



# **AGENDA**

## **Town of Hooksett Town Council**

### **Wednesday, January 18, 2023 at 5:30 PM**

A meeting of the Town Council will be held Wednesday, January 18, 2023 in the Hooksett Municipal Building commencing at **5:30 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 #1 NH RSA 91-A:3 II**
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. Eagle Scout Project - Benches by Sam Danforth, Troop 603 3 - 6  
[Staff Report - SR-23-003 - Pdf](#)
12. **CONSENT AGENDA**
  - 12.1. Motion to accept donations totaling \$6,875.00 from various donations to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b,III(b) and return that amount to the Police Department's K9 Trust Fund. 7  
[Staff Report - SR-23-001 - Pdf](#)
13. **NOMINATIONS AND APPOINTMENTS**
  - 13.1. A. Stein - Conservation Commission Alternate 9 - 12  
[Staff Report - SR-22-242 - Pdf](#)
14. **BRIEF RECESS**
15. **OLD BUSINESS**
  - 15.1. FY 2023-24 Budget and Warrant Articles 13 - 37  
[Staff Report - SR-23-005 - Pdf](#)
  - 15.2. Motion to approve the new proposed language of Town Ordinance #00-26 "Signage Regulations of Town Roads." 39 - 41  
[Staff Report - SR-23-006 - Pdf](#)

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

15.3.	Town Owned Properties Next Steps - Discuss Auction Company Interviews <a href="#">Staff Report - SR-23-002 - Pdf</a>	43 - 83
15.4.	Town Council Goals Update <a href="#">Staff Report - SR-22-227 - Pdf</a>	85 - 86
<b>16.</b>	<b>NEW BUSINESS</b>	
16.1.	Fire Department Personal Protective Equipment Purchase <a href="#">Staff Report - SR-23-004 - Pdf</a>	87 - 91
<b>17.</b>	<b>APPROVAL OF MINUTES</b>	
17.1.	Public: 1/4/23 <a href="#">TC Minutes 01042023</a>	93 - 103
17.2.	Non-Public: 1/4/23	
<b>18.</b>	<b>TOWN ADMINISTRATOR'S REPORT</b>	
<b>19.</b>	<b>TOWN COUNCIL FUTURE AGENDA ITEMS</b>	
<b>20.</b>	<b>INFORMATIONAL ITEMS AND CORRESPONDENCE</b>	
<b>21.</b>	<b>SUB-COMMITTEE REPORTS</b>	
<b>22.</b>	<b>PUBLIC INPUT</b>	
<b>23.</b>	<b>NON-PUBLIC SESSION NH RSA 91-A:3 II</b>	
<b>24.</b>	<b>ADJOURNMENT</b>	
	<b>PUBLIC INPUT</b>	
1.	Two 15-minute Public Input sessions will be allowed during each Council Meeting. Time will be divided equally among those wishing to speak, however, no person will be allowed to speak for more than 5 minutes.	
2.	No person may address the council more than twice on any issue in any meeting. Comments must be addressed to the Chair and must not be personal or derogatory about any other person.	
3.	Any questions must be directly related to the topic being discussed and must be addressed to the Chair only, who after consultation with Council and Town Administrator, will determine if the question can be answered at that time. Questions cannot be directed to an individual Councilor and must not be personal in nature. Issues raised during Public Input, which cannot be resolved or answered at that time, or which require additional discussion or research, will be noted by the Town Administrator who will be responsible for researching and responding to the comment directly during normal work hours or by bringing to the Council for discussion at a subsequent meeting. The Chair reserves the right to end questioning if the questions depart from clarification to deliberation.	
4.	Council members may request a comment be added to New Business at a subsequent meeting.	
5.	No one may speak during Public Input except the person acknowledged by the Chair. Direct questions or comments from the audience are not permitted during Public Input.	

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

Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Eagle Scout Project - Benches by Sam Danforth, Troop 603  
**Meeting:** Town Council - 18 Jan 2023  
**Department:** Community Development  
**Staff Contact:** Bruce Thomas, Town Engineer

**BACKGROUND INFORMATION:**

Sam Baker, age 17 from Troop 603 of Hooksett wishes to construct several benches to be placed in different parks around the town. The benches will be constructed of approved materials including pressure treated wood and galvanized hardware (see attached plan).

Mr. Danforth attended the Parks and Recreation meeting held at 6pm on Tuesday, December 20th and elaborated on the scope of his project. All work will be coordinated with the Department of Public Works/Parks, Parks and Recreation Division, and the Town Engineer.

**FINANCIAL IMPACT:**

None

**POLICY IMPLICATIONS:**

None

**RECOMMENDATION:**

To approve of Sam Danforth, age 17 from Troop 603 constructing benches for placement in Town of Hooksett parks.

**SUGGESTED MOTION:**

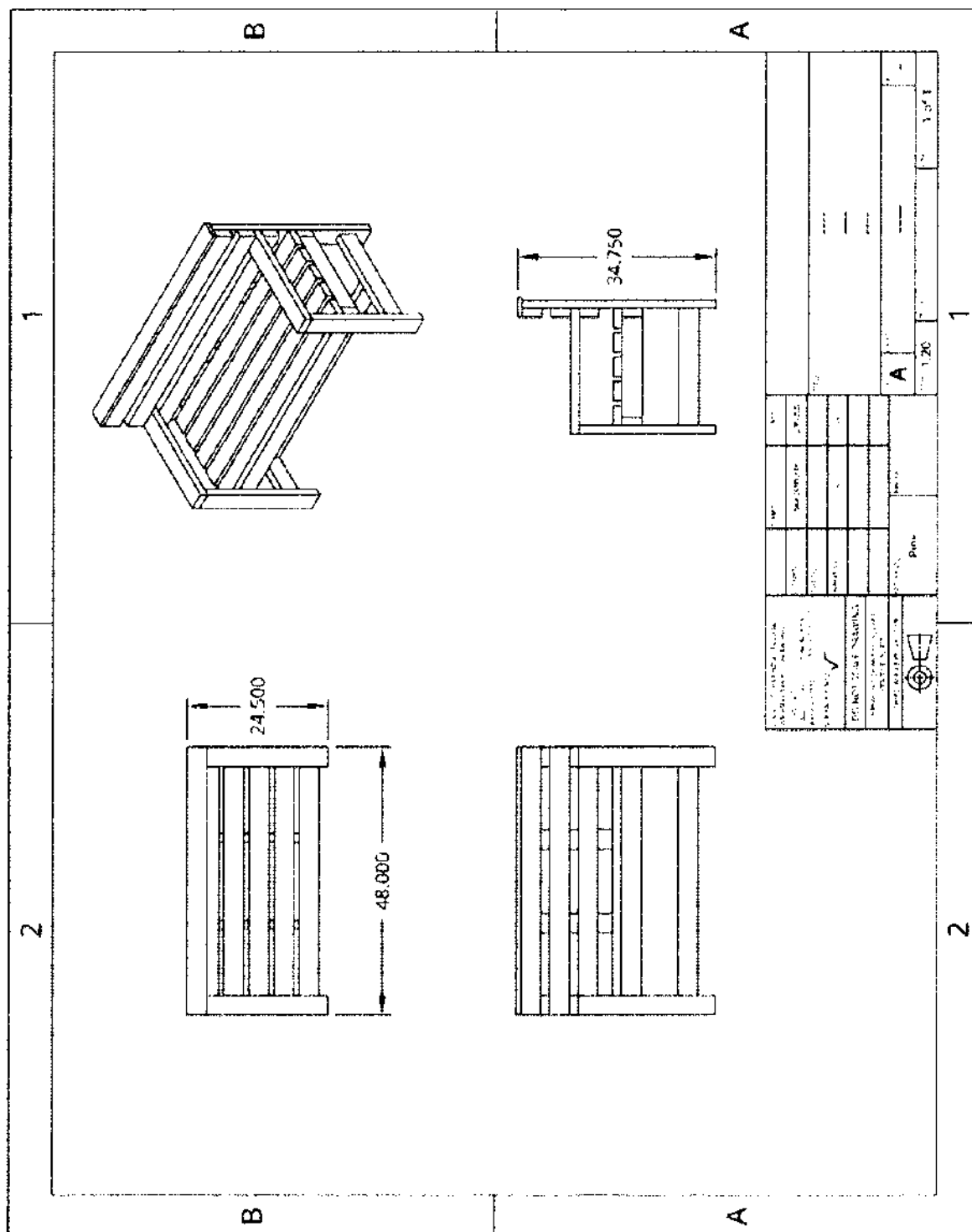
Motion approve of Sam Danforth, age 17 from Troop 603 constructing benches for placement in Town of Hooksett parks and approve of the Town accept those benches.

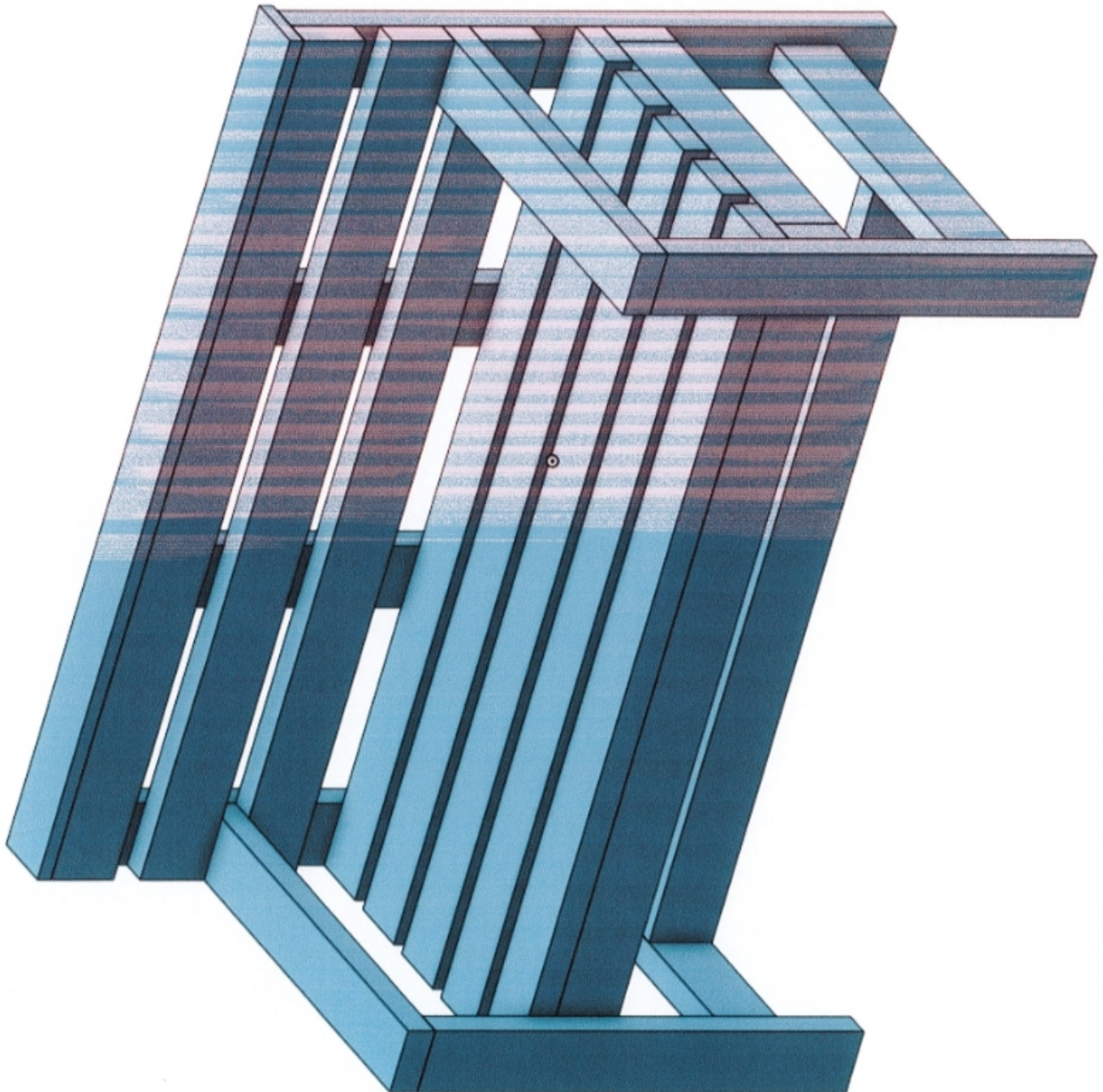
**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur with the suggested motion

