lapierre: They are unionized and cannot get the same treatment.
728

729 ***R. Lapierre motioned to update the Town Personnel Plan as presented. Seconded by J.***
730 ***Sullivan.***
731

732 ***Vote in favor 6-0.***
733

734 **15. APPROVAL OF MINUTES**

735
736 15.1 Public: 7/26/23 – not discussed.
737

738 15.2 Public: 8/9/23 – not discussed.
739

740 15.3 Non-Public: 7/26/23 – not discussed.
741

742 **16. TOWN ADMINISTRATOR'S REPORT**

743
744 A. Garron: T103 was going to be traded but it did not result in a high trade in. The DPW
745 director wanted to come back and present another avenue that might increase the trade in
746 value for that item.
747

748 Ben Berthiaume (Public Works Director): We were expecting at least \$5,500 for the trade in
749 value but were offered \$4,000 for the plow truck. I am proposing we either auction it off or put it

750 on gov.deals. We would start the minimum bid at \$4,000. We think this is valued for at least
751 \$9,000 if we sell it on gov.deals.

752
753 ***R. Lapierre motioned to enable the Town of Hooksett and the DPW to auction off the***
754 ***T103 plow truck on gov.deals. Seconded by J. Sullivan.***

755
756 ***Vote in favor 6-0.***

757
758 A. Garron: Park and Recs has power washed the monuments at Veteran's Park.

759
760 A. Garron: There will be a cost of \$60,000 to update the finance and personnel software.
761 When we reviewed the contract there was an increase in the annual maintenance cost.

762
763 ***J. Sullivan motioned to move forward with the purchase of finance and personnel***
764 ***software for \$60,000 with the knowledge of the increase of the cost of \$9,054. Seconded***
765 ***by J. Pinard.***

766
767 A. Walczyk: I would prefer we don't have the additional funds come out of the ARPA funds.

768
769 A. Garron: If we don't use ARPA funds we could increase the budget for computer software
770 purchases line by \$9,054 in next year's budget.

771
772 **Roll Call Vote #6**

773 ***J. Durand - NP***

774 ***R. Lapierre - Yes***

775 ***K. Judge - NP***

776 ***D. Boutin - Yes***

777 ***J. Pinard - Yes***

778 ***J. Sullivan - Yes***

779 ***A. Walczyk - Yes***

780 ***R. Duhaime - NP***

781 ***T. Tsantoulis - Yes***

782
783 ***Vote in favor 6-0.***

784
785 A. Garron: The drinking water trust fund has received a grant of \$384,170 to pay the cost of
786 the TIF district water main construction project.

787
788 A. Garron showed the project scope of the water main construction.

789
790 A. Garron presented the final five goals of the master plan for 2023-2024.

791
792 **17. TOWN COUNCIL FUTURE AGENDA ITEMS**

793
794 **18. INFORMATIONAL ITEMS AND CORRESPONDENCE**

795
796 **19. SUB-COMMITTEE REPORTS**

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20. PUBLIC INPUT

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

J. Pinard motioned to enter NON-PUBLIC SESSION per NH RSA 91-A:3 II (a) (c). at 9:43pm; Seconded by J. Sullivan.

NH RSA 91-A:3 II (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.

NH RSA 91-A:3 II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself.

Roll Call Vote #7

J. Pinard - Yes

K. Judge - NP

R. Lapierre - Yes

R. Duhaime - NP

A. Walczyk - Yes

J. Durand - NP

J. Sullivan - Yes

D. Boutin - No

T. Tsantoulis - Yes

Vote in favor 5-1.

Councilor Boutin motioned to exit the non-public session at 9:52pm. Seconded by Councilor Sullivan.

Vote in favor 6-0.

Councilor Lapierre motioned to seal the non-public minutes of August 23, 2023. Seconded by Councilor Pinard.

Roll Call Vote #8

R. Lapierre - Yes

R. Duhaime - NP

J. Sullivan - Yes

A. Walczyk - Yes

J. Durand - NP

J. Pinard - Yes

D. Boutin - No

K. Judge - NP

T. Tsantoulis - Yes

844 ***Vote in favor 5-1.***

845

846 **22. ADJOURNMENT**

847

848 **D. Boutin motioned to adjourn the meeting at 9:53 pm. Seconded by R. Lapierre.**

849

850 ***Vote in favor 6-0.***

851

852 Respectfully submitted,

853

854 */s/ AnnMarie Scott*

855

856 Recording Clerk