



AGENDA

Town of Hooksett Town Council

Wednesday, June 14, 2023 at 6:00 PM

A meeting of the Town Council will be held Wednesday, June 14, 2023 in the Hooksett Municipal Building commencing at **6:00 PM**.

Page

1. **CALL TO ORDER**
2. **PROOF OF POSTING**
3. **ROLL CALL**
4. **PUBLIC SESSION WILL BEGIN IMMEDIATELY FOLLOWING THE NON-PUBLIC SESSION NOTED ABOVE**
5. **NON-PUBLIC SESSION NH RSA 91-A:3 II - CANCELLED**
6. **PLEDGE OF ALLEGIANCE**
7. **AGENDA OVERVIEW**
8. **PUBLIC HEARINGS**
9. **SPECIAL RECOGNITION**
 - 9.1. Hooksett Municipal Employee - New Hire
10. **PUBLIC INPUT - 15 MINUTES**
11. **SCHEDULED APPOINTMENTS**
 - 11.1. Town Clerk, Karina Towne - Civil Forfeiture 5
[Staff Report - SR-23-096 - Pdf](#)
 - 11.2. Annual Update from the Cemetery Commission - Mike Horne, Chair 7
[Staff Report - SR-23-011 - Pdf](#)
 - 11.3. Annual Update from the Heritage Commission - Tony Lacasse 9
[Staff Report - SR-23-094 - Pdf](#)
12. **CONSENT AGENDA**
 - 12.1. To accept a donation totaling \$150.00 from George and Daniel Bureau to the Town of Hooksett for the Family Services Department per RSA 31:95-b,III(b) 11
[Staff Report - SR-23-089 - Pdf](#)
 - 12.2. To accept a donation totaling \$220.53 from Sam Danforth, Troop 603 to the Town of Hooksett for the Parks and Recreation Department per RSA 31:95-b,III(b) 13 - 16
[Staff Report - SR-23-090 - Pdf](#)
 - 12.3. Landscape Surety Release of \$25,400 – Starbucks 17 - 23
[Staff Report - SR-23-097 - Pdf](#)
13. **NOMINATIONS AND APPOINTMENTS**

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

13.1.	K. Janosz - Parks and Recreation Advisory Board Staff Report - SR-23-091 - Pdf	25 - 28
13.2.	D. Russel - Planning Board Staff Report - SR-23-098 - Pdf	29 - 32
13.3.	Board/Committee Term Renewals Staff Report - SR-23-085 - Pdf	33 - 46
14.	BRIEF RECESS	
15.	OLD BUSINESS	
16.	NEW BUSINESS	
16.1.	Discussion to approve the purchase of seven (7) Taser 7's and related equipment, from Axon Enterprise, Inc., valued at \$19,633.00 with ARPA funds. Staff Report - SR-23-086 - Pdf	47 - 56
16.2.	ARPA fund request- Safety Center Fitness Equipment Staff Report - SR-23-088 - Pdf	57 - 64
16.3.	ARPA - State, Local Fiscal Recovery Funds request for financial & personnel software update Staff Report - SR-23-092 - Pdf	65 - 69
16.4.	Update Cash Receipt Policy to include procedures for employee(s) handling of customer credit cards. Staff Report - SR-23-084 - Pdf	71 - 76
16.5.	FY 2022-23 Budget Encumbrances Preview Staff Report - SR-23-093 - Pdf	77 - 80
17.	APPROVAL OF MINUTES	
17.1.	Public: 5/25/23 TC Minutes 05242023	81 - 90
17.2.	Non-Public: 5/24/23	
18.	TOWN ADMINISTRATOR'S REPORT	
19.	TOWN COUNCIL FUTURE AGENDA ITEMS	
20.	INFORMATIONAL ITEMS AND CORRESPONDENCE	
21.	SUB-COMMITTEE REPORTS	
22.	PUBLIC INPUT	
23.	NON-PUBLIC SESSION NH RSA 91-A:3 II	
24.	ADJOURNMENT	
	PUBLIC INPUT	
1.	Two 15-minute Public Input sessions will be allowed during each Council Meeting. Time will be divided equally among those wishing to speak, however, no person will be allowed to speak for more than 5 minutes.	

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

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

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

Town Council STAFF REPORT



To: Town Council
Title: Town Clerk, Karina Towne - Civil Forfeiture
Meeting: Town Council - 14 Jun 2023
Department: Town Clerk's Office
Staff Contact: Karina Towne, Town Clerk

BACKGROUND INFORMATION:

466:14 Warrants; Proceedings. — The town or city clerk shall annually, between June 1 and June 20, present to the local governing body a list of those owners of dogs that have failed to license or not renewed their dog licenses pursuant to RSA 466:1. The local governing body shall, within 20 days from June 20, issue a warrant to a local official authorized to issue a civil forfeiture for each unlicensed dog. The warrant may also authorize a local law enforcement officer to seize any unlicensed dog. The civil forfeiture may be sent by certified mail, or delivered in hand, or left at the abode of the dog owner. The cost of service shall not exceed \$7 and may be recovered by the city or town in addition to the amount of the civil forfeiture. If the unlicensed dog is seized, it shall be held in a town or city holding facility for a period of 7 days, after which time full title to the dog shall pass to the facility, unless the owner of the dog has, before the expiration of the period, caused the dog to be licensed. The owner shall pay the facility a necessary and reasonable sum per day, as agreed upon by the governing body of the town or city and the facility, for each day the dog has been kept and maintained by the facility, plus any necessary veterinary fees incurred by the facility for the benefit of the dog. Before a local law enforcement officer seizes any unlicensed dog, a written warning shall be given to the dog owner.

FINANCIAL IMPACT:

Unkown

RECOMMENDATION:

Sign warrant authorizing civil forfeiture process to commence.

SUGGESTED MOTION:

Motion for Town Council to sign warrant authorizing civil forfeiture process to commence.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion

Town Council
STAFF REPORT



To: Town Council
Title: Annual Update from the Cemetery Commission - Mike Horne, Chair
Meeting: Town Council - 14 Jun 2023
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

Hooksett's Town Charter requires Town Boards and Committees to come before Town Council annually and report on their activity. The Cemetery Commission have requested June 14th to formally brief the council on the Commission's efforts, answer questions, and promote coordination between the two bodies.

RECOMMENDATION:

Listen to an update from the Cemetery Commission.

Town Council
STAFF REPORT



To: Town Council
Title: Annual Update from the Heritage Commission - Tony Lacasse
Meeting: Town Council - 14 Jun 2023
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

Hooksett's Town Charter requires Town Boards and Committees to come before Town Council annually and report on their activity. The Heritage Commission have requested June 14th to formally brief the council on the Commission's efforts, answer questions, and promote coordination between the two bodies.

RECOMMENDATION:

Listen to an update from the Heritage Commission.

Town Council
STAFF REPORT



To: Town Council
Title: To accept a donation totaling \$150.00 from George and Daniel Bureau to the Town of Hooksett for the Family Services Department per RSA 31:95-b,III(b)
Meeting: Town Council - 14 Jun 2023
Department: Family Services
Staff Contact: Patricia Caruso, Family Services Director

BACKGROUND INFORMATION:

Ongoing contribution from the Bureau family for assistance to needy families through the Family Services Department.

FINANCIAL IMPACT:

+\$150.00

POLICY IMPLICATIONS:

N/A

RECOMMENDATION:

To accept donated funds

SUGGESTED MOTION:

To accept a donation totaling \$150.00 from George and Daniel Bureau to the Town of Hooksett for the Family Services Department per RSA 31:95-b,III(b)

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion

Town Council
STAFF REPORT



To: Town Council
Title: To accept a donation totaling \$220.53 from Sam Danforth, Troop 603 to the Town of Hooksett for the Parks and Recreation Department per RSA 31:95-b,III(b)
Meeting: Town Council - 14 Jun 2023
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

Sam Danforth, age 17 from Troop 603 of Hooksett constructed several benches for his Eagle Scout Project that were placed in different parks around the town. The benches were constructed of approved materials including pressure treated wood and galvanized hardware. After completion of the project, Sam had \$220.53 of funds remaining. He would like to donate these funds to the Hooksett Parks and Recreation Department.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

To accept of the donation of \$220.53 from Sam Danforth, age 17 from Troop 603 to the Town of Hooksett Parks and Recreation Department.

SUGGESTED MOTION:

Motion to accept a donation totaling \$220.53 from Sam Danforth, Troop 603 to the Town of Hooksett for the Parks and Recreation Department per RSA 31:95-b,III(b)

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion

ATTACHMENTS:

[Correspondence for Funds Donation and Photo of Benches](#)
[1 Check with leftover funds](#)

Bruce Thomas

From: Sam D <danforth.sam1@gmail.com>
Sent: Tuesday, May 23, 2023 8:01 PM
To: Bruce Thomas
Cc: Mrs Danforth (heidiot@aol.com)
Subject: Re: Eagle Scout Benches

Hello,

Yes, contributing to parks and recreation sounds great.

Thanks,

Sam Danforth

On Tue, May 23, 2023 at 16:31 Bruce Thomas <BThomas@hooksett.org> wrote:

Hi Sam,

Thanks for dropping off the check for \$220.53 that was left over from your Eagle Scout bench project. Where would you like the funds spent. I believe that we discussed this, and you said that you would like to contribute it to the Parks and Recreation Division of Public Works to be spent on recreational facilities. Does that sound ok?

I plan to have this formally accepted at the June 14th Town Council meeting.

Thank you,

Bruce A. Thomas, P.E.

Town Engineer

35 Main Street

Hooksett, NH 03106

(603) 419-4003



To Whom It May Concern

\$220.53 This letter acknowledges that Sam Danforth has given the Town of Hooksett a check in the amount of as an extra donation from the monies left over from his Eagle Project.

DOCUMENT CONTAINS COLORED BACKGROUND ON WHITE PAPER. *VOID* FEATURE, SIMULATED WATERMARK (REVERSE SIDE), MICRO-PRINT BORDER.

Account: TOWN OF HOOKSETT PLEASE POST THIS PAYMENT FOR OUR MUTUAL CUSTOMER **\$220.53**

7/114

0000995006

BOY SCOUTS OF AMERICA TROOP 603
10 LINDSEY RD
HOOKSETT, NH 03106

MEMO: S. Danforth Eagle Donation

TD BANK NA
1166 0852 EPY 07 0515 1/1 47134542.1 00127945

May 19, 2023

Pay **TWO HUNDRED TWENTY AND 53/100** DOLLARS

TO THE ORDER OF TOWN OF HOOKSETT
4 AVON RD
HOOKSETT, NH 03106-1715

VOID AFTER 180 DAYS.
Signature On File
This check has been authorized
by your depositor

\$***220.53**

995006 0011000711 9217112933 179

Town Council
STAFF REPORT



To: Town Council
Title: Landscape Surety Release of \$25,400 – Starbucks
Meeting: Town Council - 14 Jun 2023
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

Starbucks has requested a release of landscape surety held site work done at 1275, 1277, and 1279 Hooksett Road.

The work on the referenced project was completed two years ago. I've inspected the site and I approve of the work (I did request that they replace two dead plants and they did).

The current surety is \$25,400.00. I recommend releasing the surety and returning the funds to the developer.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Recommend the release of \$25,400.00 surety to the NGM Insurance Company S-219534.

