



AGENDA

Town of Hooksett Town Council

Wednesday, November 15, 2023 at 5:50 PM

A meeting of the Town Council will be held Wednesday, November 15, 2023 in the Hooksett Municipal Building commencing at **5:50 PM**.

Page

1. **CALL TO ORDER**
2. **PROOF OF POSTING**
3. **ROLL CALL**
4. **NON-PUBLIC SESSION #1 NH RSA 91-A:3 II**
5. **PUBLIC SESSION WILL BEGIN IMMEDIATELY FOLLOWING THE NON-PUBLIC SESSION NOTED ABOVE**
6. **PLEDGE OF ALLEGIANCE**
7. **AGENDA OVERVIEW**
8. **PUBLIC HEARINGS**
9. **SPECIAL RECOGNITION**
 - 9.1. Hooksett Municipal Employee - New Hire
10. **PUBLIC INPUT - 15 MINUTES**
11. **SCHEDULED APPOINTMENTS**
 - 11.1. Teamsters Local 633 - Town of Hooksett NH and Teamsters Local 633 Police Supervisors Collective Bargaining Agreement July 1, 2024-June 30, 2027
12. **CONSENT AGENDA**
 - 12.1. Accept the donation of \$1,000.00 from the Rice Family Charitable Fund to the Town of Hooksett Conservation Commission fund per RSA 31:95-b:III(b).
[Staff Report - SR-23-203 - Pdf](#) 5 - 9
 - 12.2. Accept Southeastern NH HazMat Mutual Aid District funds reimbursed to the Town of Hooksett, NH in the amount of \$944.19 for Hooksett Fire-Rescue Department HazMat Team members overtime/backfill costs from Aug 1, 2023 - October 20, 2023, per NH RSA 31:95-b III(b).
[Staff Report - SR-23-202 - Pdf](#) 11
 - 12.3. Surety Release of \$6,000 plus interest for 36 Churchill Drive (well radius)
[Staff Report - SR-23-205 - Pdf](#) 13 - 15
 - 12.4. Surety Release of \$13,790 plus accumulated interest for 1134 Hooksett Road (clock mechanism)
[Staff Report - SR-23-204 - Pdf](#) 17 - 21
13. **NOMINATIONS AND APPOINTMENTS**

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

14. BRIEF RECESS

15. OLD BUSINESS

- 15.1. Amend the Tax Increment Finance Plan To Remove Parcel 17-39 from the TIF District (TC Public Hearing 10/25/2023) 23 - 27
[Staff Report - SR-23-194 - Pdf](#)
- 15.2. FY 2024-25 Budget and Warrant Articles 29 - 30
[Staff Report - SR-23-206 - Pdf](#)
- 15.3. Town Council 2023/2024 Goals Update 31 - 32
[Staff Report - SR-23-207 - Pdf](#)

16. NEW BUSINESS

17. APPROVAL OF MINUTES

- 17.1. Public: October 25, 2023 33 - 46
[TC 10252023 Minutes](#)
- 17.2. Public: November 1, 2023 47 - 55
[TC 11012023 Minutes](#)
- 17.3. Non-Public: October 25, 2023
- 17.4. November 1, 2023

18. TOWN ADMINISTRATOR'S REPORT

19. TOWN COUNCIL FUTURE AGENDA ITEMS

20. INFORMATIONAL ITEMS AND CORRESPONDENCE

21. SUB-COMMITTEE REPORTS

22. PUBLIC INPUT

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

24. ADJOURNMENT

PUBLIC INPUT

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

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

4. Council members may request a comment be added to New Business at a subsequent meeting.
5. No one may speak during Public Input except the person acknowledged by the Chair. Direct questions or comments from the audience are not permitted during Public Input.