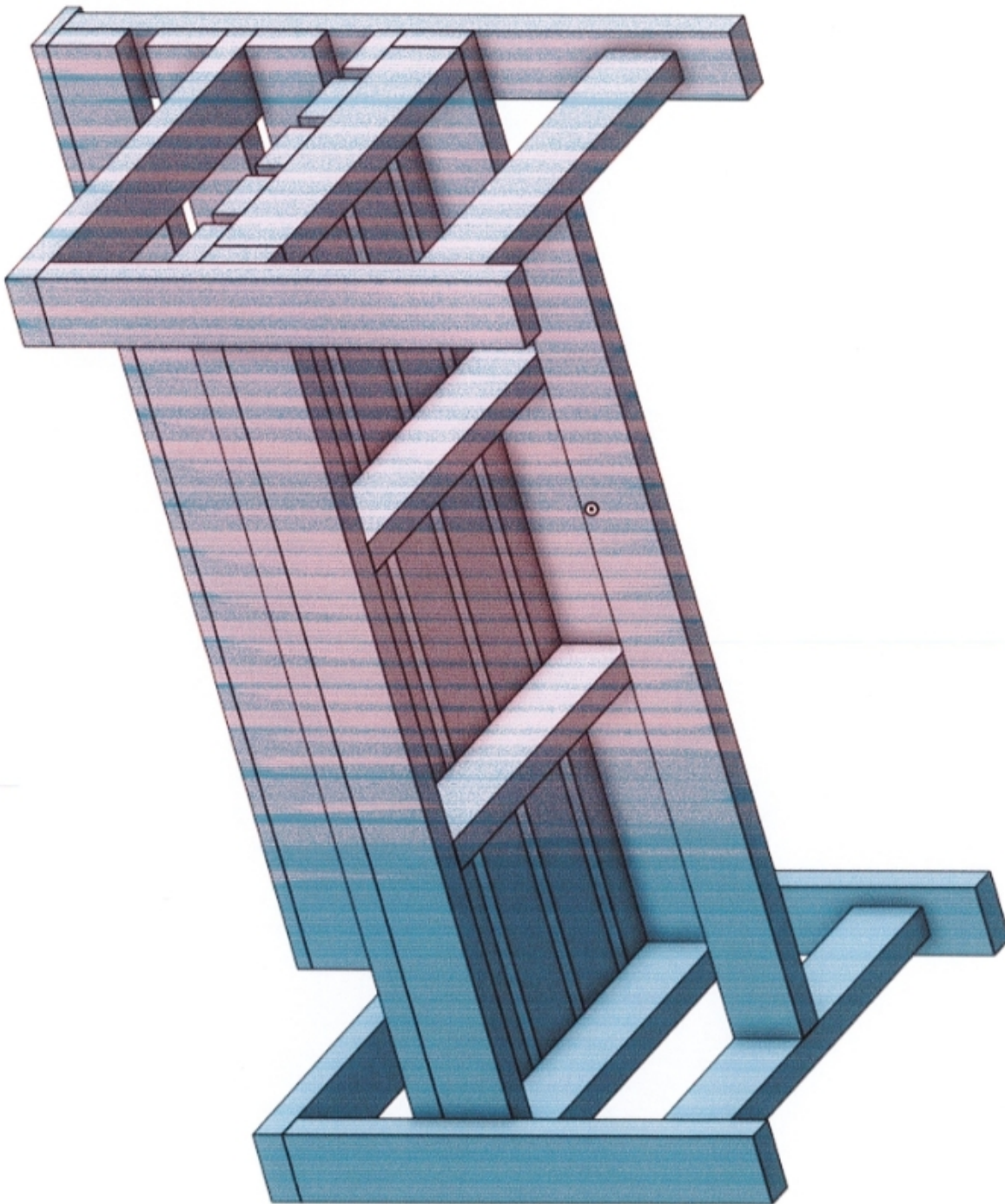
**ATTACHMENTS:**

[Sam Danforth Bench 1](#)  
[Sam Danforth Bench 2](#)  
[Sam Danforth Bench 3](#)









Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Motion to accept donations totaling \$6,875.00 from various donations to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b,III(b) and return that amount to the Police Department's K9 Trust Fund.  
**Meeting:** Town Council - 18 Jan 2023  
**Department:** Police Department  
**Staff Contact:** Janet Bouchard, Police Chief

**BACKGROUND INFORMATION:**

During the month of December, the Police Department accepted donations to fund the K9 unit, which is funded through a Trust Fund. Donations were received from 6 different residents and businesses in town.

**FINANCIAL IMPACT:**

None

**POLICY IMPLICATIONS:**

None

**RECOMMENDATION:**

Accept the funds.

**SUGGESTED MOTION:**

Motion to accept donations totaling \$6,875.00 from various donations to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b,III(b) and return that amount to the Police Department's K9 Trust Fund.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur with the suggested recommendation





Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** A. Stein - Conservation Commission Alternate  
**Meeting:** Town Council - 18 Jan 2023  
**Department:** Administration  
**Staff Contact:** Leann McLaughlin, Project Coordinator

**BACKGROUND INFORMATION:**

Alan Stein has applied to be an Alternate on the Conservation Commission. This is a 3 year term and will expire on 06/30/2026.

Council does **not** have to waive the rules to nominate and appoint in the same night. The Council previously changed their rules to allow this process.

**RECOMMENDATION:**

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

**SUGGESTED MOTION:**

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

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur with the suggested motion

**ATTACHMENTS:**

[A. Stein Application](#)

[A. Stein Fraud Policy](#)



## Town of Hooksett

### APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 12/29/2022  
 Name: Alan Stein Phone: 603 785 9056  
 Address: 17 Autumn Run  
 Email Address: A. Stein@comcast.net  
 Signature: Alan A Stein

\*\*\*\*\*  
 Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,  
 Attn: Administration Department or email to [lmclaughlin@hooksett.org](mailto: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>None</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?

33 years

Why are you seeking this position?

I wish to improve land conservation and recreational opportunities.

Do you have any specific goals or objectives?

Ensure ongoing best use of town conservation land

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

I am an experienced outdoorsman, hiker, and trail maintainer

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 volunteer with Hooksett Kiwanis, Boy Scout troop 292, and the AMC

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: Alan Stein Digitally signed by Alan Stein  
Date: 2022.12.29 09:31:45 -05'00'

Print Name: Alan Stein

Date Signed: December 29, 2022

Department Head Signature: \_\_\_\_\_

# Town Council STAFF REPORT



**To:** Town Council  
**Title:** FY 2023-24 Budget and Warrant Articles  
**Meeting:** Town Council - 18 Jan 2023  
**Department:** Finance  
**Staff Contact:** Christine Tewksbury, Finance Director

## BACKGROUND INFORMATION:

1) Recommend Budget Committee's Operating Budget that may be finalized on January 12th. As of 1/6/2023 the Budget Committee added \$2,523,042.00 to Council's recommend budget. Below is a summary of the changes:

- Decreased Admin NH Municipal Association \$500.00
- Decreased Assessing Professional Services \$30,000.00
- Increased Fire Professional Service \$3,416.00
- Increased Fire Software and Programs \$3,500.00
- Increased Family Services Welfare \$10,000.00
- Decreased Police Full-time Employees \$642.00
- Decreased Police FICA Taxes \$10.00
- Decreased Police NH Retirement \$200.00
- Decreased Police Fuel \$1,750.00
- Decreased Cemeteries by \$20,000.00
- Accepted Sewer Commission Budget \$2,657,148.00
- Decreased Sewer Legal \$10,000.00
- Decreased Sewer Electric \$87,920.00

2) Approve and sign the FY 2023-24 Default Budget(see attachment).  
 3) Review draft warrant & reassign Council Sullivan's articles for the Deliberative Session. (see attached)

## SUGGESTED MOTION:

1) Motion to recommend the FY 2023-24 operating budget \$\_\_\_\_\_. (Tally vote needed)  
 2) Motion to approve and sign the FY 2023-24 MS-DTB (default budget) in the amount of \$22,659,634.00.

## TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the suggested motion. The operating budget increased by 2.3.% (Not including warrant articles).

## ATTACHMENTS:

[Default Budget Information \(State Form and Excel file\)](#)

[Warrant Article list](#)

[Warrant - Draft](#)



**2023**  
**MS-DTB**

For the period beginning July 1, 2023 and ending June 30, 2024

This form was posted with the warrant on: \_\_\_\_\_

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

**Signature**

**For assistance please contact:**  
NH DRA Municipal and Property Division  
(603) 230-5090  
<http://www.revenue.nh.gov/mun-prop/>



**New Hampshire**  
**Department of**  
**Revenue Administration**

**2023**  
**MS-DTB**

**Appropriations**

Account	Purpose	Prior Year Adopted Budget	Reductions or Increases	One-Time Appropriations	Default Budget
<b>General Government</b>					
4130-4139	Executive	\$625,685	\$0	\$0	\$625,685
4140-4149	Election Registration, and Vital Statistics	\$35,050	\$0	\$0	\$35,050
4150-4151	Financial Administration	\$842,283	\$9,382	\$0	\$851,665
4152	Revaluation of Property	\$221,283	\$1,811	\$0	\$223,094
4153	Legal Expense	\$110,000	\$0	\$0	\$110,000
4155-4159	Personnel Administration	\$252,948	\$1,799	\$0	\$254,747
4191-4193	Planning and Zoning	\$414,078	\$11,324	\$0	\$425,402
4194	General Government Buildings	\$534,387	\$1,303	\$0	\$535,690
4195	Cemeteries	\$5,750	\$0	\$0	\$5,750
4196	Insurance	\$274,899	\$0	\$0	\$274,899
4197	Advertising and Regional Association	\$15,000	\$0	\$0	\$15,000
4199	Other General Government	\$1	\$0	\$0	\$1
<b>General Government Subtotal</b>		<b>\$3,331,364</b>	<b>\$25,619</b>	<b>\$0</b>	<b>\$3,356,983</b>
<b>Public Safety</b>					
4210-4214	Police	\$5,329,556	\$0	\$0	\$5,329,556
4215-4219	Ambulance	\$0	\$0	\$0	\$0
4220-4229	Fire	\$4,822,852	\$10,319	\$0	\$4,833,171
4240-4249	Building Inspection	\$125,985	\$0	\$0	\$125,985
4290-4298	Emergency Management	\$8,228	\$0	\$0	\$8,228
4299	Other (including Communications)	\$0	\$0	\$0	\$0
<b>Public Safety Subtotal</b>		<b>\$10,286,621</b>	<b>\$10,319</b>	<b>\$0</b>	<b>\$10,296,940</b>
<b>Airport/Aviation Center</b>					
4301-4309	Airport Operations	\$0	\$0	\$0	\$0
<b>Airport/Aviation Center Subtotal</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Highways and Streets</b>					
4311	Administration	\$283,082	\$0	\$0	\$283,082
4312	Highways and Streets	\$2,258,134	\$15,660	\$0	\$2,273,794
4313	Bridges	\$1	\$0	\$0	\$1
4316	Street Lighting	\$30,001	\$0	\$0	\$30,001
4319	Other	\$263,910	\$3,404	\$0	\$267,314
<b>Highways and Streets Subtotal</b>		<b>\$2,835,128</b>	<b>\$19,064</b>	<b>\$0</b>	<b>\$2,854,192</b>
<b>Sanitation</b>					
4321	Administration	\$168,360	\$4,613	\$0	\$172,973
4323	Solid Waste Collection	\$307,183	\$5,804	\$0	\$312,987
4324	Solid Waste Disposal	\$830,938	\$2,372	\$0	\$833,310
4325	Solid Waste Cleanup	\$0	\$0	\$0	\$0
4326-4328	Sewage Collection and Disposal	\$0	\$0	\$0	\$0
4329	Other Sanitation	\$0	\$0	\$0	\$0
<b>Sanitation Subtotal</b>		<b>\$1,306,481</b>	<b>\$12,789</b>	<b>\$0</b>	<b>\$1,319,270</b>