SUGGESTED MOTION:

To approve the release of \$25,400.00 surety to the NGM Insurance Company S-219534

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion

ATTACHMENTS:

[Memo to Return Landscape Bond](#)
[Project Surety](#)
[Starbucks photos](#)



Town of Hooksett

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

Memo

To: James Sullivan, Chairman, Town Council
From: Bruce A. Thomas, P.E., Town Engineer *BAT*
Cc: Andre Garron, Town Administrator
Bridgette Grootheer, Community Development
Date: June 1, 2023
Re: Landscape Surety Release – Starbucks

Please be advised that the work on the referenced project was completed over two years ago. I've inspected the site and I approve of the work (I did request that they replace two dead plants).

The current surety is \$25,400.00 (see attached bond summary). I recommend releasing the surety and returning the funds to the developer.

I will be available at the next Town Council meeting scheduled for June 14, 2023 to answer any questions you may have. Please don't hesitate to contact me with any questions that you may have before the meeting as well.

Town of Hooksett		6/1/2023	
Performance Sureties Located at the Finance Dept			
Project Name	Reason	Amount	Released Date
Starbucks			
Standard Letter of Credit			
Mascoma Bank	Merchants Plaza, LLC	93,600.00	5/21/2024 6/23/2021
Maintenance Bond			
NGM Insurance Company S-219534	Landscape	25,400.00	04/09/21 4/9/2023









Town Council
STAFF REPORT



To: Town Council
Title: K. Janosz - Parks and Recreation Advisory Board
Meeting: Town Council - 14 Jun 2023
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

Kathryn Janosz has applied to be an Alternate on the Parks and Recreation Advisory Board.

RECOMMENDATION:

Nominate and appoint Kathryn Janosz as an Alternate to the Parks and Recreation Advisory Board.

SUGGESTED MOTION:

Motion to nominate and appoint Kathryn Janosz as an Alternate to the Parks and Recreation Advisory Board with a term expiring June 30, 2026.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion

ATTACHMENTS:

[K. Janosz Application and Fraud Policy](#)



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 5/25/2023

Name: Kathryn Janosz Phone: 6034853880

Address: 39 main St. Hooksett NH 03106

Email Address: KathrynJanosz@gmail.com

Signature: Kathryn Janosz

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

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

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

BOARDS, COMMISSIONS & COMMITTEES

Role Preference

Alternate, Regular, or None?

<input type="checkbox"/> Conservation Commission	_____
<input type="checkbox"/> Economic Development Advisory Committee	_____
<input type="checkbox"/> Heritage Commission	_____
<input checked="" type="checkbox"/> Parks & Recreation Advisory Board	_____
<input type="checkbox"/> Planning Board	_____
<input type="checkbox"/> Recycling & Transfer Advisory Committee	_____
<input type="checkbox"/> Town Hall Preservation Committee	_____
<input type="checkbox"/> Zoning Board of Adjustment	_____
<input type="checkbox"/> Other (Please specify.)	_____

2

How long have you been a resident of Hooksett?

over 30 years

Why are you seeking this position?

To explore new recreation opportunities

Do you have any specific goals or objectives?

See above

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

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

NONE

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

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

None

Town of Hooksett

35 Main Street
Hooksett, NH 03106

FRAUD POLICY

Recognition & Awareness Form

Acknowledgement:

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

Signature: Kathryn Janosz

Print Name: Kathryn Janosz

Date Signed: 5/25/2023

Department Head Signature: _____

Town Council
STAFF REPORT



To: Town Council
Title: D. Russel - Planning Board
Meeting: Town Council - 14 Jun 2023
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

David Russel has applied to be an Alternate of the Planning Board.

RECOMMENDATION:

Nominate and appoint David Russel as an Alternate to the Planning Board.

SUGGESTED MOTION:

Motion to nominate and appoint David Russel as an Alternate on the Planning Board with a term expiring June 30, 2026.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion

ATTACHMENTS:

[D. Russel Application and Fraud Policy](#)



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: _____

Name: David Russel Phone: 603-321-1415

Address: 12 Farrwood Dr Hooksett NH 03106

Email Address: drussel8544@gmail.com

Signature: 

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

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

BOARDS, COMMISSIONS & COMMITTEES

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

2

How long have you been a resident of Hooksett? 21 years

Why are you seeking this position? I was previously an Alternate on the Planning board - I enjoyed being a part of the town and helping Hooksett. I did step aside during covid - as the demands of my job increased.

Do you have any specific goals or objectives?

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

- General knowledge of construction & Landscapes
- I have a strong Director - Management skills as well as a business owner. I managed over 300 Associates & Managers

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

I do not believe I have any conflicts.

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

- Chairperson for the United Way Previously
- Own a small business in Hooksett for 21 years Rainmaker Irrigation
-

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

Alternate of the planning board: 2019 - 2020

Town of Hooksett

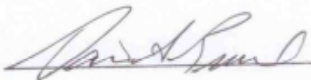
35 Main Street
Hooksett, NH 03106

FRAUD POLICY

Recognition & Awareness Form

Acknowledgement:

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

Signature: 

Print Name: David A Russel

Date Signed: 5/25/2023

Department Head Signature: _____

Town Council **STAFF REPORT**



To: Town Council
Title: Board/Committee Term Renewals
Meeting: Town Council - 14 Jun 2023
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

Robert Better is seeking a new term as an Alternate on the Conservation Commission with a term expiring June 30, 2026.

Denise Pichette Volk is seeking a new term as an Alternate on the Planning Board with a term expiring June 30, 2026.

Anne Stelmach is seeking a new term as a Member of the Zoning Board of Adjustment with a term expiring June 30, 2026.

JoCarol Woodburn is seeking a new term as a Member of the Conservation Commission with a term expiring June 30, 2026.

RECOMMENDATION:

Nominate and appoint Robert Better as an Alternate on the Conservation Commission.

Nominate and appoint Denise Pichette Volk as an Alternate on the Planning Board.

Nominate and appoint Anne Stelmach as a Member on the Zoning Board of Adjustment.

Nominate and appoint JoCarol Woodburn as a Member on the Conservation Commission.

SUGGESTED MOTION:

Motion to nominate and appoint Robert Better to the Conservation Commission as an Alternate with a term expiring June 30, 2026.

Motion to nominate and appoint Denise Pichette Volk to the Planning Board as an Alternate with a term expiring June 30, 2026.

Motion to nominate and appoint Anne Stelmach to the Zoning Board of Adjustment as a Member with a term expiring June 30, 2026.

Motion to nominate and appoint JoCarol Woodburn to the Conservation Commission as a Member with a term expiring June 30, 2026.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion

ATTACHMENTS:

[R. Better Application and Fraud Policy](#)

[D. Pichette Volk Application and Fraud Policy](#)

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

[J. Woodburn Application and Fraud Policy](#)



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 5-2-2023
 Name: Robert T. Bette Phone: 603-268-0608
 Address: 1465 Hooksett Rd #143
 Email Address: bobcheril@myfairpoint.net
 Signature: Robert T. Bette

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

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

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

BOARDS, COMMISSIONS & COMMITTEES

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

2

How long have you been a resident of Hooksett?

15 YRS

Why are you seeking this position?

THE OUTDOORS ARE
IMPORTANT TO PROTECT

Do you have any specific goals or objectives?

PROVIDE RECREATION LAND TO
HOOKSETT RESIDENTS

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

PHOTOGRAPHY - WORKED @ PRIMEX FOR
8 YRS

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

NONE THAT I AM AWARE OF

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

PHOTOGRAPHY - HIKING

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

CON COM 5 YRS

Town of Hooksett

35 Main Street
Hooksett, NH 03106

FRAUD POLICY

Recognition & Awareness Form

Acknowledgement:

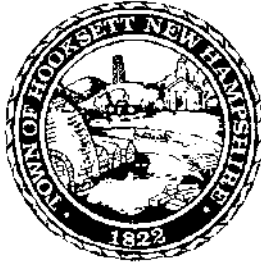
My signature signifies that I have read the Town of Hooksett's Fraud Policy and that I understand my responsibilities related to the prevention, detection and reporting of suspected misconduct and dishonesty.

Signature: 

Print Name: ROBERT T. BENER

Date Signed: 5-2-2023

Department Head Signature: _____



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 5-12-23

Name: Denise Pichette Vokk Phone: 603 494 9025

Address: 6 Highland

Email Address: Vokk@Axiom.comcast.net

Signature: Denise Pichette Vokk

Reappointment

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

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

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

BOARDS, COMMISSIONS & COMMITTEES

Role Preference
Alternate, Regular, or None?

- | | |
|--|--------------------|
| <input type="checkbox"/> Conservation Commission | _____ |
| <input type="checkbox"/> Economic Development Advisory Committee | _____ |
| <input type="checkbox"/> Heritage Commission | _____ |
| <input type="checkbox"/> Parks & Recreation Advisory Board | _____ |
| <input checked="" type="checkbox"/> Planning Board | <u>Alternate</u> * |
| <input type="checkbox"/> Recycling & Transfer Advisory Committee | _____ |
| <input type="checkbox"/> Town Hall Preservation Committee | _____ |
| <input type="checkbox"/> Zoning Board of Adjustment | _____ |
| <input type="checkbox"/> Other (Please specify.) | _____ |

* Current term is full member. Requesting reappointment as Alternate ONLY. Thanks

2

How long have you been a resident of Hooksett?

life long

Why are you seeking this position?

Master Plan Commission

Do you have any specific goals or objectives?

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

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

N/A

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

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

Town of Hooksett

35 Main Street
Hooksett, NH 03106

FRAUD POLICY

Recognition & Awareness Form

Acknowledgement:

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

Signature: _____

Print Name: _____

Date Signed: _____

Department Head Signature: _____



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 5/17/2023

Name: Anne Stelmach Phone: 485-1034

Address: 22 Roy Rd., Hooksett, NH 03106

Email Address: Stelmach22@comcast.net

Signature: *Anne Stelmach*

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

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

BOARDS, COMMISSIONS & COMMITTEES

Role Preference
 Alternate, Regular, or None?

<input type="checkbox"/> Conservation Commission	_____
<input type="checkbox"/> Economic Development Advisory Committee	_____
<input type="checkbox"/> Heritage Commission	_____
<input type="checkbox"/> Parks & Recreation Advisory Board	_____
<input type="checkbox"/> Planning Board	_____
<input type="checkbox"/> Recycling & Transfer Advisory Committee	_____
<input type="checkbox"/> Town Hall Preservation Committee	_____
<input checked="" type="checkbox"/> Zoning Board of Adjustment	<u>Regular/Reappoint</u>
<input type="checkbox"/> Other (Please specify.)	_____

2

How long have you been a resident of Hooksett?

Fifty years.

Why are you seeking this position?

I am seeking reappointment to continue to serve my Town on the ZBA.

Do you have any specific goals or objectives?

Recruit alternates to also serve on the board.

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

I have 28 years of legal experience.

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

None anticipated, but will recuse myself if presented with a conflict.

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

Attorney

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

I have been a member of the ZBA
Since July, 2018.

Town of Hooksett

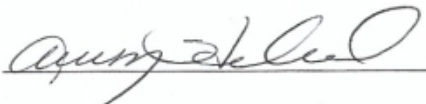
35 Main Street
Hooksett, NH 03106

FRAUD POLICY

Recognition & Awareness Form

Acknowledgement:

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

Signature: 

Print Name: Anne Stelmach

Date Signed: 5/17/2023

Department Head Signature: _____



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 5/30/2023

Name: JoCarol Woodburn

Phone: 713-408-4362

Address: 24 Farrwood Dr

Email Address: jocarolg@gmail.com

Signature: JoCarol Woodburn

JoCarol Woodburn

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

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

BOARDS, COMMISSIONS & COMMITTEES

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

2

How long have you been a resident of Hooksett?