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

Town Council
STAFF REPORT



To: Hooksett Conservation Commission
Title: Accept the donation of \$1,000.00 from the Rice Family Charitable Fund to the Town of Hookset Conservation Commission fund per RSA 31:95-b:III(b).
Meeting: Town Council - 15 Nov 2023
Department: Community Development
Staff Contact: Bridgette Grotheer, Community Development Administrative Assistant

BACKGROUND INFORMATION:

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

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

SUGGESTED MOTION:

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

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

ATTACHMENTS:

[Rice Donation 2023 & 10-23-23 Minutes Approv](#)



P.O. Box 770001
Cincinnati, OH 45277-0053

SP 01 000145 71988 H 1 ASNGLP
BPKVZTBBBBBRBM
LEANN FULLER
TOWN OF HOOKSETT NEW HAMPSHIRE
35 MAIN ST
HOOKSETT, NH 03106-1631

October 05, 2023

Dear Sir or Madam:

We are delighted to provide you with the attached check for **\$1,000.00**. This Fidelity Charitable Donor-Advised FundSM grant was made at the recommendation of the Rice Family Charitable Fund, a donor-advised fund. ¹

This grant is made by Fidelity Charitable. Fidelity Charitable's donor recommends the grant be used for the following purpose (which does not constitute a restriction): **For the Conservation Commission.** This grant is to be used exclusively for charitable purposes, and is not made for the purpose of influencing legislation. This grant is also subject to the "Grant Terms" on the next page. If you are unable or unwilling to meet these grant conditions, you must return these funds to Fidelity Charitable.

Should you choose to send a thank-you letter, the donor has requested it be sent to the following address. You should not, however, issue a tax acknowledgement to either the recommending donor(s) or to Fidelity Charitable.

Catherine L. Rice, 75 Oak Hill Rd, Hooksett, NH 03106

¹ Fidelity Charitable is an independent public charity that sponsors a donor-advised fund program. In a donor-advised fund, Donors make irrevocable charitable contributions to Fidelity Charitable, and have the privilege of recommending grants to qualified public charities.

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Page 1 of 2

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VERIFY THE AUTHENTICITY OF THIS MULTI-TONE SECURITY DOCUMENT.

CHECK BACKGROUND AREA CHANGES COLOR GRADUALLY FROM TOP TO BOTTOM.



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Make more of a difference

P.O. Box 770001
Cincinnati, OH 45277-0053
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PAYABLE AT: THE BANK OF NEW YORK MELLON
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53-292/113

13731598

October 05, 2023

PAY TO
THE
ORDER
OF

TOWN OF HOOKSETT NEW HAMPSHIRE

****\$1,000.00****

**One Thousand & 0/100 DOLLARS

VOID AFTER 60 DAYS

11 13731598 11 1011302920 11 004936 11

101200705

Grant Terms: This grant is made subject to the following terms. By accepting this grant, you certify to Fidelity Charitable that (i) your organization is formed under the laws of the US and its territories and is a public charity described in Internal Revenue Code sec. 509(a)(1)-(3), or a private operating foundation described in IRC sec. 4942(j)(3); (ii) this grant will be used exclusively for your organization's exempt purposes; (iii) neither the recommending donor nor any other party will receive goods, services or impermissible benefits (e.g., tuition, memberships or dues with more than incidental benefits, admission to events or goods bought at auction) as a result of this grant; (iv) this grant does not satisfy any portion of a financial obligation (including an enforceable pledge) of any party; (v) this grant will not be used for political contributions or campaign activities; and (vi) your organization does not devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise (or has made an election under IRC sec. 501(h) and complies with the limitations thereunder).

If you have any questions regarding the grant, please contact a Fidelity Charitable representative at 800-952-4438.

We wish you continued success in pursuit of your charitable mission.

Sincerely,
Fidelity Charitable

Fidelity Charitable is the brand name for the Fidelity Investments® Charitable Gift Fund, an independent public charity with a donor-advised fund program. Various Fidelity companies provide services to Fidelity Charitable. Fidelity Charitable, Giving Account, and Fidelity are registered service marks, and the Fidelity Charitable logo is a service mark, of FMR LLC, used by Fidelity Charitable under license.

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Grant Terms: This grant is made subject to the following terms. By accepting this grant, you certify to Fidelity Charitable that (i) your organization is formed under the laws of the US and its territories and is a public charity described in Internal Revenue Code sec. 509(a)(1)-(3), or a private operating foundation described in IRC sec. 4942(j)(3); (ii) this grant will be used exclusively for your organization's exempt purposes; (iii) neither the recommending donor nor any other party will receive goods, services or impermissible benefits (e.g., tuition, memberships or dues with more than incidental benefits, admission to events or goods bought at auction) as a result of this grant; (iv) this grant does not satisfy any portion of a financial obligation (including an enforceable pledge) of any party; (v) this grant will not be used for political contributions or campaign activities; and (vi) your organization does not devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise (or has made an election under IRC sec. 501(h) and complies with the limitations thereunder).