**New Hampshire**  
Department of  
Revenue Administration

**2023**  
**MS-DTB**

**Appropriations**

Account	Purpose	Prior Year Adopted Budget	Reductions or Increases	One-Time Appropriations	Default Budget
<b>Water Distribution and Treatment</b>					
4331	Administration	\$0	\$0	\$0	\$0
4332	Water Services	\$0	\$0	\$0	\$0
4335-4339	Water Treatment, Conservation and Other	\$0	\$0	\$0	\$0
<b>Water Distribution and Treatment Subtotal</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Electric</b>					
4351-4352	Administration and Generation	\$0	\$0	\$0	\$0
4353	Purchase Costs	\$0	\$0	\$0	\$0
4354	Electric Equipment Maintenance	\$0	\$0	\$0	\$0
4359	Other Electric Costs	\$0	\$0	\$0	\$0
<b>Electric Subtotal</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Health</b>					
4411	Administration	\$1	\$0	\$0	\$1
4414	Pest Control	\$0	\$0	\$0	\$0
4415-4419	Health Agencies, Hospitals, and Other	\$0	\$0	\$0	\$0
<b>Health Subtotal</b>		<b>\$1</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1</b>
<b>Welfare</b>					
4441-4442	Administration and Direct Assistance	\$107,049	\$0	\$0	\$107,049
4444	Intergovernmental Welfare Payments	\$34,923	\$0	\$0	\$34,923
4445-4449	Vendor Payments and Other	\$0	\$0	\$0	\$0
<b>Welfare Subtotal</b>		<b>\$141,972</b>	<b>\$0</b>	<b>\$0</b>	<b>\$141,972</b>
<b>Culture and Recreation</b>					
4520-4529	Parks and Recreation	\$681,209	\$8,949	\$0	\$690,158
4550-4559	Library	\$1,058,085	\$0	\$0	\$1,058,085
4583	Patriotic Purposes	\$2,945	\$0	\$0	\$2,945
4589	Other Culture and Recreation	\$11,501	\$0	(\$1)	\$11,500
<b>Culture and Recreation Subtotal</b>		<b>\$1,753,740</b>	<b>\$8,949</b>	<b>(\$1)</b>	<b>\$1,762,688</b>
<b>Conservation and Development</b>					
4611-4612	Administration and Purchasing of Natural Resources	\$1,219	\$0	\$0	\$1,219
4619	Other Conservation	\$0	\$0	\$0	\$0
4631-4632	Redevelopment and Housing	\$0	\$0	\$0	\$0
4651-4659	Economic Development	\$1,000	\$0	\$0	\$1,000
<b>Conservation and Development Subtotal</b>		<b>\$2,219</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,219</b>



**New Hampshire**  
Department of  
Revenue Administration

**2023**  
**MS-DTB**

**Appropriations**

Account	Purpose	Prior Year Adopted Budget	Reductions or Increases	One-Time Appropriations	Default Budget
<b>Debt Service</b>					
4711	Long Term Bonds and Notes - Principal	\$300,000	(\$5,000)	\$0	\$295,000
4721	Long Term Bonds and Notes - Interest	\$117,555	(\$15,172)	\$0	\$102,383
4723	Tax Anticipation Notes - Interest	\$1	\$0	\$0	\$1
4790-4799	Other Debt Service	\$0	\$0	\$0	\$0
<b>Debt Service Subtotal</b>		<b>\$417,556</b>	<b>(\$20,172)</b>	<b>\$0</b>	<b>\$397,384</b>
<b>Capital Outlay</b>					
4901	Land	\$1	\$0	\$0	\$1
4902	Machinery, Vehicles, and Equipment	\$0	\$0	\$0	\$0
4903	Buildings	\$0	\$0	\$0	\$0
4909	Improvements Other than Buildings	\$0	\$0	\$0	\$0
<b>Capital Outlay Subtotal</b>		<b>\$1</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1</b>
<b>Operating Transfers Out</b>					
4912	To Special Revenue Fund	\$0	\$0	\$0	\$0
4913	To Capital Projects Fund	\$0	\$0	\$0	\$0
4914A	To Proprietary Fund - Airport	\$0	\$0	\$0	\$0
4914E	To Proprietary Fund - Electric	\$0	\$0	\$0	\$0
4914O	To Proprietary Fund - Other	\$0	\$0	\$0	\$0
4914S	To Proprietary Fund - Sewer	\$2,527,984	\$0	\$0	\$2,527,984
4914W	To Proprietary Fund - Water	\$0	\$0	\$0	\$0
4915	To Capital Reserve Fund	\$0	\$0	\$0	\$0
4916	To Expendable Trusts/Fiduciary Funds	\$0	\$0	\$0	\$0
4917	To Health Maintenance Trust Funds	\$0	\$0	\$0	\$0
4918	To Non-Expendable Trust Funds	\$0	\$0	\$0	\$0
4919	To Fiduciary Funds	\$0	\$0	\$0	\$0
<b>Operating Transfers Out Subtotal</b>		<b>\$2,527,984</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,527,984</b>
<b>Total Operating Budget Appropriations</b>		<b>\$22,603,067</b>	<b>\$56,568</b>	<b>(\$1)</b>	<b>\$22,659,634</b>



**New Hampshire**  
**Department of**  
**Revenue Administration**

**2023**  
**MS-DTB**

### Reasons for Reductions/Increases & One-Time Appropriations

Account	Explanation
4321	Mid-Management & DPW Union Contracts
4150-4151	Mid-Management Contract
4220-4229	Mid-Management Contract
4194	DPW Union Contract
4312	Mid-Management & DPW Union Contracts
4721	Interest Payment Reduction
4711	Principal Payment Reduction
4319	DPW Union Contract
4589	Remove One-time item for Bicentennial
4520-4529	Mid-Management & DPW Union Contracts
4155-4159	Mid-Management & DPW Union Contracts
4191-4193	Mid-Management Contract
4152	Mid-Management Contract
4323	DPW Union Contract
4324	DPW Union Contract

Town of Hooksett  
DEFAULT BUDGET CALCULATION

1/5/2023
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Department	2022-23 Amended Budget	Contractual Items	Remove One-time Items	2023-24 Default Budget
Administration	1,511,407	1,799	(1)	1,513,205
Assessing	221,283	1,811	0	223,094
Community Development	540,064	11,324	0	551,388
Family Services	141,972	0	0	141,972
Finance	290,801	4,116	0	294,917
Fire-Rescue	4,831,080	10,319	0	4,841,399
Police	5,329,556	0	0	5,329,556
Public Works	5,362,204	42,105	0	5,404,309
Tax Collector	320,911	10,462	0	331,373
Town Clerk & Elections	40,246	(5,196)	0	35,050
<b>Operating Budget</b>	<b>18,589,524</b>	<b>76,740</b>	<b>(1)</b>	<b>18,666,263</b>
Budget Committee	7,949	0	0	7,949
Capital Leases	0	0	0	0
Cemetery Commission	750	0	0	750
Conservation Commission	1,219	0	0	1,219
Debt Principal	300,000	(5,000)	0	295,000
Debt Interest	117,555	(15,172)	0	102,383
Debt TAN interest	1	0	0	1
Library	1,058,085	0	0	1,058,085
<b>Total Operating Budget</b>	<b>20,075,083</b>	<b>56,568</b>	<b>(1)</b>	<b>20,131,650</b>
Wastewater Department	2,527,984	0	0	2,527,984
<b>Grand Totals</b>	<b>22,603,067</b>	<b>56,568</b>	<b>(1)</b>	<b>22,659,634</b>

**Increased the default:**

Mid Management Union Contract \$46,544

DPW Union Contract \$30,196

**Decreased the default:**

Debt Principal \$5,000

Debt Interest \$15,172

Removed Bicentennial \$1



## DEFAULT BUDGET CALCULATION - DETAILS

1/5/2023

GL NUMBER	DESCRIPTION	2022-23 Amended Budget	Contractual Items	Remove One-time Items	2023-24 Default
Dept 100.4130-Adm Executive Expense					
001-100.4130-110.000	ADMIN Public Officials Council	14,000			14,000
001-100.4130-111.000	ADMIN Full Time Employees	321,471			321,471
001-100.4130-113.000	ADMIN Part-Time Employees	49,854			49,854
001-100.4130-130.000	ADMIN Overtime	1			1
001-100.4130-210.000	ADMIN Health Insurance	95,739			95,739
001-100.4130-212.000	ADMIN Dental Insurance	1,973			1,973
001-100.4130-214.000	ADMIN Life & Disability Ins	3,972			3,972
001-100.4130-220.000	ADMIN FICA Taxes	29,477			29,477
001-100.4130-230.000	ADMIN NH Retirement	45,199			45,199
001-100.4130-294.000	ADMIN Training & Dues	6,214			6,214
001-100.4130-298.000	ADMIN Employment Testing	10,000			10,000
001-100.4130-330.000	ADMIN Professional Services	1,500			1,500
001-100.4130-430.000	ADMIN Equipment Maintenance	100			100
001-100.4130-434.000	ADMIN Vehicle Maintenance	3,500			3,500
001-100.4130-440.000	ADMIN Rental & Leases	4,954			4,954
001-100.4130-530.000	ADMIN Telephone	4,260			4,260
001-100.4130-540.000	ADMIN Advertising	4,500			4,500
001-100.4130-550.000	ADMIN Printing	6,120			6,120
001-100.4130-560.000	ADMIN Postage	6,500			6,500
001-100.4130-580.000	ADMIN Mileage	1			1
001-100.4130-600.000	ADMIN Office Supplies	6,600			6,600
001-100.4130-614.000	ADMIN Public Relations	1,500			1,500
001-100.4130-626.000	ADMIN Fuel	1,050			1,050
001-100.4130-630.000	ADMIN Meals & Food	2,700			2,700
001-100.4130-751.000	ADMIN New Equipment	2,000			2,000
001-100.4130-800.010	ADMIN Appreciation Night	2,500			2,500
Total Dept 100.4130-Adm Executive Expense		625,685	-	0	625,685
Dept 100.4150-Adm Computers Expense					
001-100.4150-340.000	COMP IT Tech Support	83,100			83,100
001-100.4150-342.000	COMP Software & Programs	121,390			121,390
001-100.4150-532.000	COMP Internet Services	1,836			1,836
001-100.4150-751.000	COMP New Equipment	11,100			11,100
Total Dept 100.4150-Adm Computers Expense		217,426		0	217,426
Dept 100.4153-Adm Legal Expense					
001-100.4153-320.000	ADMIN Legal Services	110,000			110,000
Total Dept 100.4153-Adm Legal Expense		110,000		0	110,000
Dept 100.4155-Adm Benefits Expense					
001-100.4155-250.000	BEN Unemployment Compensation	3,087	112		3,199
001-100.4155-260.000	BEN Workers' Compensation	249,860	1,687		251,547
001-100.4155-330.000	BEN Professional Services	1			1
Total Dept 100.4155-Adm Benefits Expense		252,948	1,799	0	254,747
Dept 100.4196-Adm Liability Insurance Expense					
001-100.4196-520.000	ADMIN Liability	274,899			274,899
Total Dept 100.4196-Adm Liability Insurance Expense		274,899		0	274,899
Dept 100.4197-Adm Planning Expense					
001-100.4197-800.012	ADMIN NH Municipal Assoc.	15,000			15,000
Total Dept 100.4197-Adm Planning Expense		15,000		0	15,000