I have been a resident since 2009.

Why are you seeking this position?

I am seeking to renew my position on the Conservation Commission. I handle communications, RFPs, grants, and other assignments. I am currently serving as Vice Chair.

Do you have any specific goals or objectives?

I seek to inform Hooksett residents about Conservation efforts.
I research and apply for grants to secure funding for conservation projects.
I am in charge of signage, kiosks, outbound communications, and branding.

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

I have been in the communications field for 40-plus years. I also have an interest in conservation, trails, wildlife, and education.

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

None

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

I also am a member of the Hooksett Kiwanis.

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

I have served on the Conservation Commission since 2012.

Town of Hooksett

35 Main Street
Hooksett, NH 03106

FRAUD POLICY

Recognition & Awareness Form

Acknowledgement:

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

Signature: JoCarol Woodburn

Print Name: JoCarol Woodburn

Date Signed: 5/30/2023

Department Head Signature: _____

Town Council STAFF REPORT



To: Town Council
Title: Discussion to approve the purchase of seven (7) Taser 7's and related equipment, from Axon Enterprise, Inc., valued at \$19,633.00 with ARPA funds.
Meeting: Town Council - 14 Jun 2023
Department: Police Department
Staff Contact: Jake Robie, Captain

BACKGROUND INFORMATION:

On March 28, 2023, Hooksett voters voted in favor of warrant article #19, which was to raise and appropriate the sum of \$68,000.00 to be used to purchase police tasers including accessories and training equipment. This had been previously approved by the CIP committee. The \$68,000.00 is within budget for us to purchase 24 Taser 7's with training and duty cartridges for one year from Axon Enterprise, Inc., for a one-time cost of \$67,168.60. The new Tasers will replace our older model Tasers for our Patrol Officers, Sergeants, and the SRO.

On May 12, 2023, the ARPA Committee voted unanimously in favor of supporting moving our request before Town Council for spending \$19,663.00 for seven (7) Taser 7's with related accessories. The purchase of the 7 Tasers would allow us to replace the remaining sworn personnel's Taser's and have one spare in the event one became inoperable or needed to be secured for evidence purposes. The impact this would have for the Town would be through the police department and limit taxation. It would allow all our sworn personnel to have the same technology. We would be able to have one training outline for everyone, which shows consistency throughout the ranks.

Our Taser representative said he is unaware of any available grant funding at the local/state level for Tasers. We discussed funding at the federal level, and he said if we could find a grant that covered Taser's and if approved it would be one year or more before we would see the funds.

See the attached proposal and quote that was submitted to the ARPA committee for review. Thank you for taking this request into consideration.

FINANCIAL IMPACT:

No impact on the budget. ARPA funding.

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Move and vote in favor of the motion.

SUGGESTED MOTION:

Motion to approve the purchase of seven (7) Taser 7's and related equipment, from Axon Enterprise, Inc., valued at \$19,633.00 with ARPA funds.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Town Council will need vote on this project to be funded from ARPA funds presented to the ARPA Committee on May 12, 2023

ATTACHMENTS:

[ARPA Spending Request With Quote](#)

Janet L. Bouchard
Chief of Police



15 Legends Drive
Hooksett, NH 03106
Telephone 603-624-1560
Fax 604-1649

Hooksett Police Department

ARPA Committee:

On March 28, 2023, Hooksett voters voted in favor of warrant article #19, which was to raise and appropriate the sum of \$68,000.00 to be used to purchase police tasers including accessories and training equipment. This had also been previously approved by the CIP committee. The \$68,000.00 is within the budget for us to purchase 24 Taser 7's with training and duty cartridges for one year from Axon Enterprise, Inc., for a one-time cost of \$67,168.60. The new Tasers will replace our older model Tasers for our Patrol Officers, Sergeants, and the SRO. Axon Enterprise Inc. is the supplier of Law enforcement Tasers and a company we have dealt with for several years.

We ask the ARPA Committee for consideration in spending (onetime purchase) \$19,663.00 for seven (7) Taser 7's with related accessories. The purchase of the 7 Tasers would allow us to replace the remaining sworn personnel's Taser's and have one spare in the event one became inoperable or needed to be secured for evidence purposes. The impact this would have for the Town would be through the police department. It would allow all our sworn personnel to have the same technology. We would be able to have one training outline for everyone, which shows consistency throughout the ranks.

Our Taser representative said he is unaware of any available grant funding at the local/state level for Tasers. We discussed funding at the federal level, and he said if we could find a grant that covered Taser's it would be one year or more before we would see the funds if approved.

See the attached quote and thank you for taking this request into consideration.

Respectfully,

Capt. Robie #39

Captain Jake Robie



Axon Enterprise, Inc.
 17800 N 85th St.
 Scottsdale, Arizona 85255
 United States
 VAT: 86-0741227
 Domestic: (800) 978-2737
 International: +1-800-978-2737

SHIP TO	BILL TO
Business Center/Invoice-16 - Legends Dr 15 Legends Dr Hooksett, NH 03106-1946 USA	Hooksett Police Dept. - NH 15 Legends Dr Hooksett, NH 03106-1946 USA Email:

Quote Summary

Program Length	60 Months
TOTAL COST	\$19,663.00
ESTIMATED TOTAL W/ TAX	\$19,663.00

Discount Summary

Average Savings Per Year	\$553.55
TOTAL SAVINGS	\$2,767.80

Payment Summary

Date	Subtotal	Tax	Total
Jul 2023	\$3,932.50	\$0.00	\$3,932.50
Jul 2024	\$3,932.50	\$0.00	\$3,932.50
Jul 2025	\$3,932.50	\$0.00	\$3,932.50
Jul 2026	\$3,932.50	\$0.00	\$3,932.50
Jul 2027	\$3,932.50	\$0.00	\$3,932.50
Total	\$19,663.00	\$0.00	\$19,663.00

SALES REPRESENTATIVE	PRIMARY CONTACT
Name: Hoffman Phone: (603) 864-4207 Email: mhoffman@axon.com Fax:	Name: Rob Phone: (603) 624-1550 Email: jrob@hooksettco.nh.gov Fax:

Q-473211-45026-692NH
 Issued: 04/10/2023

Quote Expiration: 06/30/2023
 Estimated Contract Start Date: 09/01/2023

Account Number: 1943324
 Payment Terms: N30
 Delivery Method:

Quote Unbundled Price: \$22,430.80
 Quote List Price: \$21,574.00
 Quote Subtotal: \$19,663.00

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
TTBasic	2021 Tasar 7 Basic Bundle	7	60	\$19.04	\$46.03	\$41.46	\$17,409.00	\$0.00	\$17,409.00
A la Carte Hardware									
22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREES) NS	14			\$40.25	\$40.25	\$563.50	\$0.00	\$563.50
22176	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREES) NS	14			\$40.25	\$40.25	\$563.50	\$0.00	\$563.50
22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREES) NS	14			\$40.25	\$40.25	\$563.50	\$0.00	\$563.50
22176	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREES) NS	14			\$40.25	\$40.25	\$563.50	\$0.00	\$563.50
Total							\$19,663.00	\$0.00	\$19,663.00

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Estimated Delivery Date
2021 Taser 7 Basic Bundle	20008	TASER 7 HAND C. VLV, 43-1 VISIBLE TV (GREEN TASER) CLASSIC	7	07/01/2023
2021 Taser 7 Basic Bundle	20018	TASER 7 BATTERY PACK TACTICAL	8	07/01/2023
2021 Taser 7 Basic Bundle	20062	TASER 7 HO. STER. BACKPACK, RIGHT HAND	7	07/01/2023
A 1a Cartr	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	14	07/01/2023
A 1a Cartr	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	14	07/01/2023
A 1a Cartr	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	14	07/01/2023
A 1a Cartr	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	14	07/01/2023

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
2021 Taser 7 Basic Bundle	20248	TASER 7 EVIDENCE COMPLIANCE	7	08/01/2023	07/31/2023
2021 Taser 7 Basic Bundle	20248	TASER 7 EVIDENCE COMPLIANCE	1	08/01/2023	07/31/2023

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
2021 Taser 7 Basic Bundle	80374	EXT. WARRANTY, TASER 7 BATTERY PACK	8	07/01/2024	07/31/2023
2021 Taser 7 Basic Bundle	80395	EXT. WARRANTY, TASER 7 HANDLE	7	07/01/2024	07/31/2023

Jul 2023						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	22175	TASER 7 LIVE CARTRIDGE, STANDOFF=3.5-DEGREE/INS	14	\$112.70	\$0.00	\$112.70
Year 1	22175	TASER 7 LIVE CARTRIDGE, STANDOFF=3.5-DEGREE/INS	14	\$112.70	\$0.00	\$112.70
Year 1	22175	TASER 7 LIVE CARTRIDGE, C.O.S.E QUARTER 38 (12-DEGREE/INS	14	\$112.70	\$0.00	\$112.70
Year 1	22176	TASER 7 LIVE CARTRIDGE, C.O.S.E QUARTER 38 (12-DEGREE/INS	14	\$112.70	\$0.00	\$112.70
Year 1	17 Basic	222- Tasar 7 Basic Bundle	7	\$3,481.80	\$0.00	\$3,481.80
Total				\$3,932.60	\$0.00	\$3,932.60

Jul 2024						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	22175	TASER 7 LIVE CARTRIDGE STANDOFF (3.5-DEGREE) NS	14	\$112.70	\$0.00	\$112.70
Year 2	22176	TASER 7 LIVE CARTRIDGE STANDOFF (3.5-DEGREE) NS	14	\$112.70	\$0.00	\$112.70
Year 2	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	14	\$112.70	\$0.00	\$112.70
Year 2	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	14	\$112.70	\$0.00	\$112.70
Year 2	17Basic	2021 Tasar 7 Basic Barble	7	\$3,481.80	\$0.00	\$3,481.80
Total				\$3,592.80	\$0.00	\$3,592.80

Jul 2025				
Invoice Plan				
Item	Description	Qty	Subtotal	Tax
Year 3	TASER 7 LIVE CARTRIDGE STANDOFF (3.5-DEGREE) NS	14	\$ 12.70	\$0.00
Year 3	TASER 7 LIVE CARTRIDGE STANDOFF (3.5-DEGREE) NS	14	\$ 12.70	\$0.00
Year 3	TASER 7 LIVE CARTRIDGE CLOSE QUARTERS (12-DEGREE) NS	14	\$ 12.70	\$0.00
Year 3	TASER 7 LIVE CARTRIDGE CLOSE QUARTERS (12-DEGREE) NS	14	\$ 12.70	\$0.00
Year 3	TASER 7 Basic Bundle	7	\$3,481.80	\$0.00
Total			\$3,532.80	\$0.00

Jul 2026					
Invoice Plan	Item	Description	Qty	Subtotal	Tax
Year 4	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	14	\$ 12.70	\$0.00
Year 4	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	14	\$ 12.70	\$0.00
Year 4	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	14	\$ 12.70	\$0.00
Year 4	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	14	\$ 12.70	\$0.00
Year 4	17356C	2021 Tasar 7 Basic Bundle	7	\$3,481.80	\$0.00
Total				\$3,932.50	\$0.00
				\$3,932.50	