Hooksett Conservation Commission October 23, 2023

352 ii. Pinnacle Park – Bittersweet Discussion
353 *This will be on the November 13, 2023, agenda.*
354

355 iii. NHACC Conference – Saturday, November 4th
356 *This will be on the November 13, 2023, agenda.*
357

358 iv. Trail Maps/Kiosks
359 *This will be on the November 13, 2023, agenda.*
360

361 v. Donation from Rice Family Charitable Fund
362 **Cindy:** This is an annual donation from the Rice Family. We will follow up with a thank you card.
363

364 **Motion to accept the \$1,000.00 donation from the Rice Family Charitable Fund made by**
365 **Sheena Gilbert, second by Al Stein. Motion passed.**
366

367 **XI. Additional business brought up by the Conservation Commission**

368 **Sheena:** I was checking the cameras and saw that the gate was dismantled. There was a video
369 previously, and you can see a license plate in that video, where four young teenagers moved
370 the gate but put it back.

371 **Alex:** We discussed previously that if we got footage we would work with police, Fish & Game,
372 and/or attorney general. It looks like we have gone as far as we can, and now we can turn it
373 over to the authorities.

374 **Cindy:** I agree, Capt. Robie and I have spoken before as well. The four teenagers you can clearly
375 see, but the two that dismantled it at night the way the light is you cannot see the license plate,
376 it's dark. They came in from the Candia side. But, I do not think these are people using the
377 shooting range.

378 **Sheena:** It is damaging the gate though. Instead of turning around when they saw the locked
379 gate, they decided to break the gate. I think we provide it to the police. There are additional
380 videos as well I can download.

381 **Cindy:** I asked John O'Neil at Manchester Waterworks to fix it. I wonder if we can put the pole
382 in cement. We've also thought of moving the gate closer to the Candia side. I'll reach out to
383 Capt. Robie about how we can pursue this.
384

385 **XII. Non-Public Session** NH RSA 91-A:3, II (d) Consideration of the acquisition, sale or lease
386 of a real or personal property which, if discussed in public, would likely benefit a party
387 or parties who interests are adverse to those of the general community.

388 *This will be on the November 13, 2023, agenda.*
389

390 **Adjournment**

391
392 **Motion to adjourn at 5:58pm made by Sheena Gilbert, seconded by Alex Walczyk. All in favor.**
393
394

395 Minutes respectfully submitted by Bridgette Grotheer, Community Development

Town Council
STAFF REPORT



To: Town Council
Title: Accept Southeastern NH HazMat Mutual Aid District funds reimbursed to the Town of Hooksett, NH in the amount of \$944.19 for Hooksett Fire-Rescue Department HazMat Team members overtime/backfill costs from Aug 1, 2023 - October 20, 2023, per NH RSA 31:95-b III(b).
Meeting: Town Council - 15 Nov 2023
Department: Fire and Rescue
Staff Contact: Regina Howard, Administrative Assistant

BACKGROUND INFORMATION:

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

FINANCIAL IMPACT:

\$944.19

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Accept reimbursement funds

SUGGESTED MOTION:

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

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

Town Council

STAFF REPORT



To: Town Council
Title: Surety Release of \$6,000 plus interest for 36 Churchill Drive.
Meeting: Town Council - 15 Nov 2023
Department: Community Development
Staff Contact: Elizabeth Robidoux, Town Planner

BACKGROUND INFORMATION:

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

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

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

SUGGESTED MOTION:

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

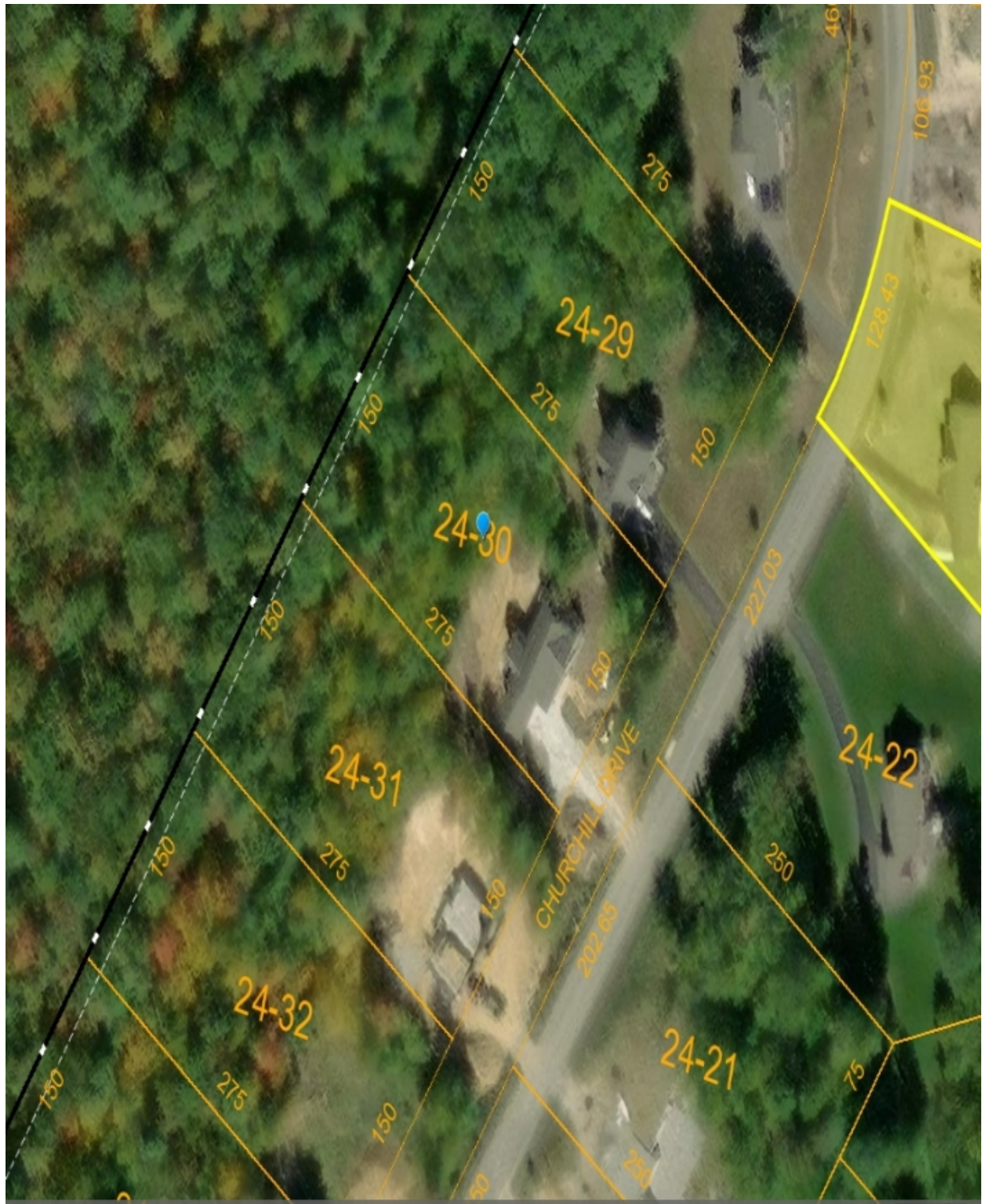
TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

ATTACHMENTS:

[Image 36 Churchill](#)

[Memo 36 Churchill](#)





TOWN OF HOOKSETT
COMMUNITY DEVELOPMENT DEPARTMENT

Elizabeth Robidoux, AICP, Town Planner

35 MAIN STREET
HOOKSETT, NEW HAMPSHIRE 03106

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

Memo

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

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

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

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

Town Council

STAFF REPORT



To: Town Council
Title: Surety Release of \$13,790 plus accumulated interest for 1134 Hooksett Road
Meeting: Town Council - 15 Nov 2023
Department: Community Development
Staff Contact: Elizabeth Robidoux, Town Planner

BACKGROUND INFORMATION:

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

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

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

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

FINANCIAL IMPACT:

None.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

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

SUGGESTED MOTION:

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

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

ATTACHMENTS:

[Image 1](#)

[Image 2](#)

[Memo 1134 Hooksett Road](#)







TOWN OF HOOKSETT
COMMUNITY DEVELOPMENT DEPARTMENT

Elizabeth Robidoux, AICP, Town Planner

35 MAIN STREET
HOOKSETT, NEW HAMPSHIRE 03106

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

Memo

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

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

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

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

Town Council **STAFF REPORT**



To: Town Council
Title: Amend the Tax Increment Finance Plan To Remove Parcel 17-39 from the TIF District
Meeting: Town Council - 15 Nov 2023
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

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

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

The TIF Committee recommended the removal at their meeting of November, 21, 2022.