GL NUMBER	DESCRIPTION	2022-23 Amended Budget	Contractual Items	Remove One-time Items	2023-24 Default
Dept 100.4199-Adm Miscellaneous Expense					
001-100.4199-899.000	ADMIN Unanticipated	1			1
Total Dept 100.4199-Adm Miscellaneous Expense		1	-	0	1
Dept 100.4520-Adm Culture Expense					
001-100.4520-800.000	ADMIN Amoskeag Rowing Club	1			1
Total Dept 100.4520-Adm Culture Expense		1	-	0	1
Dept 100.4583-Adm Patriotic Expense					
001-100.4583-800.014	ADMIN Memorial Day	2,945			2,945
Total Dept 100.4583-Adm Patriotic Expense		2,945	-	0	2,945
Dept 100.4589-Adm Other Culture Expense					
001-100.4589-800.002	ADMIN Hooksettites	3,000			3,000
001-100.4589-800.004	ADMIN Historical Society	1,000			1,000
001-100.4589-800.006	ADMIN Old Home Day	5,000			5,000
001-100.4589-800.016	ADMIN Heritage Commission	2,500			2,500
001-100.4589-800.030	ADMIN Bicentennial	1		(1)	0
Total Dept 100.4589-Adm Other Culture Expense		11,501	-	(1)	11,500
Dept 100.4651-Adm Economic Development Expense					
001-100.4651-600.000	ED Office Supplies	1,000			1,000
Total Dept 100.4651-Adm Economic Development Expense		1,000	-	0	1,000
Dept 100.4901-Adm Land Expense					
001-100.4901-710.000	ADMIN Land Purchase	1			1
Total Dept 100.4901-Adm Land Expense		1	-	0	1
Total Administration		1,511,407	1,799	(1)	1,513,205
Dept 150.4152-Assg Expense					
001-150.4152-111.000	ASSG Full-Time Employees	129,591	1,488		131,079
001-150.4152-113.000	ASSG Part-Time Employees	0			0
001-150.4152-130.000	ASSG Overtime	300			300
001-150.4152-210.000	ASSG Health Insurance	33,013			33,013
001-150.4152-212.000	ASSG Dental Insurance	600			600
001-150.4152-214.000	ASSG Life & Disability Ins	1,766			1,766
001-150.4152-220.000	ASSG FICA Taxes	9,937	114		10,051
001-150.4152-230.000	ASSG NH Retirement	18,275	209		18,485
001-150.4152-290.000	ASSG Uniforms	1			1
001-150.4152-294.000	ASSG Training & Dues	2,617			2,617
001-150.4152-324.000	ASSG Revaluation	0			0
001-150.4152-330.000	ASSG Professional Services	21,700			21,700
001-150.4152-344.000	ASSG Property Record Maintenance	100			100
001-150.4152-530.000	ASSG Telephone	1,081			1,081
001-150.4152-550.000	ASSG Printing	100			100
001-150.4152-560.000	ASSG Postage	750			750
001-150.4152-600.000	ASSG Office Supplies	1,450			1,450
001-150.4152-751.000	ASSG New Equipment	1			1
Total Assessing		221,283	1,811	0	223,094
Dept 200.4191-CD Planning & Engineering Expense					
001-200.4191-111.000	CD Full-Time Employees	249,445	9,497		258,942
001-200.4191-113.000	CD Part-Time Employees	5,916			5,916
001-200.4191-130.000	CD Overtime	2,200			2,200
001-200.4191-210.000	CD Health Insurance	57,376	(234)		57,142
001-200.4191-212.000	CD Dental Insurance	997			997
001-200.4191-214.000	CD Life & Disability Ins	3,388			3,388

GL NUMBER	DESCRIPTION	2022-23 Amended Budget	Contractual Items	Remove One-time Items	2023-24 Default
001-200.4191-220.000	CD FICA Taxes	19,703	726		20,429
001-200.4191-230.000	CD NH Retirement	35,381	1,335		36,716
001-200.4191-294.000	CD Training & Dues	3,500			3,500
001-200.4191-330.000	CD Professional Services	2,000			2,000
001-200.4191-342.000	CD Software & Programs	200			200
001-200.4191-344.000	CD Property Record Maintenance	500			500
001-200.4191-430.000	CD Equipment Maintenance	60			60
001-200.4191-434.000	CD Vehicle Maintenance	2,500			2,500
001-200.4191-530.000	CD Telephone	2,280			2,280
001-200.4191-550.000	CD Printing	800			800
001-200.4191-580.000	CD Mileage	1			1
001-200.4191-600.000	CD Office Supplies	2,750			2,750
001-200.4191-626.000	CD Fuel	1,050			1,050
001-200.4191-630.000	CD Meals & Food	1			1
001-200.4191-751.000	CD New Equipment	550			550
001-200.4191-800.018	CD Southern NH Planning Comm	10,500			10,500
Total Dept 200.4191-CD Planning & Engineering Expense		401,098	11,324	0	412,422
Dept 201.4191-PB Planning Board Expense					
001-201.4191-110.000	PB Public Officials	1,700			1,700
001-201.4191-220.000	PB FICA Taxes	130			130
001-201.4191-294.000	PB Training & Dues	500			500
001-201.4191-540.000	PB Advertising	1,000			1,000
001-201.4191-560.000	PB Postage	6,500			6,500
Total Dept 201.4191-PB Planning Board Expense		9,830	-	0	9,830
Dept 202.4240-CEO Building Inspections Expense					
001-202.4240-111.000	CEO Full-Time Employees	72,528			72,528
001-202.4240-113.000	CEO Part-Time Employees	500			500
001-202.4240-130.000	CEO Overtime	4,000			4,000
001-202.4240-210.000	CEO Health Insurance	22,009			22,009
001-202.4240-212.000	CEO Dental Insurance	397			397
001-202.4240-214.000	CEO Life & Disability Ins	1,026			1,026
001-202.4240-220.000	CEO FICA Taxes	5,892			5,892
001-202.4240-230.000	CEO NH Retirement	10,760			10,760
001-202.4240-290.000	CEO Uniforms	200			200
001-202.4240-294.000	CEO Training & Dues	1,000			1,000
001-202.4240-330.000	CEO Professional Services	1			1
001-202.4240-342.000	CEO Software & Programs	200			200
001-202.4240-430.000	CEO Equipment Maintenance	1			1
001-202.4240-434.000	CEO Vehicle Maintenance	2,500			2,500
001-202.4240-530.000	CEO Telephone	1,470			1,470
001-202.4240-550.000	CEO Printing	500			500
001-202.4240-560.000	CEO Postage	0			0
001-202.4240-626.000	CEO Fuel	3,000			3,000
001-202.4240-751.000	CEO New Equipment	1			1
Total: Dept 202.4240-CEO Building Inspections Expense		125,985	-	0	125,985
Dept 202.4411-CEO Public Health Expense					
001-202.4411-330.000	PH Professional Services	1			1
Total: Dept 202.4411-CEO Public Health Expense		1	-	0	1
Dept 203.4191-ZBA Zoning Board Expense					
001-203.4191-110.000	ZBA Public Officials	1,300			1,300
001-203.4191-220.000	ZBA FICA Taxes	99			99
001-203.4191-294.000	ZBA Training & Dues	250			250
001-203.4191-540.000	ZBA Advertising	1,500			1,500
001-203.4191-560.000	ZBA Postage	1			1

GL NUMBER	DESCRIPTION	2022-23 Amended Budget	Contractual Items	Remove One-time Items	2023-24 Default
Total Dept 203.4191-ZBA Zoning Board Expense		3,150		0	3,150
<b>Total Community Development Division</b>		<b>540,064</b>	<b>11,324</b>	<b>0</b>	<b>551,388</b>
Dept 250.4441-Family Services Expense					
001-250.4441-113.000	FS Part-Time Employees	42,120			42,120
001-250.4441-130.000	FS Overtime	1			1
001-250.4441-220.000	FS FICA Taxes	3,222			3,222
001-250.4441-294.000	FS Training & Dues	200			200
001-250.4441-530.000	FS Telephone	1,004			1,004
001-250.4441-550.000	FS Printing	1			1
001-250.4441-560.000	FS Postage	200			200
001-250.4441-600.000	FS Office Supplies	300			300
001-250.4441-751.000	FS New Equipment	1			1
Total Dept 250.4441-Family Services Expense		47,049		0	47,049
Dept 250.4442-Family Services Direct Assistance Expense					
001-250.4442-510.000	FS Town Welfare	60,000			60,000
Total Dept 250.4442-Family Services Direct Assistance Expense		60,000		0	60,000
Dept 250.4444-Family Services Agency Expense					
001-250.4444-800.020	FS Community Action Program	14,000			14,000
001-250.4444-800.022	FS Visiting Nurses	7,402			7,402
001-250.4444-800.026	FS Home Health & Hospice Care	1			1
001-250.4444-800.028	FS Bus Transportation	13,520			13,520
Total Dept 250.4444-Family Services Agency Expense		34,923		0	34,923
<b>Total Family Services</b>		<b>141,972</b>	<b>-</b>	<b>0</b>	<b>141,972</b>
Dept 300.4150-Finance Expense					
001-300.4150-110.000	FIN Public Officials	1,800			1,800
001-300.4150-111.000	FIN Full-Time Employees	152,744	3,382		156,126
001-300.4150-113.000	FIN Part-Time Employees	30,287			30,287
001-300.4150-130.000	FIN Overtime	100			100
001-300.4150-210.000	FIN Health Insurance	34,712			34,712
001-300.4150-212.000	FIN Dental Insurance	1,179			1,179
001-300.4150-214.000	FIN Life & Disability Ins	1,879			1,879
001-300.4150-220.000	FIN FICA Taxes	14,148	259		14,407
001-300.4150-230.000	FIN NH Retirement	21,064	475		21,539
001-300.4150-294.000	FIN Training & Dues	1,830			1,830
001-300.4150-314.000	FIN Banking Services	7,200			7,200
001-300.4150-321.000	FIN GASB Compliance	1			1
001-300.4150-322.000	FIN Audit Services	18,000			18,000
001-300.4150-430.000	FIN Equipment Maintenance	100			100
001-300.4150-530.000	FIN Telephone	1,277			1,277
001-300.4150-550.000	FIN Printing	1,050			1,050
001-300.4150-560.000	FIN Postage	2,000			2,000
001-300.4150-600.000	FIN Office Supplies	1,130			1,130
001-300.4150-751.000	FIN New Equipment	300			300
<b>Total Finance</b>		<b>290,801</b>	<b>4,116</b>	<b>0</b>	<b>294,917</b>
Dept 350.4220 Fire-Rescue Expense					
001-350.4220-111.000	FD Full-Time Employees	1,728,574			1,728,574
001-350.4220-111.002	FD Full-Time Employees - Admin	465,780	7,577		473,457
001-350.4220-113.000	FD Part-Time Employees	46,934			46,934
001-350.4220-130.000	FD Overtime	300,000			300,000
001-350.4220-210.000	FD Health Insurance	655,838			655,838
001-350.4220-212.000	FD Dental Insurance	13,390			13,390

GL NUMBER	DESCRIPTION	2022-23 Amended Budget	Contractual Items	Remove One-time Items	2023-24 Default
001-350.4220-214.000	FD Life & Disability Ins	38,382			38,382
001-350.4220-220.000	FD FICA Taxes	43,469	111		43,580
001-350.4220-230.000	FD NH Retirement	807,859	2,531		805,390
001-350.4220-290.000	FD Uniforms	46,700			46,700
001-350.4220-294.000	FD Training & Dues	57,753			57,753
001-350.4220-298.000	FD Employment Testing	6,120			6,120
001-350.4220-330.000	FD Professional Services	86,401			86,401
001-350.4220-342.000	FD Software & Programs	21,000			21,000
001-350.4220-430.000	FD Equipment Maintenance	25,000			25,000
001-350.4220-430.002	FD Office Equipment Maintenance	1			1
001-350.4220-434.000	FD Vehicle Maintenance	100,000			100,000
001-350.4220-440.000	FD Rental & Leases	285,208			285,208
001-350.4220-500.000	FD Forest Fires	2,000			2,000
001-350.4220-530.000	FD Telephone	11,364			11,364
001-350.4220-532.000	FD Internet Services	4,092			4,092
001-350.4220-550.000	FD Printing	700			700
001-350.4220-560.000	FD Postage	500			500
001-350.4220-580.000	FD Mileage	1			1
001-350.4220-600.000	FD Office Supplies	3,000			3,000
001-350.4220-600.004	FD Fire Prevention	6,500			6,500
001-350.4220-614.000	FD Public Relations	2,000			2,000
001-350.4220-626.000	FD Fuel	27,000			27,000
001-350.4220-630.000	FD Meals & Food	1,500			1,500
001-350.4220-751.000	FD New Equipment	33,985			33,985
001-350.4220-751.002	FD Operating Equipment	6,800			6,800
001-350.4220-752.000	FD Vehicle & Related Pruch	1			1
<b>Total Dept 350.4220-Fire-Rescue Expense</b>		<b>4,822,852</b>	<b>10,319</b>	<b>0</b>	<b>4,833,171</b>
Dept 350.4290-Fire-Rescue Emergency Management Expense					
001-350.4290-294.000	EM Training & Dues	1			1
001-350.4290-294.008	EM EOC Exercises	1			1
001-350.4290-330.000	EM EOC Professional Services	0			0
001-350.4290-530.000	EM Telephone	1,176			1,176
001-350.4290-751.000	EM New Equipment	5,500			5,500
001-350.4290-800.024	EM American Red Cross	1,550			1,550
<b>Total Dept 350.4290-Fire-Rescue Emergency Management Expense</b>		<b>8,228</b>	<b>-</b>	<b>0</b>	<b>8,228</b>
<b>Total Fire-Rescue</b>		<b>4,831,080</b>	<b>10,319</b>	<b>0</b>	<b>4,841,399</b>
Dept 400.4210-Police Department Expenses					
001-400.4210-111.000	PD Full-Time Employees	2,951,870			2,951,870
001-400.4210-113.000	PD Part Time Employees	43,292			43,292
001-400.4210-130.000	PD Overtime	180,306			180,306
001-400.4210-210.000	PD Health Insurance	750,407			750,407
001-400.4210-212.000	PD Dental Insurance	14,677			14,677
001-400.4210-214.000	PD Life & Disability Ins	40,035			40,035
001-400.4210-220.000	PD FICA Taxes	96,363			96,363
001-400.4210-230.000	PD NH Retirement	908,659			908,659
001-400.4210-240.000	PD Education (contractual)	6,000			6,000
001-400.4210-290.000	PD Uniforms	38,100			38,100
001-400.4210-294.000	PD Training & Dues	43,552			43,552
001-400.4210-298.002	PD Selection Process	1,670			1,670
001-400.4210-330.000	PD Professional Services	4,251			4,251
001-400.4210-332.000	PD Communication Maintenance	22,775			22,775
001-400.4210-342.000	PD Software & Programs	19,273			19,273
001-400.4210-430.000	PD Equipment Maintenance	2,200			2,200
001-400.4210-434.000	PD Vehicle Maintenance	49,850			49,850
001-400.4210-440.000	PD Rental & Leases	10,402			10,402