JUL 2027				
Invoice Plan	Item	Description	Qty	Subtotal Tax Total
Year 5	22115	TASER 7 LIVE CARRI DGE, STANDOFF (3.5 DEGREE) NS	14	\$112.7C \$0.00 \$112.7D
Year 5	22115	TASER 7 LIVE CARRI DGE, STANDOFF (3.5 DEGREE) NS	14	\$112.7C \$0.00 \$112.7D
Year 5	22116	TASER 7 LIVE CARRI DGE, CLOSE QUARTERS (12 DEGREE) NS	14	\$112.7C \$0.00 \$112.7D
Year 5	22116	TASER 7 LIVE CARRI DGE, CLOSE QUARTERS (12 DEGREE) NS	14	\$112.7C \$0.00 \$112.7D

Jul 2027					
Invoice Plan	Item	Description	Qty	Subtotal	Tax Total
Year 5	T7Basic	2027 Taser 7 Basic Bundle	7	\$3,481.80	\$0.00
Total				\$3,992.80	\$0.00
					\$3,992.80

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at www.axon.com/legal/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature

Date Signed

4/19/2023



Town Council
STAFF REPORT



To: Town Council
Title: ARPA fund request- Safety Center Fitness Equipment
Meeting: Town Council - 14 Jun 2023
Department: Fire and Rescue
Staff Contact: David Nadeau, Assistant Chief

BACKGROUND INFORMATION:

On 5/12/2023 the ARPA sub-committee supported and voted 2-0 recommending the ARPA fund request for the Safety Center fitness equipment upgrade be presented to the Town Council. The request meets the final rule guidelines under the SLFRF Final Rule overview. The current equipment located at the Safety Center is a mix of newer, used, donated, and employee purchased items. Between the 75 Police and Fire employees, the equipment and gym are used between 5-10 hours a day 24/7. Some of the major pieces of equipment were donated from Planet Fitness approximately 5-6 years ago and were already in a well-worn state prior to our receipt. The carpet shows excessive wear and tear and does not provide appropriate padding for the heavy lifting and floor-based exercises that are done in that space. Please review additional back-up documents attached.

FINANCIAL IMPACT:

42,957.00

POLICY IMPLICATIONS:

N/A

RECOMMENDATION:

Approve the request to use APRA funds to replace/upgrade the fitness equipment and facility at the Safety Center in the amount of \$42,957

SUGGESTED MOTION:

Motion to approve the request to use APRA funds to replace/upgrade the fitness equipment and facility at the Safety Center in the amount of \$42,957

TOWN ADMINISTRATOR'S RECOMMENDATION:

Town Council will need to vote to fund this project from ARPA funds as presented to the ARPA Committee on May 12, 2023.

ATTACHMENTS:

[ARPA request- safety center](#)

ARPA FUND REQUEST

Summary of the Project: Update/upgrade the gym equipment at the Safety Center and Station 1 as outlined and justified below.

Estimated Project Cost: \$42,957.00

Project Description & Impact:

On March 3/18/2022, department heads were asked to bring recommendations to the ARPA committee for the use of ARPA funds. After reading the final rule for the fiscal recovery funds and reviewing the guidance, a proposal was submitted to upgrade the gym equipment at the Safety Center and Station 1. The proposal was submitted to the committee in response to their request to provide recommendations. On March 31, 2023, the ARPA Subcommittee again was soliciting requests for funding to include re-submissions of previous requests not accepted/approved. This is our second submission to request funds for this purpose.

The final rule states: "Recipients can use funds for programs, services, or capital expenditures that respond to the public health and *negative impacts of the pandemic (italicized)*". The pandemic brought multiple challenges which negatively impacted our first responder's mental and physical wellbeing. (Long hours of work, high risk exposure to COVID, and increased call volume). The National Institute of Health referenced a study done on the challenges faced by front line first responders during the pandemic. One of the critical findings of this report was a need for addressing first responders' mental health and wellbeing. (<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC9028623/>) In an industry that is already challenged with an increased mental health crisis {30% of first responders develop behavioral health conditions like depression and PTSD, versus 20% in the general population - source above), there is an added negative physical manifestation as a result of the stress inherent in their positions. According to Provident Insurance, "In the U.S., about 45% of firefighters' on-duty deaths are due to cardiovascular events. The harsh conditions can cause injury to the heart and may explain the link between fire suppression and risk of heart attacks". (<https://www.providentins.com/the-risk-of-cardiac-arrest-in-firefighters-and-first-responders/>) According to Dr Paul Reed, US Department of Health and Human Services: "Physical activity has many well-established mental health benefits that include improved brain health and cognitive function. A reduced risk of anxiety and depression, improved sleep, and overall quality of life. Increasing physical activity directly contributes to improved mental health and better overall health and well-being. (<https://health.gov/news/202112/physical-activity-good-mind-and->

body). The combined mental, emotional, and physical tolls borne by police and firefighters in the everyday experience of their employment is unquestionable. What is currently subject to deliberation in Hooksett is what we, as the overseeing body and managers, should do to combat these risks in our most vulnerable and critical employees. This proposal is one viable solution that can have tangible and untold benefits to our first responders with a zero-cost impact for the Town of Hooksett taxpayers.

In the Fire Service, there is a set of medical testing and qualifying fitness standards established by the National Fire Protection Association known as NFPA 1582. In NH there is a test given to prospective firefighters called the CPAT "Candidate Physical Agility Test" that establishes that a candidate begins their firefighting career in top physical condition as outlined in 1582. Efforts to maintain this high level of fitness and prevent injuries from overexertion would be our goal in providing this upgrade. These efforts are even more important now that the State has raised the retirement age for firefighters from 45 to 52 ½ years old. It would benefit both the Town and the employees to provide an opportunity for the employees to continue their health routine in an updated, safe, on-site fitness facility. Encouraging and enabling healthy habits in this way can be mutually beneficial to the Town by potentially reducing on-the-job injuries and corresponding health claims and work absences.

The current equipment located at the Safety Center is a mix of newer, used, donated, and employee purchased items. Between the 75 Police and Fire employees, the equipment and gym are used between 5-10 hours a day 24/7. Team building and friendly competitions between the departments are common. Some of the major pieces of equipment were donated from Planet Fitness approximately 5-6 years ago and were already in a well-worn state prior to our receipt. The carpet shows excessive wear and tear and does not provide appropriate padding for the heavy lifting and floor-based exercises that are done in that space. It is possible that some equipment is past its prime and unsafe to use. Attached are pictures of the gym with current equipment.

We received a rough quote back in March from Alpha Omega Fitness Equipment. The quote lists 3 different equipment/ pricing options (attached). Option 2 was recommended by Alpha Omega to outfit each station. Total cost for equipment is \$33,957 (price does not include shipping or installation). DPW-building maintenance received a quote to replace the carpet with gym style mat flooring. The quote they received was approx. \$9,000. Bringing the total cost of the project to \$42,957. The remaining funds would be used for shipping, installation, and wall paint.

When you divide the total cost of this proposal by the 75 employees who have access to these gyms, you will see that it is a less than \$600/pp investment to provide incredible health and wellness benefits to Town employees and a potential savings to the Town by decreasing health related loss and claims. As front line first responders whom we rely on for extremely physical work and who directly served and cared for residents affected by the COVID virus, this seems an appropriate and proper use of the ARPA funds in return to care for them. Thank you for your consideration of our request.

Other Funding Options: We are not aware of additional funding options or grants at this time. This request has not been added to CIP as it is less than the minimum \$50,000 requirement

Alpha Omega Fitness Equipment

955 Falls Rd., Suite 4412 Manchester, NH 03108
603-809-3351 or 714-323-8886

Quote #651

TO: Hooksett Fire Department
15 Legends Lane
Hooksett, NH 03106
Attn: Asst. Fire ChiefNadeau

Ship To: Same

Sale person: IB

Date of Order:

Payment Terms:

Date of Order to Ship:

Method of Shipment:

F.O.B. Point

Invoice

Invoice Date:

Purchase Order#

Qty.	Condition	Description	MSRP	AOF price	Total
Option 1					
2 ea.	N	SF treadmills		\$2699	\$5398
1 ea.	N	SF elliptical		\$2399	\$2399
1 ea.	N	BC Functional Trainer		\$2499	\$2499
1 ea.	N	BC F 705 FID Bench		\$500	\$500
1 ea.	N	Dumbbell Rack		\$695	\$695
1 set	N	Dumbbells 5 lb.-50 lb. Rubber Hex		\$1595	\$1595
				Sub Total	\$13086

Option 2

2	N	CF M6 AC Treadmills		\$3895	\$7790
1	N	CF E 6Elliptical		\$3195	\$3195
1	N	BC Functional Trainer added wt. stacks		\$2799	\$2799
1	N	5-50 Dumbbells Tri grip		\$1795	\$1795
				Sub Total	\$15579 x 2

Option 3

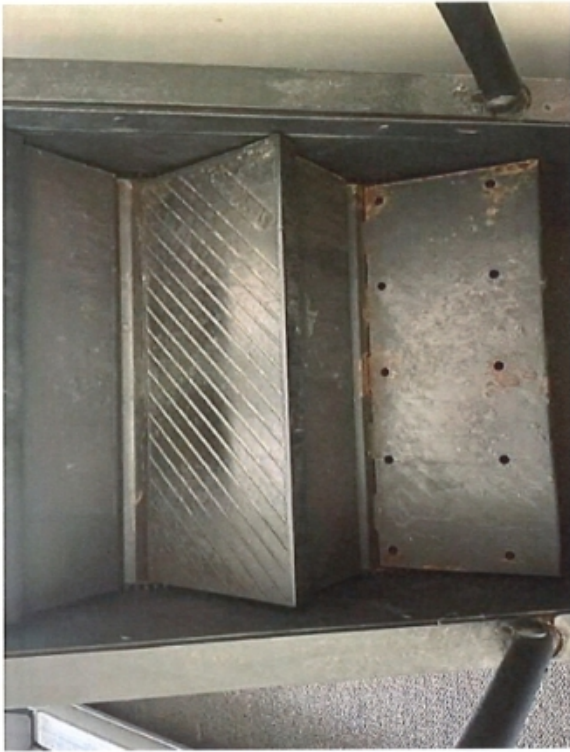
2 ea.	N	CF M7 treadmills Full Commercial		\$5995	\$11990
1 ea.	N	BC Functional Trainer PFT		\$3495	\$3495

Suggestions

1 ea.	N	CF Upright Bike		\$2295	\$2295
1 ea.	N	BC Leg Press/Hack		\$2799	\$2799

!Please note this price does not include shipping or installation!







Town Council STAFF REPORT



To: Town Council
Title: ARPA - State, Local Fiscal Recovery Funds request for financial & personnel software update
Meeting: Town Council - 14 Jun 2023
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

The Town currently uses BS&A Software for our financial and personnel management. This software processes accounts payable, purchasing, payroll, human resources and general ledger including grants and budgeting. Hooksett has been using BS&A since 2013 and is currently running on an older server. This project will upgrade our current software to cloud-based software. Since the Town is currently using BS&A this upgrade will not be put out to bid and is considered a sole source.

Cloud-base software benefits and enhancement are listed on the attachment from BS&A and Block5 Technologies.

FINANCIAL IMPACT:

This project is in the Capital Improvement Plan with an estimated cost of \$60,000 in FY 2025-26 which would be paid from tax dollars. If this request is approved, the project will be moved to FY 2023-24 and paid from the ARPA grant.

The yearly maintenance cost for the cloud-based software is slightly lower than our current annual maintenance costs.

RECOMMENDATION:

Approve the use of ARPA to pay for the software upgrade.