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

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

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

SUGGESTED MOTION:

Motion to approve the removal of parcel 17-39 from the TIF District.

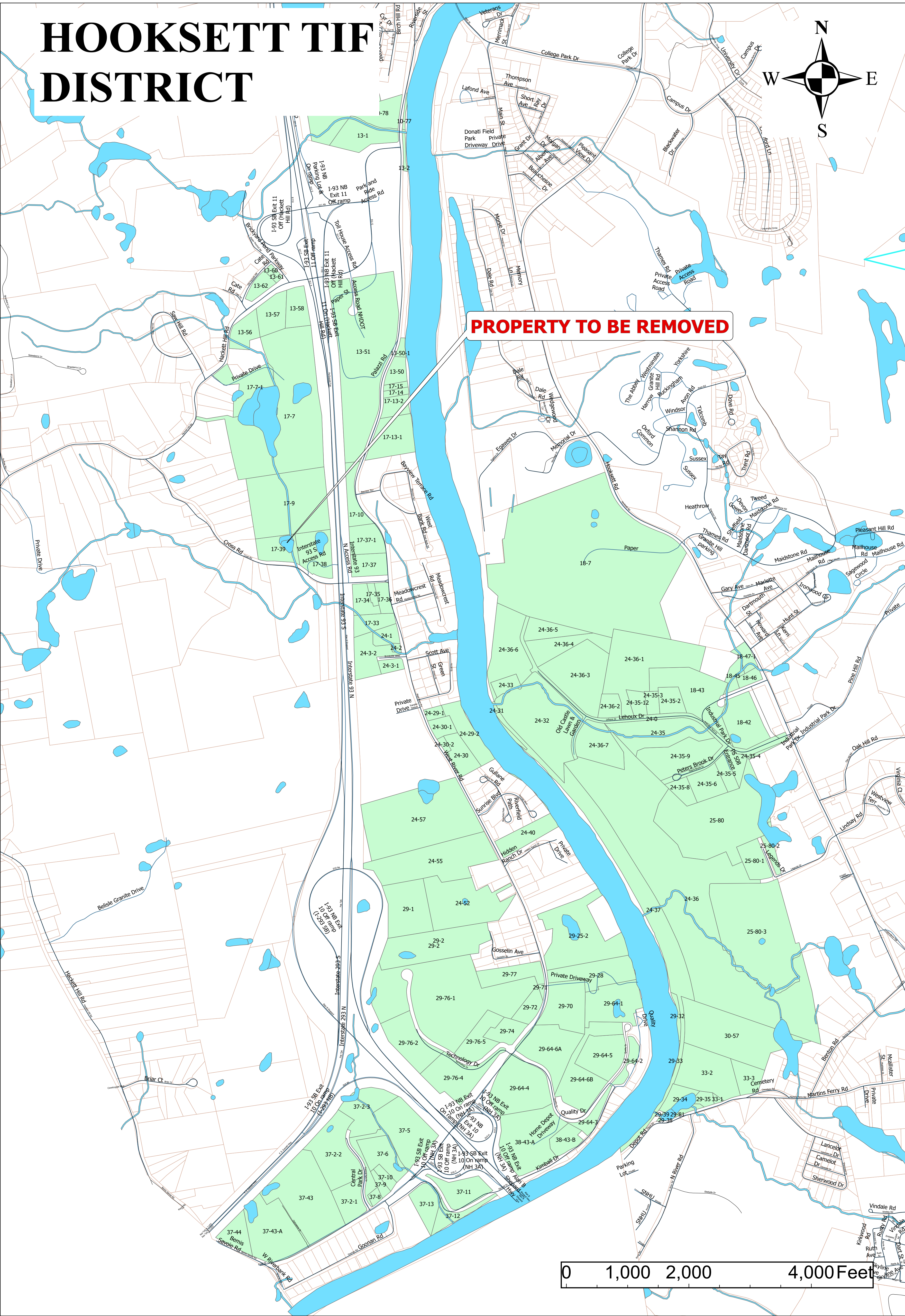
TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