GL NUMBER	DESCRIPTION	2022-23 Amended Budget	Contractual Items	Remove One-time Items	2023-24 Default
001-400.4210-506.000	PD Animal Control Operation	250			250
001-400.4210-530.000	PD Telephone	11,300			11,300
001-400.4210-532.000	PD Internet Services	2,268			2,268
001-400.4210-550.000	PD Printing	1,000			1,000
001-400.4210-560.000	PD Postage	1,000			1,000
001-400.4210-580.000	PD Mileage	1			1
001-400.4210-600.000	PD Office Supplies	4,500			4,500
001-400.4210-600.012	PD K-9 Supplies	1			1
001-400.4210-614.000	PD Public Relations	2,000			2,000
001-400.4210-626.000	PD Fuel	61,800			61,800
001-400.4210-630.000	PD Meals & Food	2,350			2,350
001-400.4210-751.000	PD New Equipment	3,000			3,000
001-400.4210-751.002	PD Police Equipment	5,248			5,248
001-400.4210-752.000	PD Vehicle & Related Purchases	51,156			51,156
<b>Total Police Department</b>		<b>5,329,556</b>	<b>-</b>	<b>0</b>	<b>5,329,556</b>

Dept 450.4311-DPW Administration Expense

001-450.4311-111.000	DPW ADMIN Full Time Employees	169,046			169,046
001-450.4311-113.000	DPW ADMIN Part-Time Employees	0			0
001-450.4311-130.000	DPW ADMIN Overtime	2,000			2,000
001-450.4311-210.000	DPW ADMIN Health Insurance	27,009			27,009
001-450.4311-212.000	DPW ADMIN Dental Insurance	794			794
001-450.4311-214.000	DPW ADMIN Life & Disability Ins	2,235			2,235
001-450.4311-220.000	DPW ADMIN FICA Taxes	13,085			13,085
001-450.4311-230.000	DPW ADMIN NH Retirement	24,373			24,373
001-450.4311-290.000	DPW ADMIN Uniforms	14,478			14,478
001-450.4311-294.000	DPW ADMIN Training & Dues	2,725			2,725
001-450.4311-342.000	DPW ADMIN Software & Programs	9,220			9,220
001-450.4311-344.000	DPW ADMIN Property Record Maintenance	1			1
001-450.4311-440.000	DPW ADMIN Rental & Leases	3,145			3,145
001-450.4311-530.000	DPW ADMIN Telephone	4,068			4,068
001-450.4311-532.000	DPW ADMIN Internet Services	1,700			1,700
001-450.4311-540.000	DPW ADMIN Advertising	2,000			2,000
001-450.4311-550.000	DPW ADMIN Printing	1			1
001-450.4311-560.000	DPW ADMIN Postage	200			200
001-450.4311-580.000	DPW ADMIN Mileage	1			1
001-450.4311-600.000	DPW ADMIN Office Supplies	2,000			2,000
001-450.4311-604.000	DPW ADMIN Safety Supplies	2,000			2,000
001-450.4311-630.000	DPW ADMIN Meals & Food	3,000			3,000
001-450.4311-751.000	DPW ADMIN New Equipment	1			1
<b>Total Dept 450.4311-DPW Administration Expense</b>		<b>283,082</b>	<b>-</b>	<b>0</b>	<b>283,082</b>

Dept 450.4312-DPW Highway & Streets Expense

001-450.4312-111.000	RD MNT Full-Time Employees	417,017	12,043		429,060
001-450.4312-130.000	RD MNT Overtime	97,000	1,165		98,165
001-450.4312-210.000	RD MNT Health Insurance	167,040	(415)		166,625
001-450.4312-212.000	RD MNT Dental Insurance	4,340			4,340
001-450.4312-214.000	RD MNT Life & Disability Ins	5,667			5,667
001-450.4312-220.000	RD MNT FICA Taxes	39,323	1,010		40,333
001-450.4312-230.000	RD MNT NH Retirement	72,271	1,857		74,128
001-450.4312-330.000	RD MNT Professional Services	69,475			69,475
001-450.4312-330.010	RD MNT NPDES Stormwater Permit	25,000			25,000
001-450.4312-430.000	RD MNT Equipment Maintenance	1,500			1,500
001-450.4312-434.000	RD MNT Vehicle Maintenance	100,000			100,000
001-450.4312-440.000	RD MNT Rental & Leases	2,500			2,500
001-450.4312-616.000	RD MNT Road Salt & Sand	216,000			216,000
001-450.4312-618.000	RD MNT Signage	9,000			9,000



GL NUMBER	DESCRIPTION	2022-23 Amended Budget	Contractual Items	Remove One-time Items	2023-24 Default
001-450.4312-626.000	RD MNT Fuel	50,000			50,000
001-450.4312-720.000	RD MNT Resurfacing	900,000			900,000
001-450.4312-722.000	RD MNT Construction Materials	60,000			60,000
001-450.4312-751.000	RD MNT New Equipment	2,000			2,000
001-450.4312-752.000	RD MNT Vehicle & Related Purch	1			1
001-450.4312-754.000	RD MNT Plow Edges & Chains	20,000			20,000
Total Dept 450.4312-DPW Highway & Streets Expense		2,258,134	15,660	0	2,273,794
Dept 450.4313-DPW Bridges					
001-450.4313-330.000	DPW Bridge Professional Services	1			1
Total Dept 450.4313-DPW Bridges		1	-	0	1
Dept 450.4316-DPW Street Lighting Expense					
001-450.4316-330.000	DPW Lights Professional Service	1			1
001-450.4316-622.000	DPW Lights Electric	30,000			30,000
Total Dept 450.4316-DPW Street Lighting Expense		30,001	-	0	30,001
Dept 450.4319-DPW Fleet Expense					
001-450.4319-111.000	FLEET Full-Time Employees	127,052	2,371		129,433
001-450.4319-130.000	FLEET Overtime	15,000	426		15,426
001-450.4319-210.000	FLEET Health Insurance	55,820			56,820
001-450.4319-212.000	FLEET Dental Insurance	1,564			1,564
001-450.4319-214.000	FLEET Life & Disability Ins	1,722			1,722
001-450.4319-220.000	FLEET FICA Taxes	10,868	214		11,082
001-450.4319-230.000	FLEET NH Retirement	19,974	393		20,367
001-450.4319-342.000	FLEET Software & Programs	5,000			5,000
001-450.4319-430.000	FLEET Equipment Maintenance	1,000			1,000
001-450.4319-606.000	FLEET Shop Supplies & Hand Tools	14,900			14,900
001-450.4319-751.000	FLEET New Equipment	10,000			10,000
Total Dept 450.4319-DPW Fleet Expense		263,910	3,404	0	267,314
Dept 451.4194-DPW Town Building Expense					
001-451.4194-111.000	TB Full-Time Employees	47,119	907		48,686
001-451.4194-113.000	TB Part-Time Employees	50,507			50,507
001-451.4194-130.000	TB Overtime	4,921	163		5,084
001-451.4194-210.000	TB Health Insurance	10,522			10,522
001-451.4194-212.000	TB Dental Insurance	203			203
001-451.4194-214.000	TB Life & Disability Ins	670			670
001-451.4194-220.000	TB FICA Taxes	7,895	82		7,977
001-451.4194-230.000	TB NH Retirement	7,410	151		7,561
001-451.4194-330.000	TB Professional Services	0			0
001-451.4194-410.000	TB Other Utilities	3,800			3,800
001-451.4194-411.000	TB Sewer	5,000			5,000
001-451.4194-412.000	TB Water	10,000			10,000
001-451.4194-413.000	TB Heating	62,958			62,958
001-451.4194-420.000	TB Custodial Supplies	15,300			15,300
001-451.4194-434.000	TB Vehicle Maintenance	500			500
001-451.4194-436.000	TB Building Maintenance	128,526			128,526
001-451.4194-440.000	TB Rental & Leases	10,985			10,985
001-451.4194-530.000	TB Telephone	600			600
001-451.4194-622.000	TB Electric	98,900			98,900
001-451.4194-626.000	TB Fuel	3,150			3,150
001-451.4194-751.000	TB New Equipment	1			1
Total Dept 451.4194-DPW Town Building Expense		469,627	1,303	0	470,930
Dept 452.4194-DPW Court House Expense					
001-452.4194-111.000	TB CH Full-Time Employees	1			1
001-452.4194-113.000	TB CH Part-Time Employees	22,199			22,199

GL NUMBER	DESCRIPTION	2022-23 Amended Budget	Contractual Items	Remove One-time Items	2023-24 Default
001-452.4194-130.000	TB Overtime	1			1
001-452.4194-220.000	TB CH FICA Taxes	1,698			1,698
001-452.4194-230.000	TB CH NH Retirement	1	-		1
001-452.4194-410.000	TB CH Other Utilities	480			480
001-452.4194-413.000	TB CH Heating	7,000			7,000
001-452.4194-420.000	TB CH Custodial Supplies	2,500			2,500
001-452.4194-436.000	TB CH Building Maintenance	17,700			17,700
001-452.4194-622.000	TB CH Electric	13,000			13,000
001-452.4194-630.000	TB Meals & Food	180			180
Total Dept 452.4194-DPW Court House Expense		64,760		0	64,760
<b>Total Highway Division</b>		<b>3,369,515</b>	<b>20,367</b>	<b>0</b>	<b>3,369,882</b>
Dept 450.4520-DPW Parks & Recreation Expense					
001-450.4520-111.000	P&R Full-Time Employees	319,445	6,783		326,228
001-450.4520-113.000	P&R Part-Time Employees	1			1
001-450.4520-130.000	P&R Overtime	8,000	850		8,850
001-450.4520-210.000	P&R Health Insurance	102,064	(341)		101,723
001-450.4520-212.000	P&R Dental Insurance	2,221			2,221
001-450.4520-214.000	P&R Life & Disability Ins	4,357			4,357
001-450.4520-220.000	P&R FICA Taxes	25,050	584		25,634
001-450.4520-230.000	P&R NH Retirement	46,039	1,073		47,112
001-450.4520-342.000	P&R Software & Programs	1,150			1,150
001-450.4520-421.000	P&R Water	44,000			44,000
001-450.4520-430.000	P&R Equipment Maintenance	9,000			9,000
001-450.4520-434.000	P&R Vehicle Maintenance	7,000			7,000
001-450.4520-438.000	P&R Ground Maintenance	43,000			43,000
001-450.4520-440.000	P&R Rental & Leases	2,000			2,000
001-450.4520-530.000	P&R Telephone	888			888
001-450.4520-532.000	P&R Internet Services	1,825			1,825
001-450.4520-600.000	P&R Office Supplies	1			1
001-450.4520-600.010	P&R Recreation Supplies	1			1
001-450.4520-604.000	P&R Safety Supplies	1,000			1,000
001-450.4520-622.000	P&R Electric	17,266			17,266
001-450.4520-626.000	P&R Fuel	20,900			20,900
001-450.4520-751.000	P&R New Equipment	16,000			16,000
001-450.4520-830.000	P&R Old Home Day	10,000			10,000
Total Dept 450.4520-DPW Parks & Recreation Expense		681,208	8,949	0	690,157
Dept 450.4195-DPW Cemetery					
001-450.4195-438.000	DPW CFM Grounds Maintenance	5,000			5,000
Total Dept 450.4195-DPW Cemetery		5,000	-	0	5,000
<b>Total Parks, Recreation and Cemetery Division</b>		<b>686,208</b>	<b>8,949</b>	<b>0</b>	<b>695,157</b>
Dept 500.4321-R&T Adm Sanitation Expense					
001-500.4321-111.000	R&T ADMIN Full-Time Employees	99,027	3,644		102,671
001-500.4321-130.000	R&T ADMIN Overtime	6,177	146		6,323
001-500.4321-210.000	R&T ADMIN Health Insurance	26,044			26,044
001-500.4321-212.000	R&T ADMIN Dental Insurance	794			794
001-500.4321-214.000	R&T ADMIN Life & Disability Ins	1,381			1,381
001-500.4321-220.000	R&T ADMIN FICA Taxes	8,049	290		8,339
001-500.4321-230.000	R&T ADMIN NH Retirement	14,797	533		15,325
001-500.4321-294.000	R&T ADMIN Training & Dues	2,110			2,110
001-500.4321-342.000	R&T ADMIN Software & Programs	4,250			4,250
001-500.4321-430.000	R&T ADMIN Equipment Maintenance	1			1
001-500.4321-502.000	R&T ADMIN Facility Permits	235			235
001-500.4321-530.000	R&T ADMIN Telephone	450			450
001-500.4321-532.000	R&T ADMIN Internet Services	2,500			2,500
001-500.4321-560.000	R&T ADMIN Postage	200			200