SUGGESTED MOTION:

Motion to have the Town Administrator sign a contract with BS&A Software to upgrade to Cloud-Based Software to be paid from the ARPA - State, Local Fiscal Recovery Funds in the amount of \$60,000.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Town Council will need to vote to fund this project from ARPA funds as presented to the ARPA Committee on May 12, 2023

ATTACHMENTS:

[Cloud-based software Benefits](#)

Hi Christine,

I contacted Block 5 as they keep track of that information. The current application server that BS&A runs on is also used for Vision, Clerkworks and BMSI. When that server was upgraded in 2019, the cost was around \$2300 for the labor to move all applications over. Moving BS&A to the cloud will save \$25 per month because then the Terminal Server can be turned off and Block 5 no longer needs to maintain that server. The application server is slated for upgrade 2025-2026. It was installed in 2019.

Block 5 stated that when the State moves closer to cloud hosted solutions then it would make more sense to move all the applications to the cloud services. When it is time to upgrade the current server, Block 5 will reach out to the State to see where they are in that process.

Block 5 stated "Your dollars would be used far more efficiently if you wait and migrate to the cloud version of their application nearer to the end of your current application server's life."

Leann McLaughlin

From BS&A:

Cloud Benefits -

- You mentioned one already, no more local server or server maintenance. Sometimes this cost can be substantial, depending on how involved your IT staff is involved in keeping it maintained.
- The top benefit is likely security. With .NET and other locally hosted systems, your data is only as secure as your local IT infrastructure. With BS&A Cloud, your data and system is secured with Microsoft Azure. This makes BS&A Cloud highly resistant to Ransomware attacks. If the Town were ever hit by ransomware, or BS&A, your system would still be up and protected.
 - Surprisingly, lots of municipalities in the public sector are getting hit with this hard, and it doesn't matter the size of the town. Smaller places tend to get targeted more frequently because they have a more vulnerable infrastructure. I think this is going to become a much more prevalent issue over the next few years, and this would be a very safe step to take and increase your security infrastructure. It's one of those steps that's worth taking before an attack occurs.
- The second major benefit is the ability to work from anywhere with an Internet connection. There is no "thin client" software required, VPN, remote workstation, or anything like that with Cloud. As long as you have an Internet connection you can access your system from anywhere.
- The software is written into the web, and is HTML 5 compatible. This is the next iteration of "cloud computing" for the public sector software space so the town will be setup on a system that will be growing/lasting in perpetuity.
- One financial advantage is that with Cloud we provide a "software for life" model, meaning all of your updates and new versions are included for free. You would never have to pay for a platform change again, like you would now moving from .NET to Cloud so it's another area where it's future-proofing the town's software needs.
- Today, you receive an update once per month and you have to manually pull down that update to each module due to .NET being a client-server model. With Cloud your updates hit the software automatically, so you're always running the most recent version. No more manual updates.
- Cloud supports 2-factor authentication, which is almost a minimum requirement in today's world where we need to secure systems as much as possible.

- Cloud has a 99.99% uptime whereas .NET has closer to a 99% uptime. It sounds like a small difference, but over the course of a year it means Cloud is “down” for less than 53 minutes per year whereas .NET is “down” for about 6 hours and 45 minutes per year. You likely don’t really notice this today, but the biggest area of “downtime” is when updates or backups are running in .NET. This is much more automated and streamlined in Cloud.

Features in Cloud –

- User-definable dashboards. These allow users to access more information on only one screen. It makes it easier for department heads to access data that’s relevant to them, and requires them to go into fewer areas of the program to get what they need. This will help our customers decentralize more areas, without sacrificing ease of use. There is a lot you can do with dashboards, they are extremely powerful.
- Role-based security. Roles are setup by position, so if your Police Chief retires and you hire a new one, the new Chief can inherit the security from the previous making staffing changes easier to manage in the system.
- Overhauled Workflow Engine. You are probably familiar with the approval workflow in AP/PO, and in Cloud we overhauled that to allow it to be used for additional items like reports. You have the ability to automate some reports, for example if you generate an Invoice Register on the 15th of every month workflow can automatically do that so you don’t have to manually set your dates each time.
- Workspaces are basically list or table views with filters that you save as a template and can then use to generate reports. This allows you to set a filter like “Invoices Paid This Month” and as we move through time the system tracks what invoices were paid in your current month without having to update date ranges. These are extremely powerful as well, the more time I spend in Cloud the less I find myself setting dates/filters for check runs, posting, etc. I just use workspaces that automate these things for me.
- Instant messaging and the ability to “tag” users on records is a new one as well. If there is an invoice that needs someone’s attention, you can do @Christine and type a message to notify the user.

There is a lot more on the feature side, but I would say those are the highlights

Keegan Nixon, *Account Executive*

O: 517.641.8900 | C: 810.923.2580

www.bsasoftware.com



Christine Tewksbury

From: Jason Cohen <jcohen@block5.com>
Sent: Friday, March 24, 2023 9:15 AM
To: Christine Tewksbury
Subject: Re: Upgrade to Cloud base software and replacement of servers question

Good morning Christine! It was great catching up with you just now on the phone, thanks for calling.

As we discussed, the terminal server is still fully supported by Microsoft and will be until it's end of support on January 12, 2027. We are still on track to migrate BS&A in 2025-2026 so that we can safely and securely decommission the terminal server prior to its' end of support date. That said, we fully support a migration to the BS&A cloud hosted solution sooner rather than later, as it will increase efficiency and usability to all BS&A users.

As it stands now, users must launch a remote desktop session to the terminal server at town hall to gain access to the application and authenticate across multiple systems. Not only can this be cumbersome for the users, but it creates multiple threat vectors that could potentially be exploited. We always maintain the most up to date and secure systems for the town, but every time a user has enters a password or authenticates their identity is a potential vulnerability. By migrating to the cloud, access to the BS&A system would be a single web login to the cloud hosted system, and we could ideally enable multi-factor authentication to this single authentication point.

As always, please don't hesitate to reach out if I can provide any additional information or clarity. Thanks and have a great weekend!

Jason Cohen
 Director of Support Services
 office:877.545.2232 x101



From: Christine Tewksbury <ctewksbury@hooksett.org>
Date: Friday, March 24, 2023 at 8:41 AM
To: Block5 Support <support@block5.com>
Subject: Upgrade to Cloud base software and replacement of servers question

Attached is part of an email from last year and I wanted to confirm that nothing has changed with the Town's Servers.

Our financial software provider (BS&A) offers customers a cloud solution, which include additional efficiencies. In the CIP we have this project slated for FY 2025-26 (based on what Block 5 told us last year).

Can someone please confirm that the best time to move ahead with this project is still in FY 2025-26?

Thank you.

Christine Tewksbury
 Finance Director
 Town of Hooksett
 603 485 2712

Town Council **STAFF REPORT**



To: Town Council
Title: Update Cash Receipt Policy to include procedures for employee(s) handling of customer credit cards.
Meeting: Town Council - 14 Jun 2023
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

Currently there are five offices (Tax Office, Community Development, Parks & Recreation, Town Clerk and Recycling & Transfer) that accept credit cards as a form of payment for services. Section 2.2 of the Cash Receipt Policy has been updated to include procedures for employees when handling customer credit cards. They are highlighted in red in the draft policy and read as follows:

"Employees shall minimize handling customer credit cards by having the customer swipe/insert the credit card. If there is an issue and the employee needs to handle the customer card:

- a. Make sure the customer gives permission.
- b. Never take the credit card out of the customer's sight.
- c. Do not write or copy the card information.

No credit card payments are allowed over the phone."

Other minor housekeeping items are also highlighted in red text.

POLICY IMPLICATIONS:

The suggested procedures attempt to safeguard the Town against claims of miss-handling customer credit cards.

RECOMMENDATION:

Vote to approve the updated cash receipt policy, which lives in the Administrative Code.

SUGGESTED MOTION:

Motion to amend the "Cash Receipt Policy" as presented.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion

ATTACHMENTS:

[Cash Receipts 2023 draft](#)

Town of Hooksett

35 Main Street
Hooksett, NH 03106

CASH RECEIPT POLICY

Section 1. Purpose

The Town of Hooksett deposits substantial sums of money each year carrying out the many functions and services that it provides. Taxpayers have a right to expect that the municipality's operations be carried out efficiently and expeditiously with adequate financial control and accountability.

The objective of this policy is to attempt to strike a balance between the need for department operating efficiency and flexibility and the need for financial control and accountability. It is also the purpose of this policy to implement uniform procedures for depositing funds that will provide quality and operational efficiency.

As required by RSA 41:29 I the Treasurer maintains custody of all funds except those funds held by the Trustees of Trust Funds, Library Trustees, or Cemetery Trustees. RSA 41:29 VI allows the Treasurer to delegate deposits or other financial functions to other town officials or employees provided such delegation is in writing and includes written procedures.

Section 2. Regular Deposit Procedures

2.1 Customer Receipts – Departments should ensure that all customers are issued a sequentially numbered receipt at the time of collection of moneys from a customer. Customers should be encouraged by appropriately placed signs to request a receipt.

2.2 A secure area is needed for the safeguarding and processing of cash received. Access to the secured area is restricted to authorize personnel only. The secured area is locked when not occupied. All revenues including cash, checks and electronic payments, must be deposited with the Finance Office at least weekly or daily whenever such funds total \$500.00 or more, in accordance to RSA 41:9 VIII. For Fridays, weekends and holidays the deposit must be turned in on the next available business day.

In accordance to RSA 80:52-c Electronic Payments. Departments are authorized, but not required, to accept payment of local taxes, charges generated by the sale of utility services, or other fees or charges by use of a credit card, debit card, or such other means of electronic transaction. The Town will add to the amount due, in addition to any penalties and interest payable, a service charge for the acceptance of the electronic payment (also referred to as a “convenience fee”). The Town, at the time of the billing shall disclose the amount of the service charge, **by posting the transaction fee in a visible area.**

Employees shall minimize handling customer credit cards by having the customer swipe/insert the credit card. If there is an issue and the employee needs to handle the customer card:

- a. Make sure the customer gives permission.
- b. Never take the credit card out of the customer's sight.
- c. Do not write or copy the card information.

No credit card payments are allowed over the phone.

2.3 Each department or committee (with the exception of the Tax Collector's Office) must complete an deposit journal identifying the various revenue accounts to be credited, as well as, a copy of the receipt for each transaction. All checks should be stamped with the Bank Deposit Stamp. In addition, each depositor shall photocopy each check to keep with his or her copy of the deposit.

2.4 In the case of a department who has authority from the Treasurer to deposit direct to the bank please skip down to 2.10.

2.5 The person who collects and prepares the deposit (depositor) will bring it to the Finance Office for verification. Verification will consist of the depositor being physically present while the Finance staff counts and verifies the amount to be deposited. If the depositor sends the deposit via messenger, the deposit must be sealed in an envelope and the envelope be placed in an interoffice envelope. The Finance staff will verify the deposit in the presence of a Department Head. Under no circumstance will a deposit be opened without another authorized employee present.

2.6 If there is a discrepancy, the Finance Staff and the depositor will initial and provide a brief explanation of any changes made for immediate resolution. In the case of deposit sent by messenger, email verification to and from the depositor can be used for all changes. In the event that the Finance Staff and the depositor cannot resolve the discrepancies the Finance Director will be notified immediately.