ATTACHMENTS:

[TIF Parcel Removal Plan](#)

[TIF Committee Minutes to Remove Parcel](#)



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

CALL TO ORDER@

PLEDGE OF ALLEGIANCE:

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

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

EXCUSED:

APPROVAL OF MINUTES: 7/20/2022

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

DISCUSSION AND REVIEW:

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

• Update on TIF Project

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

How to sign up for E-Alerts:

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

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

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

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

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

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

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Town Council
STAFF REPORT



To: Town Council
Title: FY 2024-25 Budget and Warrant Articles
Meeting: Town Council - 15 Nov 2023
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

1) Operating budget:

2) Review warrant articles: Attached are warrant articles related to union contracts already approved by Council.

Council needs to designate councilors to first and second each article at the Deliberative Session and to recommend adding the following article after each union's article: "Shall the town, if ARTICLE #__ is defeated, authorize the governing body to call one special meeting, at its option, to address ARTICLE #__ cost items only? (Majority vote)"

FINANCIAL IMPACT:

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

SUGGESTED MOTION:

- 1) Designate councilors to first and second the article at the Deliberative Session Saturday February 3rd. The list will be finalized at the January 24th Council meeting.
- 2) Motion to recommend adding an article following each of the union articles to allow the governing body to hold a special meeting if the union article fails.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

ATTACHMENTS:

[Union Contract - DPW](#)



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Date of Request: October 2023

Date of Town Meeting: March 2024

Name of Department Submitting Request: DPW Union Teamsters Local 633

1. Please provide the wording of the proposed article.

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

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

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

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

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

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

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

4. Estimated cost? \$204,689.00

5. Is any further information necessary for the deliberation?

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

Town Council STAFF REPORT



To: Town Council
Title: Town Council 2023/2024 Goals Update
Meeting: Town Council - 15 Nov 2023
Department: Administration
Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

Town Council had a workshop on August 9, 2023 to establish short and long-term goals that will move Town's vision forward. The following were the goals set forth with a plan to report updates at the second Council meeting of each month:

Goal #1: Improve community outreach

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

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

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

Goal #3: Remove the unnecessary utility poles

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

Goal #4: Attendance notification for quorum purposes

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

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

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

FINANCIAL IMPACT:

TBD

POLICY IMPLICATIONS:

TBD

RECOMMENDATION:

Refer to Town Administrator's Recommendation(s) below

TOWN ADMINISTRATOR'S RECOMMENDATION:

Goal #1-No Update

Goal#2 - Will communicate to the Department Heads at the start of the FY24-25 budget process

Goal #3- I've sent Communcation to Eversource and will follow up with their direction to Hooksett

Goal #4- Communicaton on quorum has improved, but will seek a procedural modification

Goal #5- No update

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

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

CALL TO ORDER

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

PROOF OF POSTING

Chair Tsantoulis provided proof of posting.

ROLL CALL

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

Absent: Councilor Randall Lapierre

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

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

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

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

Roll Call Vote #2

R. Duhaime NP

J Durand NP

J. Pinard Aye

R. Lapierre NP

A. Walczyk Aye

D. Boutin Aye

K. Judge Aye

J. Sullivan Aye

T. Tsantoulis Aye

Vote in favor 6-0

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

Roll Call Vote #4

A. Walczyk Aye

R. Lapierre NP

J. Pinard Aye

R. Duhaime Aye

J. Durand NP

K. Judge NP

J. Sullivan Aye

D. Boutin Aye

T. Tsantoulis Aye

Vote in favor 6-0

PLEDGE OF ALLEGIANCE

AGENDA OVERVIEW

PUBLIC HEARINGS

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

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

No Public Comment

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

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

No public comment.