GL NUMBER	DESCRIPTION	2022-23 Amended Budget	Contractual Items	Remove One-time Items	2023-24 Default
001-500.4321-600.000	R&T ADMIN Office Supplies	1,000			1,000
001-500.4321-604.000	R&T ADMIN Safety Supplies	750			750
001-500.4321-630.000	R&T ADMIN Meals & Food	300			300
001-500.4321-751.000	R&T ADMIN New Equipment	300			300
<b>Total Dept 500.4321-R&amp;T Adm Sanitation Expense</b>		<b>168,360</b>	<b>4,613</b>	<b>0</b>	<b>172,973</b>
Dept 500.4323-R&T Solid Waste Collection Expense					
001-500.4323-111.000	R&T COLL Full-Time Employees	133,957	2,467		136,424
001-500.4323-130.000	R&T COLL Overtime	9,000	2,911		11,911
001-500.4323-210.000	R&T COLL Health Insurance	54,454	(206)		54,248
001-500.4323-212.000	R&T COLL Dental Insurance	1,179			1,179
001-500.4323-214.000	R&T COLL Life & Disability Ins	1,822			1,822
001-500.4323-220.000	R&T COLL FICA Taxes	10,936	223		11,159
001-500.4323-230.000	R&T COLL NH Retirement	20,100	409		20,509
001-500.4323-290.000	R&T COLL Uniforms	2,235			2,235
001-500.4323-434.000	R&T COLL Vehicle Maintenance	45,000			45,000
001-500.4323-526.000	R&T COLL Fuel	28,500			28,500
<b>Total Dept 500.4323 R&amp;T Solid Waste Collection Expense</b>		<b>307,183</b>	<b>5,804</b>	<b>0</b>	<b>312,987</b>
Dept 500.4324 R&T Solid Waste Disposal Expense					
001-500.4324-111.000	R&T Full-Time Employees	95,205	1,795		97,000
001-500.4324-113.000	R&T Part-Time Employees	22,183			22,183
001-500.4324-130.000	R&T Overtime	10,000	323		10,323
001-500.4324-210.000	R&T Health Insurance	49,454	(206)		49,248
001-500.4324-212.000	R&T Dental Insurance	1,179			1,179
001-500.4324-214.000	R&T Life & Disability Ins	1,324			1,324
001-500.4324-220.000	R&T FICA Taxes	9,745	162		9,907
001-500.4324-230.000	R&T NH Retirement	14,792	298		15,090
001-500.4324-290.000	R&T Uniforms	1,565			1,565
001-500.4324-330.000	R&T Professional Services	2,200			2,200
001-500.4324-421.000	R&T Tipping Fees	554,390			554,390
001-500.4324-421.002	R&T Hazardous Waste Disposal	10,000			10,000
001-500.4324-430.000	R&T Equipment Maintenance	5,000			5,000
001-500.4324-434.000	R&T Vehicle Maintenance	28,000			28,000
001-500.4324-606.000	R&T Shop Supplies & Hand Tools	5,000			5,000
001-500.4324-626.000	R&T Fuel	20,900			20,900
001-500.4324-751.000	R&T New Equipment	1			1
<b>Total Dept 500.4324-R&amp;T Solid Waste Disposal Expense</b>		<b>830,938</b>	<b>2,372</b>	<b>0</b>	<b>833,310</b>
<b>Total Recycling &amp; Transfer Division</b>		<b>1,306,481</b>	<b>12,789</b>	<b>-</b>	<b>1,319,270</b>
<b>Total Department of Public Works</b>		<b>5,362,204</b>	<b>42,105</b>	<b>0</b>	<b>5,404,309</b>
Dept 550.4150-Tax Collection Expenses					
001-550.4150-111.000	TAX Full-Time Employees	198,071	8,121		206,192
001-550.4150-113.000	TAX Part Time Employees	0			0
001-550.4150-130.000	TAX Overtime	4,000			4,000
001-550.4150-210.000	TAX Health Insurance	44,794	242		45,036
001-550.4150-212.000	TAX Dental Insurance	985			985
001-550.4150-214.000	TAX Life & Disability Ins	2,477	55		2,532
001-550.4150-220.000	TAX FICA Taxes	15,459	621		16,080
001-550.4150-230.000	TAX NH Retirement	28,410	1,423		29,833
001-550.4150-294.000	TAX Training & Dues	1,334			1,334
001-550.4150-330.000	TAX Professional Services	10,000			10,000
001-550.4150-344.000	TAX Property Record Maintenance	1,000			1,000
001-550.4150-430.000	TAX Equipment Maintenance	263			263
001-550.4150-530.000	TAX Telephone	1,440			1,440
001-550.4150-550.000	TAX Printing	200			200
001-550.4150-560.000	TAX Postage	7,318			7,318
001-550.4150-600.000	TAX Office Supplies	3,500			3,500

GL NUMBER	DESCRIPTION	2022-23 Amended Budget	Contractual Items	Remove One-time Items	2023-24 Default
001-550.4150-751.000	TAX New Equipment	1,660			1,660
<b>Total Tax Collection</b>		<b>320,911</b>	<b>10,462</b>	<b>0</b>	<b>331,373</b>
Dept 600.4140-Clerk-Elections & Registrations Expense					
001-600.4140-110.000	TC Public Officials	5,000			5,000
001-600.4140-111.000	TC Full-time Employees	3,794	(3,794)		0
001-600.4140-113.000	TC Part-Time Employees	1	2,000		2,001
001-600.4140-130.000	TC Overtime	2,000	(2,000)		0
001-600.4140-210.000	TC Health Insurance	242	(242)		0
001-600.4140-214.000	TC Life & Disability Ins	55	(55)		0
001-600.4140-220.000	TC FICA Taxes	826	(290)		536
001-600.4140-230.000	TC NH Retirement	815	(815)		0
001-600.4140-294.000	TC Training & Dues	1,025			1,025
001-600.4140-330.000	TC Professional Services	1			1
001-600.4140-540.000	TC Advertising	250			250
001-600.4140-550.000	TC Printing	585			585
001-600.4140-560.000	TC Postage	2,348			2,348
001-600.4140-600.000	TC Office Supplies	753			753
001-600.4140-751.000	TC New Equipment	1			1
<b>Total Dept 600.4140-Clerk-Elections &amp; Registrations Expense</b>		<b>17,696</b>	<b>(5,196)</b>	<b>0</b>	<b>12,500</b>
Dept 601.4140-Elections & Registrations Expense					
001-601.4140-110.000	ELEC Public Officials	2,600			2,600
001-601.4140-220.000	ELEC FICA Taxes	199			199
001-601.4140-310.000	ELEC Checklists	2,000			2,000
001-601.4140-311.000	ELEC Town Deliberative & Election	6,175			6,175
001-601.4140-311.002	ELEC State/Federal	11,000			11,000
001-601.4140-312.000	ELEC Special Town Meeting	1			1
001-601.4140-430.000	ELEC Equipment Maintenance	574			574
001-601.4140-560.000	ELEC Postage	0			0
001-601.4140-751.000	ELEC New Equipment	1			1
<b>Total Dept 601.4140-Elections &amp; Registrations Expense</b>		<b>22,550</b>	<b>-</b>	<b>0</b>	<b>22,550</b>
<b>Total Town Clerk &amp; Elections</b>		<b>40,246</b>	<b>(5,196)</b>	<b>0</b>	<b>35,050</b>
Dept 650.4150-Budget Committee Expense					
001-650.4150-110.000	BC Public Officials	1,450			1,450
001-650.4150-113.000	BC Part-Time Employees	5,180			5,180
001-650.4150-220.000	BC FICA Taxes	573			573
001-650.4150-294.000	BC Training & Dues	495			495
001-650.4150-540.000	BC Advertising	250			250
001-650.4150-560.000	BC Postage	1			1
<b>Total Budget Committee</b>		<b>7,949</b>	<b>-</b>	<b>0</b>	<b>7,949</b>
Dept 660.4195-Cemetery Commission Expense					
001-660.4195-294.000	CEM Training & Dues	100			100
001-660.4195-342.000	CEM Software & Programs	450			450
001-660.4195-438.000	CEM Grounds Maintenance	200			200
001-660.4195-600.000	CEM Office Supplies	0			0
<b>Total Cemetery Commission</b>		<b>750</b>	<b>-</b>	<b>0</b>	<b>750</b>
Dept 670.4611-Conservation Commission Expense					
001-670.4611-294.000	CC Training & Dues	1,000			1,000
001-670.4611-330.000	CC Professional Services	1			1
001-670.4611-504.000	CC Scholarship	125			125
001-670.4611-540.000	CC Advertising	1			1
001-670.4611-550.000	CC Printing	50			50
001-670.4611-560.000	CC Postage	15			15
001-670.4611-600.000	CC Office Supplies	25			25

GL NUMBER	DESCRIPTION	2022-23 Amended Budget	Contractual Items	Remove One-time Items	2023-24 Default
001-670.4611-751.000	CC New Equipment	1			1
001-670.4611-830.000	CC Transfer To Conservation Ac	1			1
<b>Total Conservation Commission</b>		<b>1,219</b>	<b>-</b>	<b>0</b>	<b>1,219</b>
Dept 680.4220-Capital Leases Expense					
001-680.4312-752.000	Lease Excavator	0		0	0
<b>Total Capital Leases</b>		<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>
Dept 681.4711-Debt Principal Expense					
001-681.4711-850.002	2018 SC Imp & Fire Truck	100,000	(5,000)		95,000
001-681.4711-850.003	2019 TIF Sewer & Other Infrastructure	200,000			200,000
<b>Total Principal</b>		<b>300,000</b>	<b>(5,000)</b>	<b>0</b>	<b>295,000</b>
Dept 681.4721-Debt Interest Expense					
001-681.4721-850.002	2018 SC Imp & Fire Truck	31,620	(4,972)		26,648
001-681.4721-851.003	2019 TIF Sewer & Other Infrastructure	85,935	(10,200)		75,735
<b>Total Interest</b>		<b>117,555</b>	<b>(15,172)</b>	<b>0</b>	<b>102,383</b>
Dept 681.4723-Debt Principal Expense					
001-681.4723-851.000	Bond Interest Payments	1			1
<b>Total Tax Anticipation Note</b>		<b>1</b>	<b>-</b>	<b>0</b>	<b>1</b>
Dept 684.4550-Library Expense					
001-684.4550-830.002	L18 Appropriation	1,058,085			1,058,085
<b>Total Library Expense</b>		<b>1,058,085</b>	<b>-</b>	<b>0</b>	<b>1,058,085</b>
Dept 875.4914-Wastewater Expense					
001-875.4914-830.004	Wastewater Appropriation	2,527,984			2,527,984
<b>Total Wastewater Expense</b>		<b>2,527,984</b>	<b>-</b>	<b>0</b>	<b>2,527,984</b>
<b>Grand Total</b>		<b>22,603,067</b>	<b>56,568</b>	<b>(1)</b>	<b>22,659,634</b>