2.7 The Finance Staff will log the deposit on a Departmental Deposit Log. Then in accordance with RSA 41:29 VII, at least weekly or when deposits are more than \$1,500.00 the Finance Staff will prepare a bank deposit slip and seal the deposit and the slip in the bank deposit bag.

2.8 The deposit bag will be given to the Tax Collector or Deputy Tax Collector (the Tax Collector or Deputy should verify the bag is properly sealed) to bring to the bank within 24 hours. The Bookkeeper will bring the deposits to the bank as a backup to the Tax Collector or Deputy. In this case the Tax Collector or Deputy will seal his/her deposit in a bank deposit bag.

2.9 The Tax Collector or Deputy will take the deposits to the bank and provide copies of the receipts slips from the bank to the Bookkeeper. The Bookkeeper will log the

receipt's date and amount next to the appropriate department deposit on the Departmental Deposit Log.

2.10 Each Department shall receive from the Bookkeeper its Departmental Deposit Log monthly. The Treasurer will receive copies of all deposit's receipts. Any discrepancies shall be reported to the Finance Director, who will notify the Treasurer and or the Department.

2.11 The Treasurer and the Finance Director will verify the deposits with the bank statement each month. Any discrepancies shall be reported to the department for explanation and correction.

2.12 Under **no** circumstance will the Department utilize personal funds to compensate for shortages or overages. All shortages or overages must be brought to the attention of the Finance Director prior to submission. Employees and officials are not allowed to cash personal checks made payable to the Town or paychecks.

Section 3. Coin Depositing

3.1 All coins must be included with each deposit and correctly reported on the coin line of the deposit slip.

3.2 A calculator tape summarizing the coin portion of the deposit must be provided. All coins must be rolled by denominations -50 pennies, 40 nickels, 50 dimes, 40 quarters. Only full rolls will be accepted by the bank. Place additional coins not rolled loose in the deposit bag.

Section 4. Petty Cash Procedures

4.1 The Town Administrator shall authorize and establish funds. The Finance Director shall keep a current listing of all Petty Cash Funds.

4.2 The Department Head and the Finance Director will determine a base petty cash amount.

4.3 A locked cash box will be used to store petty cash and must be locked at all times. The key will be kept in a secure location. Only one employee will be named Petty Cash Custodian at a time and shall be assigned the responsibility by the Department Head.

4.4 The Petty Cash Custodian will issue a two-part receipt for each payment made out of petty cash. This receipt is to be signed by the Petty Cash Custodian and the employee receiving the petty cash.

4.5 All reimbursements from petty cash for small purchases will be made to employees authorized by the department head to make such purchases and the employee must supply the appropriate receipts and a description of the purchase.

4.6 The following items will **not be reimbursed** from petty cash: (Note: This list is not all-inclusive)

- Single purchases in excess of \$50.00
- Equipment of any kind
- Payment to an individual for services rendered
- Office parties, gifts, holiday decorations, flowers, greeting cards
- Employee Meals, excluding Emergency Situations
- Alcoholic Beverages
- Gasoline
- IOU's
- Cashing of personal checks

4.7 Food for meetings will only be reimbursed if detailed in the approved budget and are paid out of the "Meals and Food" budget line.

4.8 At all times the total receipts added to the cash remaining in the petty cash box must equal the predetermined petty cash amount.

4.9 Replenishment of departmental Petty Cash for purchase made shall occur by submitting a summary of all purchase sorted by General Ledger account number to the Finance office. All receipts or other documents supporting the charges shall accompany the request. Finance will cut a check for the reimbursement during its normal processing.

4.10 Departments shall submit Petty Cash reimbursement once a month at a minimum, for any purchase receipts being held.

4.11 Under **no** circumstance will any employee utilize personal funds to compensate for shortages or overages. All shortages and overages must be brought to the attention of the Finance Director immediately upon discovery.

4.12 The Finance Director will perform random audits of all departments' petty cash. Any discrepancies found must be explained in writing and in detail to the Finance Director and Town Administrator.

Section 5. Return Check Procedure

5.1 Copies of returned checks and bank documentation must be submitted to the Finance office, the Treasurer and the Department. Returned checks will be recorded in the accounting system against the revenue in which it was originally posted.

5.2 With the exception of tax payments, the Town will only re-deposit checks returned for insufficient funds one time.

5.3 The Department is responsible for notifying the issuer in writing that he/she must replace any uncollected payments returned by the bank and a Returned Check fee of \$25.00 plus all protest, all bank, and legal fees per RSA 80:56 in the form of cash, money order, or bank certified check. The Return check fees should be reported as a separate revenue item.

Section 6. Non-compliance

6.1 Violation of this policy may result in the denial or revocation of the privilege to handle town funds. Employees who do not comply with this policy shall be subject to disciplinary action including termination as outlined in the Personnel Plan Section 6.

Section 7. Implementation

7.1 To facilitate conduct in accordance with this policy, a copy of this policy shall be made available to department heads, employees, volunteers, board and commissions upon hiring, appointment or election to office and at such other times as may be necessary.

~~Section 8. Policy Approval/Amendments~~

~~Town Council approved adoption of the Town of Hooksett Cash Receipts Policy at their March 12, 2008 meeting.~~

~~Town Council amended the Town of Hooksett Cash Receipts Policy at their September 8, 2010 meeting.~~

~~Town Council amended the Town of Hooksett Cash Receipts Policy at their May 12, 2011 meeting.~~

~~Town Council amended the Town of Hooksett Cash Receipts Policy at their October 10, 2012 meeting.~~

~~Town Council amended the Town of Hooksett Cash Receipts Policy at their January 22, 2020 meeting.~~

Town Council **STAFF REPORT**



To: Town Council
Title: FY 2022-23 Budget Encumbrances Preview
Meeting: Town Council - 14 Jun 2023
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

In accordance with RSA 32:7, all appropriations shall lapse at the end of the fiscal year unless it meets one of six exceptions:

1. Encumbered by a legally enforceable obligation created by contract
2. Capital Reserve Funds and Trust Funds
3. Issuance of Bonds or Notes
4. Anticipated Grants from State, Federal or private sources
5. Special warrant article at properly noticed meeting for which appropriations is available
6. Special warrant articles that are written longer than one year, but not over five years

Attached are two lists of contracts/obligations that meet one of these exceptions. These lists are subject to change as items may be received or services rendered. Also, additional items may need to be added to the lists.

I will review each of the items on the first list titled "Encumbrances" and take questions. At your next Council Meeting June 28th, I will be looking for a motion to encumber the items on this list.

The second list titled "Non-budgetary Purchase Orders" is informational only and does not require any action, but I am willing to take questions related to the items on this list.

FINANCIAL IMPACT:

I will provide the impact of the requested encumbrances on the FY 2022-23 budget at the June 28th Council meeting.

RECOMMENDATION:

This is a preview of the items that we may request be encumbered at the June 28th Council Meeting. Please review and ask questions, so we can assist in your decision.

SUGGESTED MOTION:

No motion needed at this meeting.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Preview of proposed FY22-23 encumbrances

ATTACHMENTS:

[Encumbrances List 2023](#)

[Non-budgetary Purchase Orders List 2023](#)

Encumbrances

UPDATED as of 6/01/2023

1	Critical IT Infrastructure Projects - 001-100.4150-751.000 - Ordered with Block5 Technologies	\$ 7,182.75
2	Annual T-Shirt Order - 001-350.4220-290.000 - Ordered with Avalanche Screen Printing	\$ 1,750.00
3	7 Sets of PPE Gear Replacement - 001-350.4220-751.000 - Ordered with Bergeron Protective Clothing	\$ 29,488.47
4	Mobil Radios - 001-400.4210-752.000 - Ordered with Motorola Solutions, Inc	\$ 251.68
5	Martins Ferry Road Intersection - 001-450.4312-330.000 - Contract with GM2 Associates, Inc	\$ 244,593.33
6	Steel Guardrail Replacement - 001-450.4312-330.000 - Contract with Premier Fence	\$ 31,938.80
7	MS4 Stormwater Permit Assistance - 001-450.4312-330.010 - Contract with DPC Engineering	\$ 14,981.97
8	2022 Road Paving - 001-450.4312-720.000 - Retainage for 2022 paving with GMI Asphalt, LLC	\$ 18,566.37
9	2023 Road Paving - 001-450.4312-720.000 - Contract with GMI Asphalt, LLC	\$ 60,309.66
10	2023 Crack Sealing - 001-450.4312-720.000 - Contract with Superior Sealcoat	\$ 71,600.00
11	Town-wide Line Striping - 001-450-4312-720.000 - Contract with K5 Corp.	\$ 25,317.00
12	Donati Park Bridge Footing Design/Review - 001-450.4313-330.000 - Contract with Greeman - Pedersen, Inc	\$ 4,602.00
13	Donati Park Bridge Footing Construction - 001-450.4313-330.000 - Contract with Greeman - Lewco, LLC	\$ 29,025.00
14	Lilac Bridge Inspection - 001-450.4313-330.000 - Contract with Wright-Pierce	\$ 8,980.72
15	Air Compressor - 001-450.4319-751.000 - Ordered with Comairco Equipment, Inc	\$ 8,450.00
16	Landfill Monitoring - 001-500.4324-330.000 - Contract with John Turner Consulting, Inc	\$ 4,996.00
17	Tax Software Update - 001-550.4150-330.000 - Ordered with BMSI, Inc.	\$ 1,695.00
18	Equipment for Fire Command Car - 001-950.4220-752.000 - Ordered with MHQ, Inc.	\$ 12,977.81
19	Update Town History Book - 001-950.4589-330.000 - Warrant article will not lapse until project is completed or 6/30/27	\$ 75,000.00
20	Merrimack River Front Trail P3 - 001-950.4619-830.000 - Warrant article will not lapse until Phase 3 is completed or 6/30/26	\$ 191,070.00
21	K-9 Cruiser Upfit - 001-950.4902-752.000 - Ordered with Ossipee Mountain Electronics, Inc	\$ 27,580.20
22	Auto Truck Replacement - 001-950.4902-752.016 - Ordered with McNeilus Truck & Manufacturing	\$ 300,000.00
23	Track & Tennis Court Surface Repair - 001-950.4909-438.000 - Ordered with Beaverbrook Tennis, LLC.	\$ 53,600.00
Grand Total of Encumbrances		\$ 1,223,956.76

Non-budgetary Purchase Orders. UPDATED as of 6/01/2023

1	Statistical Update for Utility Property - 005-805.4152-324.000 - Contract with Brian D Fogg, LLC.	\$ 24,000.00
2	Statistical Update for Commercial Property - 005-805.4152-324.000 - Contract with Vision Government Solutions	\$ 99,900.00
3	Safety Center Roof & Drainage Review/Design - 005-805.4194.436.000 - Contract with Gale Associates, Inc.	\$ 58,500.00
4	Thermal Camera Kit - 005-805.4220-751.000 - Ordered with Harrison Shadder Enterprise	\$ 11,619.00
5	Fire Engine - 005-805.4220-752.000 - Ordered Rosenbauer Minnesota, LLC	\$ 366,848.00
6	2022 Plow Truck - 005-805.4312-752.000 - Ordered with AT New Hampshire, LLC	\$ 203,200.00
7	Auto Truck Replacement - 005-805.4321-751.000 - Order with McNeilus Truck & Manufacturing	\$ 37,643.00
8	Track & Tennis Court Surface Repair - 005-805.4520-436.000 - Ordered with Beaverbrook Tennis, LLC.	\$ 24,342.00
9	Conservation Merrimack Riverfront Project - 009-809.4912-330.000 - Contract with Stantec	\$ 30,310.74
10	Conservation Stewardship Contract - 009-809.4912-330.000 - Contract with Bear-Paw Regional Greenways	\$ 3,675.00
11	Plymovent relocation for Ambulance - 017-817.4912-751.000 - Ordered with Air Cleaning Specialist	\$ 9,600.00
12	Base Radio w/accessories - 020-820.4912-810.030 - Ordered with Motorola Solutions, Inc.	\$ 8,986.32
13	TIF Engineering - 023-823.4909-330.000 - Contract with Underwood Engineers, Inc.	\$ 2,385.51
14	Water Tank Replacement - 023-823.4909-720.005 - Contract with Hooksett Village Water Precinct	\$ 300,000.00
15	Mobil Radios - 025-825.4210-752.000 - Ordered with Motorola Solutions, Inc.	\$ 5,746.38
16	Petersbrook Clubhouse - 025-825.4903.810.042 - Ordered with CXT Incorporated	\$ 287,799.80
Total Non-budgetary Purchase Orders		\$ 1,474,555.75

This list does not need to be voted on, as these items are funded outside of the operating budget. This list is provided as information only.