8.3 Public Hearing to Discuss Amending the Tax Increment Finance Plan

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

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

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

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

Vote in favor 7-0

SPECIAL RECOGNITION

Hooksett Municipal Employee - New Hire

A. Garron- no changes this week.

PUBLIC INPUT - 15 MINUTES

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

PUBLIC INPUT RULES

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

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

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

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

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

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

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

TOWN ADMINISTRATOR'S REPORT

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

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

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

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

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

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

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

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

D. Smith- it is a hybrid.

R. Duhaime- why is this getting pushed out.

D. Smith- because of the public input concerns.

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

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

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

SCHEDULED APPOINTMENTS

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

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

Roll Call Vote #5

J. Sullivan Aye

J. Pinard Aye

R. Duhaime Aye

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

Vote in favor 6-0-1

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Roll Call Vote #6

J. Durand Abstained was not present

R. Lapierre NP

K. Judge Nay

D. Boutin Aye

J. Pinard Aye

J. Sullivan Aye

A. Walczyk Aye

R. Duhaime Aye

T. Tsantoulis Aye

Vote in favor 6-1-1

11.3 Jolene Archambeault - Saturday cease work request

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

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

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

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

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

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

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

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

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

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

Vote in favor 4-3

CONSENT AGENDA

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

Vote in favor 8-0

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

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

NOMINATIONS AND APPOINTMENTS

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

Vote in favor 8-0

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

Vote in favor 8-0

BRIEF RECESS

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

OLD BUSINESS

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

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

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

15.2 FY 2024-25 Budget and Warrant Articles

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

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

Roll Call Vote #7

J. Pinard Aye

K. Judge Aye

R. Lapierre NP

R. Duhaime Nay

A. Walczyk Aye

J. Durand NP

J. Sullivan Aye

D. Boutin Aye

T. Tsantoulis Aye

Vote in favor 6-1

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

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

Roll Call Vote #8

R. Lapierre NP

R. Duhaime Aye

J. Sullivan Aye

A. Walczyk Aye

J. Durand NP

J. Pinard Aye

D. Boutin Aye

K. Judge Aye

T. Tsantoulis Aye

Vote in favor 7-0

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

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

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

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

J. Sargent- No

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

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

Roll Call Vote #9

J. Durand NP

D. Boutin Aye

J. Pinard Aye

R. Duhaime Nay

K. Judge Aye

A. Walczyk Aye

J. Sullivan Aye

R. Lapierre Aye

T. Tsantoulis Aye

Vote in favor 6-1

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

15.3 Town Council 2023/2024 Goals Update

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

NEW BUSINESS

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

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

Vote in favor 7-0

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

Roll Call Vote #10

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

Vote in favor 7-0

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

T. Tsantoulis close the PH on 16.2.

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

Roll Call #11

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

Vote in favor 7-0

APPROVAL OF MINUTES

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

Vote in favor 6-1

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

Vote in favor 7-0

TOWN ADMINISTRATOR'S REPORT

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

SUB-COMMITTEE REPORTS

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

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

PUBLIC INPUT- None

ADJOURNMENT

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

All in favor 7-0

Respectfully submitted,

Alicia Jipson

Alicia Jipson

Recording Clerk

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

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

CALL TO ORDER

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

PROOF OF POSTING

Chair Tsantoulis provided proof of posting.

ROLL CALL

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

Absent: Councilor David Boutin and Councilor John Durand

PLEDGE OF ALLEGIANCE

AGENDA OVERVIEW

SPECIAL RECOGNITION

Hooksett Municipal Employee - New Hire

A Garron- we welcome Matthew Webber, Police Officer.