*Town of Hooksett*

**BUDGET AND WARRANT ARTICLE with ESTIMATED IMPACT ON TAX RATE**

**Warrant Articles for 2023-24**

**Tax base of \$2,080,539,306 (2022 tax base)**

#	Warrant	Council	Budget Comm	Tax Effect	1st	2nd
1	Elected Officials					
2	Charter Amendment					
3	Charter Amendment					
4	Operating Budget	14,083,705	13,949,599	6.70	Budget Committee	
	Town	20,617,609	20,581,423			
	Wastewater	-	2,559,228			
	Revenues	(6,533,904)	(9,191,052)			
5	Fire Union	161,913		0.07		
7	Non-Union	120,638		0.06	Tsantoulis	Lapierre
8	Police Union	92,912		0.04	Tsantoulis	Lapierre
10	Police Supervisors Union	59,486		0.03	Lapierre	Boutin
12	Merrimack Riverfront Trail System Phase 4 (\$80K Grant, \$35K Conservation, \$20K CR & \$250K Taxes)	385,000		0.12	Walczyk	Boutin
13	CR Fund - Fire Apparatus	250,000		0.12	Tsantoulis	Lapierre
14	CR Fund - Town Building Maintenance	200,000		0.10	Tsantoulis	Sullivan
15	CR Fund - Public Works' Vehicles	200,000		0.10	Lapierre	Tsantoulis
16	CR Fund - GIS Digital Parcel Recompile	100,000		0.05	Tsantoulis	Boutin
17	CR Fund - Drainage Upgrades (Council increased from \$50K)	100,000		0.05	Sullivan	Judge
18	CR Funds - Fire (\$27.5K Air Packs; \$50K Tools & Equipment, \$0 Cistern) Dept increase Tools from \$35K	77,500		0.04	Tsantoulis	Boutin
19	Police Tasers	68,000		0.03	Sullivan	Tsantoulis
20	CR Fund- Emergency Radio Communications (CIP Recommend increase to \$62,500 from \$50K)	62,500		0.03	Boutin	Tsantoulis
21	CR Fund - Parks & Recreation Facilities Development	50,000		0.02	Judge	Walczyk
22	CR Fund - Automated Collection Equipment	30,000		0.01	Tsantoulis	Sullivan
23	CR Fund - Revaluation	30,000		0.01	Tsantoulis	Walczyk
24	CR Fund - Improvements of Conservation Land	30,000		0.01	Walczyk	Boutin
25	Police Detail Fund				Lapierre	Walczyk
	<b>Total</b>	<b>\$ 15,666,705</b>	<b>\$ 13,949,599</b>			
				7.60		

2023 Potential Town Share of Tax Rate 7.60

2022 Town Share of Tax Rate 6.90

\*Estimated Increase in Town Share of Tax Rate with out Town Surplus 0.70

Printed on 1/10/2023



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## Town Warrant

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To the inhabitants of the Town of Hooksett, New Hampshire, in the county of Merrimack in said state, qualified to vote in Town affairs.

You are hereby notified to meet at **David R. Cawley Middle School on Saturday, February 4, 2023 at 9:00 am** for the first session of the Town Meeting to discuss and amend, as required, warrant articles 4 through 25.

The final ballot vote for all warrant articles will take place at **David R. Cawley Middle School on Tuesday, March 14, 2023**. The polls will be open from 6 am until 7 pm.

**Article 1:**

To choose all necessary Town officers for the year ensuing.

**Article 2:**

Shall the municipality approve the Hooksett Town Charter amendment summarized below?

Section 3.6, paragraph F: The Council may adopt, amend, or repeal zoning ordinances, historic district ordinances, or building codes after the Planning Board holds at least one public hearing in accordance with RSA 675:7. The hearing must occur within [30 days] of the introduction of a proposed change, and conclude with a vote by the Planning Board on a recommendation. Twenty-five or more voters may petition for an amendment to a zoning ordinance, historic district ordinance, or a building code in accordance with the procedures outlined under RSA 675:4.

*The purpose of this amendment is to provide more opportunities to implement zoning amendments recommended by the master plan. The public would have more opportunities to be involved with the amendment process.*

**Article 3:**

Shall the municipality approve the Hooksett Town Charter amendment summarized below?

Section 11.2, Zoning Board of Adjustments: There shall be a Zoning Board of Adjustment appointed by the Council, consisting of five (5) members each serving a three (3) year term and five (5) alternates each serving a three (3) year term. Such terms shall be staggered. The Council shall fill any vacancy for the period of the unexpired term. The Zoning Board of Adjustment shall have all the powers granted to such boards under state law.

*The purpose of this amendment is to follow RSA 673:6, I (a) which allows for the local legislative body to appoint not more than 5 alternate members to the Zoning Board of Adjustment.*

**Article 4: Operating Budget**

Shall the town raise and appropriate as an operating budget, not including appropriations by special warrant articles, the amounts set forth on the budget posted with the warrant, for the purposes set forth therein, and other appropriations voted separately totaling **\$23,140,651.00**? Should this article be defeated, the operating budget shall be \$22,659,634.00, which is the same as last year, with certain adjustments required by previous action of the Town meeting, or by law or the Town Council may hold one special meeting, to take up the issue of a revised operating budget only. Estimated tax rate impact \$6.70.

**Article 5: Fire Union Contract**

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 Hooksett Permanent Firefighters Association Local 3264, IAFF 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>
2023-24	\$121,571.00	\$40,342.00	\$161,913.00

and further to raise and appropriate **\$161,913.00** for the current fiscal year; of this amount \$11,366.00 is authorized to be withdrawn from the Ambulance Revenue Fund, and the balance of \$150,547.00 to be raised from general taxation. 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. Estimated tax rate impact is \$0.07. Recommended by Town Council (4 Yes – 2 No)

**Article 6: Non-Monetary**

Shall the town, if ARTICLE #5 is defeated, authorize the governing body to call one special meeting, at its option, to address ARTICLE #5 cost items only? (Majority vote)

**Article 7: Non-Union Raises**

To see if the town will vote to raise and appropriate the sum of **\$120,638.00** for an increase in salaries and benefits for non-union full-time and part-time Town personnel.

<u>Fiscal Year</u>	<u>Salaries</u>	<u>Benefits</u>	<u>Total</u>
2023-24	\$100,838.00	\$19,800.00	\$120,638.00

Estimated tax rate impact is \$0.06. Recommended by Town Council (6 Yes - 1 No)

**Article 8: Police Union Contract**

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 Hooksett Police Union Local 46, NEPBA which calls for the following increases in salaries and benefits at the current staffing level:

**Estimated increase over prior year**

<u>Fiscal Year</u>	<u>Salaries</u>	<u>Benefits</u>	<u>Estimated Increase</u>
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2023-24	\$ 66,839.00	\$ 26,073.00	\$ 92,912.00
2024-25	\$ 59,273.00	\$ 19,240.00	\$ 78,513.00
2025-26	\$ 70,019.00	\$ 21,360.00	\$ 91,379.00

and further to raise and appropriate **\$92,912.00** 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. Estimated tax rate impact is \$0.04. Recommended by Town Council (6 Yes – 0 No);

**Article 9: Non-Monetary**

Shall the town, if ARTICLE #8 is defeated, authorize the governing body to call one special meeting, at its option, to address ARTICLE #8 cost items only? (Majority vote)

**Article 10: Police Supervisors Union Contract**

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 Hooksett Police Supervisors Union 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>
2023-24	\$ 44,978.00	\$ 14,508.00	\$ 59,486.00

and further to raise and appropriate **\$59,486.00** 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. Estimated tax rate impact is \$0.03. Recommended by Town Council (6 Yes – 0 No)

**Article 11: Non-Monetary**

Shall the town, if ARTICLE #10 is defeated, authorize the governing body to call one special meeting, at its option, to address ARTICLE #10 cost items only? (Majority vote)

**Article 12: Merrimack Riverfront Trail System Phase 4**

To see if the town will vote to raise and appropriate the sum of **\$385,000.00** for the purpose of constructing Phase IV of the Merrimack Riverfront Trail with \$35,000.00 to come from Conservation Fund; \$20,000.00 to come from Conservation Land Improvements Capital Reserve Fund, \$80,000.00 from NH Parks and Recreational Trail Program Grant and \$250,000.00 from general taxation. This special warrant article will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the Phase IV of the Merrimack Riverfront Trail is completed or by June 30, 2028, whichever is sooner. Estimated tax rate impact is \$0.12. Recommended by Town Council (9 Yes – 0 No)

**Article 13: Capital Reserve Funding – Fire Apparatus**

To see if the town will vote to raise and appropriate the sum of **\$250,000.00** to be added to the Fire Apparatus Capital Reserve Fund previously established. Estimated tax rate impact is \$0.12. Recommended by Town Council (9 Yes – 0 No);

**Article 14: Capital Reserve Funding – Town Building Maintenance**

To see if the town will vote to raise and appropriate the sum of **\$200,000.00** to be added to the Town Building Maintenance Capital Reserve Fund previously established. Estimated tax rate impact is \$0.10. Recommended by Town Council (8 Yes – 0 No);

**Article 15: Capital Reserve Funding – DPW Vehicles**

To see if the town will vote to raise and appropriate the sum of **\$200,000.00** to be added to the Public Works' Vehicles Capital Reserve Fund previously established. Estimated tax rate impact is \$0.10. Recommended by Town Council (8 Yes – 0 No);

**Article 16: Capital Reserve Funding – GIS Digital Parcel Recompile**

To see if the town will vote to raise and appropriate the sum of **\$100,000.00** to be added to the Town Wide Digital Mapping Systems Capital Reserve Fund previously established. Estimated tax rate impact is \$0.05. Recommended by Town Council (5 Yes – 4 No);

**Article 17: Capital Reserve Funding – Drainage Upgrades**

To see if the town will vote to raise and appropriate the sum of **\$100,000.00** to be added to the Drainage Upgrades Capital Reserve Fund previously established. Estimated tax rate impact is \$0.05. Recommend by Town Council (6 Yes – 1 No);

**Article 18: Capital Reserve Funding – Fire**

To see if the town will vote to raise and appropriate the sum of **\$77,500.00** to be added to the previously established Capital Reserve Funds and to apportion the sum among several funds as listed below:

Air Packs & Bottles	\$ 27,500.00
Fire Rescue Tools & Equipment	50,000.00
Total	\$ 77,500.00

Estimated tax rate impact is \$0.04. Recommended by Town Council (7 Yes – 1 No);

**Article 19: Police Tasers**

To see if the town will vote to raise and appropriate the sum of **\$68,000.00** to be used to purchase police tasers including accessories and training equipment. Estimated tax rate impact is \$0.03. Recommended by Town Council (8 Yes – 0 No);

**Article 20: Capital Reserve Funding – Emergency Radio Communications**

To see if the town will vote to raise and appropriate the sum of **\$62,500.00** to be added to the Emergency Radio Communications Capital Reserve Fund previously established. Estimated tax rate impact is \$0.03. Recommended by Town Council (8 Yes – 0 No);

**Article 21: Capital Reserve Funding – DPW Parks & Recreation Facilities**

**Development**

To see if the town will vote to raise and appropriate the sum of **\$50,000.00** to be added to the Parks & Recreation Facilities Development Capital Reserve Fund previously established. Estimated tax rate impact is \$0.02. Recommended by Town Council (8 Yes – 0 No);

**Article 22: Capital Reserve Funding – Automated Collection Equipment**

To see if the town will vote to raise and appropriate the sum of **\$30,000.00** to be added to the Automated Collection Equipment Capital Reserve previously established. Estimated tax rate impact is \$0.01. Recommended by Town Council (7 Yes – 0 No);

**Article 23: Capital Reserve Funding – Revaluation**

To see if the town will vote to raise and appropriate the sum of **\$30,000.00** to be added to the Revaluation Capital Reserve Fund previously established. Estimated tax rate impact is \$0.01. Recommended by Town Council (7 Yes – 2 No);

**Article 24: Capital Reserve Funding – Conservation Land Improvements**

To see if the Town will vote to raise and appropriate the sum of **\$30,000.00** to be added to the Conservation Land Improvements Capital Reserve Fund previously established. Estimate tax rate impact is \$0.01. Recommended by Town Council (8 Yes – 0 No);

**Article 25: Police Detail Fund**

To see if the town vote to change the percentage of revenues for Police Special Details for public safety services deposited into the Police Special Detail Revolving Fund from 100% to 80%? Such revenue and expenditures shall be accounted for in the Police Special Detail Revolving Account, already established. (2/3 ballot vote required). Recommended by Town Council (6 Yes – 2 No);

Given under our hands and seal,  
On behalf of the entire Hooksett Town Council:

\_\_\_\_\_  
James A. Sullivan, Chairman

\_\_\_\_\_  
Randall Lapierre, Secretary

A True Copy of the Warrant – Attest:

\_\_\_\_\_  
James A. Sullivan, Chairman

\_\_\_\_\_  
Randall Lapierre, Secretary



Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Motion to approve the new proposed language of Town Ordinance #00-26 "Signage Regulations of Town Roads."  
**Meeting:** Town Council - 18 Jan 2023  
**Department:** Police Department  
**Staff Contact:** Janet Bouchard, Police Chief

**BACKGROUND INFORMATION:**

A public hearing was held on this issue at the January 4th, Town Council meeting. There were no objections.