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, May 24, 2023**

The Hooksett Town Council met on Wednesday, May 24, 2023, at 5:30 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 24 May 2023 to order at (7:20) pm.

PROOF OF POSTING

Human Resource Coordinator Donna Fitzpatrick provided proof of posting.

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor Timothy Tsantoulis, Councilor Alex Walczyk (arrived at 5:40), Councilor Randall Lapierre, Councilor David Boutin, Councilor John Durand (arrived at 5:40 and left at 6:52), Councilor Roger Duhaime (arrived at 5:42), Councilor Keith Judge, and Councilor Jodi Pinard.

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

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

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

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

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

Roll Call Vote #2

R. Duhaime NP

J Durand NP

J. Pinard Aye

R. Lapierre Aye

A. Walczyk NP

D. Boutin Aye

K. Judge Aye

T. Tsantoulis Aye

J. Sullivan Aye

Vote in favor 6-0

R. Lapierre motioned to leave non-public session of May 24, 2023, seconded by J. Pinard

Vote in favor 6-0

TC MINUTES

5-24-2023

1

R. Lapierre motioned to seal the minutes of May 24, 2023; seconded by J. Pinard.

Roll Call Vote #3

D. Boutin Aye

J. Pinard Aye

A. Walczyk Aye

J. Durand NP

R. Duhaime Aye

T. Tsantoulis Aye

R. Lapierre Aye

K. Judge Aye

J. Sullivan Aye

Vote in favor 8-0

PLEDGE OF ALLEGIANCE- Those able to stand stood for the pledge of allegiance.

AGENDA OVERVIEW- Given by Chair J. Sullivan.

SPECIAL RECOGNITION

Hooksett Municipal Employee - New Hire

A. Garron – 3 employees leaving: Rockey Levander, Janet Bouchard, and Slighten Maneed.

PUBLIC INPUT - 15 MINUTES

Joan McHugh of 14 Jefferson Drive- I am here to speak to the PH in regard to the change in charter. I was not able to attend. I did send in some comments. I have reviewed others comments. I am a firm believer in regard to districts. I feel the minimum amount you should have is 7. We have districts and we should have people to represent them. I heard the point why can't everyone be at large? I am not in favor of that because you could have 2 members in 1 district, and we need representation for the whole community. I will say 1 more thing. I was on the school board for many years, and we didn't always get along. We worked with the school board association and worked with them on how to work together. I suggest you reach out to the municipal association and see if they can work with you on learning to work together. I've been a resident for 49 years. I try and keep myself up to date on what is happening in this community. I urge you to do those things and thank you for allowing me to speak.

SCHEDULED APPOINTMENTS

11.2 Annual Update from the Economic Development Advisory Committee - David Scarpetti & Alden Beauchemin.

D. Scarpetti- In January we did a Town Housing Needs Assessment- Developing and Implementing a Housing Plan, in February met with Jeff Lefkovich, Catholic Charities of NH for a proposed mixed-use development at 1821 Hooksett Road. In May had a Master Planning Workshop for potential development at 1700 Hooksett Rd and went over the Hooksett Village rejuvenation. In June more master planning for potential development at 1700 Hooksett Rd. August thru November met with Warren Haggerty, Economic Development Specialist, U.S. small Business Administration & Rachel Roderick Deputy District Director. In February met with Cameron Prolman, Regional Planner for SNHPC about the South Central Comprehensive Economic Development Strategy update for request

for participation, a subcommittee formed for solicitation projects for the CEDS. To rank projects for funding. In May presented to the CEDS committee 2 projects: Exit 10 . 3A TIF project.

A. Beauchemin- discussed the commercial development taking place such as the Season Market at 1311 Hooksett Rd, Marmon Site, Legends Drive is moving along. Clean up items underway. Eversource Facility at Legends Drive is coming soon, Platinum Trucking 1380 Hooksett Rd the owner is considering an addition. WW Treatment plant and new pump station, 400 Technology Drive, Londonderry TPK, Dominos, Black Diamond Auto Wash, 5 Crane Way, Nouria Energy, Ridgeback Storage, #35 Edgewater Drive- site plan for event center. Residential development has had applications at 108 Mammoth Rd, Summit View/Churchhill DR, Hemlock Hills Laurel St, Forest Oaks/Marais Estates, University Commons, Webster Woods Phase II, Berry Hill, University Circle, 7 Martins Ferry, Hunt/Dartmouth St, Hackett Hill Warehouse. Projects of Community Importance include Robies Country Store, The Village Lighting Event, and The Manchester Rowing Alliance.

D. Scarpetti- the CEDS plans is huge, we are attracting a lot of business in town. It is amazing what is going on in towns, hopefully we will be in the running for the CEDS plans. Hopefully something will happen.

A. Garron- the significant importance of being on the committee is being in that report there is federal funds out there available, and this will help us get those funds.

R. Duhaime- what can we do to help you guys out?

D. Scarpetti- the commercial is huge right now, with the CEDS is happening it will be huge for exit 10. A lot of good things are happening here in town, we have tax exemptions to get businesses into town.

11.3 Annual Update from the Historical Society - James Sullivan & Bob Thinnes

J. Sullivan- read a statement into record. Historical society since the mid 90's sees a small budget stipend for small items. It started in 1974 and the 50th anniversary is next year. In 1976 the Historical Society occupied the old Prescott Historical Library. It is not a big building, but it is an official town building with historical things on display. The roof has been replaced, and a new sign will be replaced. In the bicentennial year the society provided some of the programming, we put on about 85 programs along with associated groups. Throughout the year we find items of interest that existed. Back in the day there were almost 20 motor inns and gas stations going up the main route. We get a lot of ancestry questions. Tomorrow there will be a civil wars quilt program held. Meetings are held on the 4th Thursday of the month at the library, and we have periodic open houses. It is a private collection that the Town does not own. We are having more discussion of having it as an off Shute of the town and have it as a direct subcommittee under the town. We get a spattering of volunteers, and we want to make sure it does not go away due to lack of volunteers.

CONSENT AGENDA- None

OLD BUSINESS

15.1 Proposed Amendments to Roadway Excavation Ordinance #00-13

T. Tsantoulis motioned to adopt the proposed amendments to Roadway Excavation Ordinance #00-13 effective May 24, 2023, seconded by D. Boutin.

A. Walczyk- I have a suggestion to #4. It reads. "the applicant shall submit with his permit form, a suitable traffic maintenance plan and shall verify that it has arranged for any police traffic control, traffic

149 control devices and warning lights as shall be deemed necessary by the Enforcement Authority, Police
150 and/or Fire departments. The and or is bugging me, shouldn't we say and or both.

151

152 B. Berthiaume- both in put would be good so having it as and is fine.

153

154 J. Sullivan- it is a minor change so does not need a rehearing.

155

156 **A. Walczyk motioned to amend the sentence in #4 to change from "and or" to "and" seconded**
157 **by D. Boutin.**

158

159 **Vote in favor 7-1.**

160

161 **Vote in favor of original motion as amended 7-1**

162

163 **15.2 Town Council Goals Update**

164

165 J. Sullivan- in our pre meeting we discussed GOAL CATEGORY #2: Tax Rate Planning Goal
166 Summary: Balance the use of fund balance annually to maintain a low tax rate while building the
167 balance amount to the recommended 8% or higher. I think in order to let that move forward we should
168 vote on that plan by making a motion. We will do that motion at the next meeting. Any other questions
169 on the current goals?

170

171 **NEW BUSINESS**

172

173 **16.1 2023-2024 Town Council Meeting Schedule / Charter Amendment Timeline / Budget** 174 **Timeline**

175

176 **D. Boutin motioned to approve the Town Council meeting schedule for July 2023 - June 2024 as**
177 **presented; seconded by T. Tsantoulis.**

178

179 **Vote in favor 8-0.**

180

181 **16.2 Quarterly Financial Report as of March 31, 2023**

182

183 C. Tewksbury- I am here to talk about the quarter that ended March 31st.

184 ARPA- the Edgewater Drive Broadband project we did not end up having to spend that money so that
185 freed up that money, the Feasibility Study is finished we are waiting on equipment for the 2 cruisers, the
186 HYAA score board installation is actively underway, the DPW maintenance Van they have been looking
187 to replace that van but cannot find a van that is available, the generator switch install was finished and
188 came in lower than anticipated and freed up about 11k, Peter Brook Clubhouse we have the actual
189 building on order and they are working on site work, Sherwood Drive was less than planned and that
190 freed up 17k so at this point there is \$530,000 available of ARPA funds to spend.

191 General Fund- year to date we are at 73% spent this fiscal year we spent 15M and last year we spent
192 14M, but we are on budget.

193 Administration- year to date we are at 74% spent.

194 Fire Rescue- 73% spent; their OT is overspent but they are going to be using the wages from those
195 vacant spots. The fuel line is also a concern with big depts.

196 Police- 74% spent; most of this is their OT and they had open positions for a number of months.

197 Highway- 65% spent; they had \$554,000 added state funded projects which hasn't been spent. There
198 are 7 turnovers and 2 open positions.

199 Recycling & transfer- they have been fully staffed all year, they are at 69% spent, I anticipate that we
200 will be at the budget expectation.

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201 Revenues- 82% collected, which is extremely high from where we are usually at.
 202 MV revenue- 83% collected the benchmark is 75% and she thinks it is the timing if the fleet
 203 registrations, I think MV will be over budgeted by about 200k and that is a positive of money going into
 204 the fund balance.
 205 Interest & Penalties- 23% collected. We haven't lien or deeded yet.
 206 Building Permits- 63% collected, seems the # of single fam residents' applications are down.
 207 State of NH- 97% we've gotten a lot of excess funds.
 208 Interest on Deposits- 324% I do anticipate more interest coming in and us applying that to the fund
 209 balance. The town also got \$115,000 from the sale of property that will go back into the fund balance,
 210 so in total \$460,000 worth of rev that was not anticipated.

211

212 **16.3 Disposal of Surplus Materials Policy**

213

214 ***R. Lapierre motioned to adopt the "Disposal of Surplus Materials Policy" and add it to the***
 215 ***Administrative Code, seconded by T. Tsantoulis.***

216

217 **Vote in favor 8-0**

218

219 R. Lapierre- I read through it and I don't see any issues with it, but I also don't see any changes from
 220 the previous policy written.