PUBLIC INPUT - none

SCHEDULED APPOINTMENTS- none

Carrie Hyde - Old Home Day Update

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

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

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

48
49 **CONSENT AGENDA**

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

52
53 *Vote in favor 6-0*

54
55 **10.1 Halloween Donation**

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

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

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

65
66 **NOMINATIONS AND APPOINTMENTS- none**

67
68 **BRIEF RECESS- none**

69
70 **OLD BUSINESS**

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

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

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

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

83
84 **Roll Call Vote #2**

85 *R. Duhaime Aye*

86 *J Durand NP*

87 *J. Pinard Aye*

88 ***R. Lapierre Aye***

89 ***A. Walczyk Aye***

90 ***D. Boutin NP***

91 ***K. Judge NP***

92 ***J. Sullivan Aye***

93 ***T. Tsantoulis Aye***

94

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

96

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

99

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

103

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

106

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

110

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

112 ***D. Boutin NP***

113 ***J. Pinard Aye***

114 ***A. Walczyk Aye***

115 ***J. Durand NP***

116 ***R. Duhaime Aye***

117 ***J. Sullivan Aye***

118 ***R. Lapierre Aye***

119 ***K. Judge NP***

120 ***T. Tsantoulis Aye***

121

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

123

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

125

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

128

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

130

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

134

135 **Roll Call Vote #4**

136 ***A. Walczyk Aye***

137 ***R. Lapierre Nay***

138 ***J. Pinard Aye***

139 ***R. Duhaime Aye***

140 ***J. Durand NP***

141 ***K. Judge NP***

142 ***J. Sullivan Aye***

143 ***D. Boutin NP***

144 ***T. Tsantoulis Aye***

145

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

147

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

149

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

153

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

156

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

158

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

160

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

164

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

167

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

170

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

173

174 **Roll Call Vote #6**

175 ***J. Durand NP***

176 ***R. Lapierre Aye***

177 ***K. Judge NP***

178 ***D. Boutin NP***

179 ***J. Pinard Aye***

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

184
185 *Vote in favor 6-0*

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

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

194
195 *Roll Call Vote #7*

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

205
206 *Vote in favor 6-0*

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

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

212
213 *Roll Call Vote #8*

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

223
224 *Vote in favor 5-1*

225

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

227

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

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

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

233 **Total\$ 177,500.00**

234

235 **Roll Call Vote #9**

236 **J. Durand NP**

237 **D. Boutin NP**

238 **J. Pinard Aye**

239 **R. Duhaime Nay**

240 **K. Judge NP**

241 **A. Walczyk Aye**

242 **J. Sullivan Aye**

243 **R. Lapierre Nay**

244 **T. Tsantoulis Aye**

245

246 **Vote in favor 4-2**

247

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

250

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

253

254 **Roll Call Vote #10**

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

256 **J. Sullivan Nay**

257 **R. Lapierre Nay**

258 **J. Pinard Nay**

259 **D. Boutin NP**

260 **J. Durand NP**

261 **A. Walczyk Aye**

262 **R. Duhaime Nay**

263 **T. Tsantoulis Nay**

264

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

266

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

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

285

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

294

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

298

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

304

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

307

308 **Roll Call #11**

309 ***J. Sullivan Aye***

310 ***R. Lapierre Aye***

311 ***J. Durand NP***

312 ***J. Pinard Aye***

313 ***K. Judge Aye***

314 ***A. Walczyk Aye***

315 ***R. Duhaime Aye***

316 ***D. Boutin NP***

317 ***T. Tsantoulis Aye***

318

319 **Vote in favor 7-0**

320

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

322

323 **NEW BUSINESS**

324

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

326

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

340

341 **APPROVAL OF MINUTES- none**

342

343 **TOWN ADMINISTRATOR'S REPORT**

344

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

346

347 **PUBLIC INPUT- None**

348

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

350

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

353

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

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

364
 365 **Roll Call Vote #12**
 366 **D. Boutin NP**
 367 **A. Walczyk Aye**
 368 **J. Durand NP**
 369 **J. Pinard Aye**
 370 **K. Judge Aye**
 371 **R. Lapierre Aye**
 372 **J. Sullivan Aye**
 373 **R. Duhaime Aye**
 374 **T. Tsantoulis Aye**
 375
 376 **Vote in favor 7-0**
 377
 378 **J. Sullivan motioned to leave non-public session of November 1, 2023, seconded by R. Lapierre.**
 379
 380 **Vote in favor 6-0**
 381
 382 **J. Sullivan motioned to seal the Non-Public minutes of November 1, 2023; seconded by R. Lapierre.**
 383
 384 **Roll Call Vote #13**
 385 **K. Judge NP**
 386 **D. Boutin NP**
 387 **J. Sullivan Aye**
 388 **R. Lapierre Aye**
 389 **A. Walczyk Aye**
 390 **R. Duhaime Aye**
 391 **J. Durand NP**
 392 **J. Pinard Aye**
 393 **T. Tsantoulis Aye**
 394
 395 **Vote in favor 6-0**
 396
 397 **ADJOURNMENT**
 398
 399 **T. Tsantoulis motioned to adjourn the meeting at 9:16 pm. Seconded by J. Sullivan.**
 400
 401 **All in favor 6-0**
 402
 403
 404 Respectfully submitted,
 405
 406 *Alicia Jipson*
 407 Alicia Jipson
 408 Recording Clerk