221

222 C. Tewksbury- Town Administrator Granville put together 7 or 8 administrative regulations that were in
 223 a binder separate from our other policies, and TA Garron asked that they be reviewed and brought
 224 back in under the Town Council.

225

226 **16.4 2023 Resurfacing**

227

228 ***T. Tsantoulis motioned to approve and consent to award the 2023 Resurfacing Project to GMI***
 229 ***Asphalt, LLC for a total of \$965,100.09. This total includes 10% contingencies, which are not***
 230 ***expected to be used. \$60,309.66 to come from FY 2022-2023 budget and the balance to come***
 231 ***from FY 2023-2024 budget currently at \$900,000.00. seconded by D. Boutin.***

232

233 **Roll Call Vote #4**

234 ***A. Walczyk Aye***

235 ***R. Lapierre Aye***

236 ***J. Pinard Aye***

237 ***R. Duhaime Nay***

238 ***J. Durand NP***

239 ***K. Judge Aye***

240 ***T. Tsantoulis Aye***

241 ***D. Boutin Aye***

242 ***J. Sullivan Aye***

243

244 **Vote in favor 7-1**

245

246 **16.5 Track & Tennis Court Surface Repair RFP**

247

248 ***A. Walczyk motioned to approve and consent to award the Track & Tennis Court Surface Repair***
 249 ***RFP to Beaverbrook Tennis, LLC for \$77,942.00 to be funded from the voters' approved Parks***
 250 ***Upgrades Warrant Article for \$53,600.00 and balance to be funded from Parks & Rec Facilities***
 251 ***Development Capital Reserve account; seconded by D. Boutin.***

252

253 **Roll Call Vote #5**

254 ***T. Tsantoulis Aye***

255 ***J. Pinard Aye***

256 ***R. Duhaime Nay***

257 ***A. Walczyk Aye***

258 ***R. Lapierre Aye***

259 ***K. Judge Nay***

260 ***J. Durand NP***

261 ***D. Boutin Aye***

262 ***J. Sullivan Aye***

263

264 ***Vote in Favor 6-2***

265

266 **16.6 Town Wide Road Line Striping**

267

268 ***A. Walczyk motioned to waive the 3-bid requirement; seconded by D. Boutin.***

269

270 ***Vote in favor 7-1***

271

272 ***A. Walczyk motioned to approve and consent to award the Town Wide Road Line Striping to K5***
 273 ***Corporation for \$36,907.67, \$25,317.00 to be funded from FY 2022-2023 budget and the balance***
 274 ***to be funded from FY 2023-2024 budget; seconded by D. Boutin.***

275

276 **Roll Call Vote #6**

277 ***J. Durand NP***

278 ***R. Lapierre Aye***

279 ***K. Judge Nay***

280 ***D. Boutin Aye***

281 ***J. Pinard Aye***

282 ***T. Tsantoulis Aye***

283 ***A. Walczyk Nay***

284 ***R. Duhaime Nay***

285 ***J. Sullivan Aye***

286

287 ***Vote in favor 5-3***

288

289 ***R. Lapierre- I have said this before, I think we can let line striping go a year, there are more important***
 290 ***projects that need to be done, and I think we can hold off another year.***

291

292 ***T. Tsantoulis- I agree with most of what was said, however a lot of new vehicles have features that run***
 293 ***off reading the lines and I do not feel it would be good practice to stop lining the roads.***

294

295 **16.7 Safety Center Roof & Drainage Review & Design RFP**

296

297 ***D. Boutin motioned to waive the 3-bid requirement; seconded by J. Pinard.***

298

299 ***Vote in favor 7-1***

300

301 ***D. Boutin motioned to approve and consent to award the Safety Center Roof & Drainage Review***
 302 ***& Design RFP to Gale Associates, Inc for a total of \$58,500.00; \$51,000.00 for Evaluation &***

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303 *Design Services plus \$7,500.00 contingencies for Masonry & Roofing Contractor costs to be*
 304 *funded from the Building Maintenance Capital Reserve account; seconded by K. Judge.*
 305

306 **Roll Call Vote #7**

307 *J. Pinard Aye*
 308 *K. Judge Aye*
 309 *R. Lapierre Aye*
 310 *R. Duhaime Aye*
 311 *A. Walczyk Aye*
 312 *J. Durand NP*
 313 *T. Tsantoulis Aye*
 314 *D. Boutin Aye*
 315 *J. Sullivan Aye*
 316

317 **Vote in favor 8-0**
 318

319 R. Duhaime- this building has had issues since it was built.
 320

321 **16.8 Town Personnel Plan Update - Add New Policy for Non-Union Longevity Bonus**
 322

323 *A. Walczyk motioned to approve the amendment to the Town Personnel Plan to add new policy*
 324 *on Longevity Bonus effective July 1, 2023; seconded by K. Judge.*
 325

326 **Vote in Favor 8-0**
 327

328 **APPROVAL OF MINUTES**
 329

330 *D. Boutin motioned to approve the public minutes of May 10, 2023; seconded by T. Tsantoulis*
 331

332 **Vote in favor 7-0**
 333

334 *D. Boutin motioned to approve the non-public minutes of May 10, 2023; seconded T. Tsantoulis*
 335

336 **Vote in favor 7-0**
 337

338 **TOWN ADMINISTRATOR'S REPORT**

- 339 • Silver City V. Town of Hooksett Supreme Court Hearing- Oral Argument on June 15, 2023- that
 340 was a ZB decision of not granting an excavation permit for the lot that is off of Hackett Hill Rd.
 341 Currently there is a barn like structure. That was denied at superior court and off to the Supreme
 342 Court.
- 343 • Tax Collector's office would like to move forward with a repurchase of land owned by the Head
 344 Family. Requesting that the Town Council grant permission to allow the Town Administrator to
 345 sign off on behalf of the Town of Hooksett the repurchase deed for Land Only Off Everett
 346 Turnpike, Map/Lot 12-6.
 347

348 *D. Boutin motioned to allow the Town Administrator to sign off on behalf of the Town of*
 349 *Hooksett the repurchase deed for Land Only Off Everett Turnpike, Map/Lot 12-6.*
 350 *Seconded by T. Tsantoulis.*
 351

352 **Vote in favor 6-1**
 353

- Engineering requests authorization from Town Council for the Town Administrator to sign a grant application for funding in the amount of \$384,170 to install a water line within a neighborhood in the TIF District (See attached application). The proposed water line project will start towards the end of Bayview Terrace and onto Meadowcrest Road. This project had to be eliminated from TIF funding due to the amount of funding needed for the primary segments of the TIF sewer and water project.

J. Sullivan motioned for the Town Administrator to sign a grant application for funding in the amount of \$384,170 to install a water line within a neighborhood in the TIF District (See attached application). The proposed water line project will start towards the end of Bayview Terrace and onto Meadowcrest Road; seconded by D. Boutin.

Vote in favor 7-0

- Police Chief Sargent Pinning Ceremony- it was a very nice ceremony, and he now has full rains at the PD.
- NHDOT Rt. 3 Roadway Widening project. Survey Work will happen during the month of June 2023. The DOT was here discussing all the options, part of that work is starting the survey work.

R. Lapierre- I'd like to state my opinion on a roundabout, I think it is a bad idea, it makes no sense to put a roundabout where a light is.

- TA Goals update:
- Town Owned Land Project
 - Phase one –Complete. Closings will take place the week of May 8th.
 - Solar Project
 - Solar Team next meeting to present project alternatives
 - Master Plan Adoption
 - Planning Board is reviewing the housing chapter. All other chapters have been reviewed. PB is reviewing a draft of the master plan.
 - College Park development plans
 - No new information on this project

TOWN COUNCIL FUTURE AGENDA ITEMS

INFORMATIONAL ITEMS AND CORRESPONDENCE

J. Sullivan- read a letter from the Boston Post Cane recipient family member Karen Connor Yorkie. In October 2022 my father James G. Connor was awarded the Boston Post Cane award. He was very proud of the award and hung it in sight so he could always see it. My letter to you was originally to be a thank you note, but unfortunately my father passed away on April 13, 2022. He did not make it to his 100th birthday this year. He had a good life and was a funny man, please accept my sincere thank you for making my father happy and receiving this award.

SUB-COMMITTEE REPORTS

J. Sullivan- subcommittee on the charter change had their review and public comment in regard to 4 aspects: districts, possible 7 councilors, quorum issues and a possible stipend increase. We will meet again to get some questions clear. If the voters voted to have districts what would that look like. Questions are being reviewed by NHMA and council.

405 R. Lapierre- ARPA- we reviewed a number of funding requests, some old ones and some new ones
406 brought to us by department heads across town. What we decided to do was after projects passed
407 some commonsense muster, we voted the projects that passed the 1st round of consideration to be
408 their own agenda item, the projects will be presented and funded thru ARPA. We will approve them on
409 their merit.

410
411 T. Tsantoulis- I did receive a suggestion from a taxpayer and I will send that to the committee.
412

413 A. Walczyk- recycling transfer advisory met last night. The chassis is expected to be completed by end
414 of May, then 8 weeks later ready for the road, the old truck is down right now being fixed. Garbage may
415 be delayed, and or you may bring it to the transfer station.

416
417 K. Judge- Parks and Recs met we did talk about Pinnacle Park unfortunately how it is deeded there is
418 not much we can do but make it pretty and add a picnic table here or there. There is a hiccup at
419 Lamberts Park due to supply chain issues.

420
421 **PUBLIC INPUT- None**
422

423 **NON-PUBLIC SESSION NH RSA 91-A:3 II**
424

425 ***J. Sullivan motioned to enter NON-PUBLIC SESSION #2 NH RSA 91-A:3 II (a) (b) (c) (d) (e) (i) (l);***
426 ***seconded by R. Lapierre.***

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

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

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

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

437 (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by
438 or against the public body or any subdivision thereof, or by or against any member thereof because of his or her
439 membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any
440 application filed for tax abatement, pursuant to law, with anybody or board shall not constitute a threatened or
441 filed litigation against any public body for the purposes of this subparagraph. (i) Consideration of matters
442 relating to the preparation for and the carrying out of emergency functions, including training to carry out such
443 functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is
444 intended to result in widespread or severe damage to property or widespread injury or loss of life.

445 (j) Consideration of confidential, commercial, or financial information that is exempt from public disclosure
446 under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.

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

449 **Roll Call Vote #8**

450 ***R. Lapierre Aye***

451 ***R. Duhaime NP***

452 ***T. Tsantoulis Aye***

453 ***A. Walczyk Aye***

454 ***J. Durand NP***

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455 **J. Pinard Aye**
456 **D. Boutin NP**
457 **K. Judge Aye**
458 **J. Sullivan Aye**

459
460 **Vote in Favor 6-0**

461
462
463 **Motioned to leave non-public session of May 24, 2023, seconded by ?**

464
465 **Motioned to seal the non-public minutes of May 24, 2023; seconded by ?**

466
467 **Roll Call Vote #9**

468 **J. Durand NP**
469 **D. Boutin NP**
470 **J. Pinard Aye**
471 **R. Duhaime NP**
472 **K. Judge Aye**
473 **A. Walczyk Aye**
474 **T. Tsantoulis Aye**
475 **R. Lapierre Aye**
476 **J. Sullivan Aye**

477
478 **Vote in favor 6-0**

479
480 **ADJOURNMENT**

481
482 **motioned to adjourn the meeting at ? pm. Seconded by ?**

483
484
485 Respectfully submitted,

486
487 *Alicia Jipson*

488
489 Alicia Jipson
490 Recording Clerk
491