**FINANCIAL IMPACT:**

None

**POLICY IMPLICATIONS:**

None

**RECOMMENDATION:**

Approve the motion.

**SUGGESTED MOTION:**

Motion to approve the new proposed language of Town Ordinance #00-26 "Signage Regulations of Town Roads."

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur with the suggested motion.

**ATTACHMENTS:**

[Parking Ordinance - 00-26](#)

## SIGNAGE REGULATION OF TOWN ROAD ORDINANCE # 00-26

The Town of Hooksett ordains that, pursuant to RSA 41:11 of the New Hampshire State Statutes and Section 3.6 of the Hooksett Town Charter, the following ordinance is hereby enacted in the Town of Hooksett:

### SECTION 1

**NO PARKING** – Parking is prohibited at designated areas as indicated by posted signs. An inventory list of all approved “No Parking” signs is maintained at the Town Clerk’s office and at the Highway Department for public inspection.

### SECTION 1.1

#### PARKING PROHIBITIONS –

- A. A person shall not park a vehicle upon any street, highway, or town parking facility for the principal purpose of displaying it for sale, washing, maintenance or repairs; repairs of an emergency nature will be excluded.
- B. A person shall not park a commercial vehicle (as defined below) upon any residential street, or town parking facility at any time, unless the actual loading or unloading of materials is occurring thereof.
- C. A person in violation of this provision shall be subject to fines and penalties as set forth in Administrative Enforcement of Parking Violations Ordinance #00-28, under “NO PARKING ZONE”. Violators can be removed under the direction of the Hooksett Police Department. Charges for towing and storage shall be paid by the owner for release of the vehicle.

*Commercial Vehicle:* A motor vehicle or trailer, not including a resident’s personal vehicle that has been modified to accommodate a disability, or a vehicle used exclusively for agriculture or farming when located on and accessory to a permitted agricultural use, that exhibits one or more of the following characteristics:

1. Has more than two (2) axles.
2. Has a height greater than seven (7) feet.
3. Has a length greater than (19) feet.
4. Has a Gross Vehicle Weight Rating (GVWR) of greater than ten thousand (10,000) pounds.
5. Is registered as other than “passenger”, “antique” or “street rod” vehicle, and is designed, maintained, or used primarily for the transportation of passengers, property or freight for hire, compensation, or profit.



6. Has special ramps, hoists, buckets, cranes, arms, platforms, or similar features designed primarily to lift, tow or carry motor vehicles, equipment, trailers, materials or workers.

## SECTION 2

NO TRUCKING – Trucks exceeding three ton GVW are prohibited on roads with signage marked “No Through Trucking”. Exclusions shall be trucks making a delivery to a home or business on the prohibited road. An inventory list of all approved “No Through Trucks” signs and designated “No Through Truck” streets are maintained at the Town Clerk’s office and at the Highway Department for public inspection.

## SECTION 3

STOP SIGNS – All stop signs approved by the Town Council shall be posted by the Hooksett Highway Department and deemed legal and enforceable. An inventory list of all legal stop is maintained at the Town Clerk’s office and at the Highway Department for public inspection.

## SECTION 4

All other regulatory and advisory signs approved by the Town Council are authorized to be posted by the Highway Department and deemed legal and enforceable.

## SECTION 5

PENALTY – Any person, persons, firm, partnership or corporation, found violating any provision of this ordinance, shall be fined no more than \$1,000 for each day such violation continues.

## SECTION 6

This ordinance shall become effective upon passage

ADOPTED: 12/14/94



## Town Council STAFF REPORT



**To:** Town Council  
**Title:** Town Owned Properties Next Steps - Discuss Auction Company Interviews  
**Meeting:** Town Council - 18 Jan 2023  
**Department:** Administration  
**Staff Contact:** Leann McLaughlin, Project Coordinator

### **BACKGROUND INFORMATION:**

The Town Council interviewed two auction companies at the January 4, 2023 meeting. The next step is to discuss the options and determine which company the Town Council would like to move forward with.

### **FINANCIAL IMPACT:**

Should Town Council decide to go with an auction company that provides support through the Purchase and Sales only, Hooksett's Legal Counsel rate is \$230 per hour. Utilizing our legal counsel to finish the sales of the properties would range from an additional \$500-\$2500. It is hard to give a precise estimate because it is dependent upon the specific property. Additional staff time will be required to work with legal counsel including staying involved in the process and being the point of contact for the buyers.

Hooksett's legal counsel can also handle interpleaders, if necessary. The cost range above does not include any interpleader actions. If that step is taken, that will obviously increase the costs. However, an interpleader process is not determined until after the sale of the property as it depends on how much the property sells for.

### **RECOMMENDATION:**

Discuss the interviews conducted on January 4 and which auction company would best serve the Town of Hooksett's needs. If the Town Council sees fit, a vote can be taken as to which auction company the Town council would like to proceed with.

### **SUGGESTED MOTION:**

Motion to have the Town Administrator sign a contract with \_\_\_\_\_ to sell the first phase of the Town Owned Properties as presented.

### **TOWN ADMINISTRATOR'S RECOMMENDATION:**

Council to discuss and decide which auction house to move forward with. Both proposals have similar attributes such as 10% buyers premiums, advertisement and marketing and auctions to be done locally. One firm provides legal services for closings, deeds and interpleader (if necessary). the other didn't provide this service but is an expense that Hooksett could recoup through the sale of the properties.

**ATTACHMENTS:**

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

[JSJ Auctions Proposal](#)

[NHTDPA Auction Proposal](#)

[TC Minutes 01.04.23 - Auction Company Interviews](#)

Phase I	Town Owned Property			2022										
Property Location	Map	Lot	Zoning	Building Value	Land Value	Acres	Appraised Value	Category	Year Owned	Amount Taken For	Annual Taxes based on 2021 Tax Rate	Notes		
Lot 3 Off Pleasant Street	2	33-18-3	MDR	Vacant	\$ 24,600.00	1.56	\$ 24,600.00	Tax Deed	2014	\$ 1,172.92	\$ 547.00	Lot of Record-Paper street is a legal ROW.		
Lot 4 Off Pleasant Street	2	33-18-4	MDR	Vacant	\$ 24,100.00	1.14	\$ 24,100.00	Tax Deed	2014	\$ 1,115.26	\$ 536.00	Lot of Record-Paper street is a legal ROW.		
Lot 5 Off Pleasant Street	2	33-18-5	MDR	Vacant	\$ 24,200.00	1.15	\$ 24,200.00	Tax Deed	2014	\$ 1,115.26	\$ 538.00	Lot of Record-Paper street is a legal ROW.		
Lot 6 Off Pleasant Street	2	33-18-6	MDR	Vacant	\$ 24,400.00	1.38	\$ 24,400.00	Tax Deed	2014	\$ 1,125.28	\$ 542.00	Lot of Record-Paper street is a legal ROW.		
Lot 7 Off Pleasant Street	2	33-18-7	MDR	Vacant	\$ 24,100.00	1.06	\$ 24,100.00	Tax Deed	2014	\$ 1,110.29	\$ 536.00	Lot of Record-Paper street is a legal ROW.		
78 Merrimack Street	5	23	MDR- Single family, Two Family or multi-family dwelling allowed URD - Must be served by Municipal water and sewer, not less than 9,000 square feet and frontage shall not be less than 90 feet.	Vacant	\$ 74,400.00	6.14	\$ 74,400.00	Tax Deed	1952	\$ 1.00	\$ 1,653.00	Only 63.37' of frontage- min of 150' required for a single family serviced by municipal water and sewer		
Merrimack Street	5	25-1		Vacant	\$ 6,200.00	0.061983	\$ 6,200.00	Tax Deed	2014	\$ 301.94	\$ 138.00	Unbuildable lot - 37' of frontage, 0.06 acres= 2,613.6 square feet		
5 Edgewater Drive	5	46	INDUSTRIAL	\$ 5,900.00	\$ 16,300.00	0.135239	\$ 22,200.00	Tax Deed	2015	\$ 782.65	\$ 482.00	Unbuildable -lot best for an abutter- old garage on site.		
7 Edgewater Drive	5	47	MDR URD- Must be served by Municipal water and sewer, not less than 9,000 square feet and frontage shall not be less than 90 feet.	Vacant	\$ 6,400.00	0.111915	\$ 6,400.00	Tax Deed	2015	\$ 364.11	\$ 142.00	Unbuildable lot- lot best for an abutter		
16 Highland Street	6	63		Vacant	\$ 71,800.00	0.361731	\$ 71,800.00	Tax Deed	2015	\$ 9,692.14	\$ 1,595.00	0.36 acres= 15,681 square feet, frontage is 120 feet.		
MDR= Medium Density Residential LDR= Low Density Residential URD= Urban Density Residential IND= Industrial														

MDR= Medium Density Residential  
LDR= Low Density Residential  
URD= Urban Density Residential  
IND= Industrial

**NOTES:** Map 3 Lot 14 Chester Turnpike was removed as Conservation determined they have interest in retaining that property.  
Map 14 Lot 34 Hooksett Road was removed as Conservation determined they have interest in retaining that property.



JSJAuctions, LLC

Letter of Transmittal

JSJAuctions  
45 Exeter Road, Epping, NH 03042

Phone: 603-734-4348  
Fax: 603-734-4349  
Email: jay@jsjauctions.com  
Website: www.jsjauctions.com

Jay T. St. Jean  
Vice President

Hooksett Town Council  
c/o Leann McLaughlin, Project Coordinator  
Town of Hooksett, NH  
35 Main Street  
Hooksett, NH 03106

Dear Leann,

In response to your Request for Auctioneer Services we submit the enclosed proposal for Town Council's review. The enclosed proposal was written solely for The Town of Hooksett, NH and has been authorized by Jay T. St. Jean; Vice President of JSJAuctions.

St. Jean Auctioneers has been in the auction business for over 40 years and has sold thousands of pieces of real estate using the auction method of marketing. During the past 25 years St. Jean has worked with hundreds of lending institutions, law firms & Municipalities to assist in the sale of over 25,000 real estate auctions throughout New England.

St. Jean Auctioneers maintains an active electronic mailing list of over 7,500 individuals and known investors that buy property at auction. It is our opinion that this list along with our experience of conducting tax deeded property sales throughout New Hampshire and our proposed fee & marketing plan makes us a viable candidate to conduct tax deeded property sales for the Town of Hooksett, NH.

If you have any questions on these matters or if you would like to set up an in person interview, please do not hesitate to contact me.

Sincerely,

Jay T. St. Jean

Enclosure: Auction Proposal

# ***Proposal For Auctioneer Services***

Submitted by



45 Exeter Road, PO Box 400, Epping, NH  
603-734-4348  
[www.jsjauctions.com](http://www.jsjauctions.com)

## STATEMENT OF QUALIFICATIONS

### ***1. Approach to Project:***

St. Jean Auctioneers will view and walk each of the auction parcels at least 8 weeks prior to the proposed sale. Once this task is completed we will sit with the Board of Selectmen and express our opinion of auction value and/or concerns for each of the parcels targeted for the sale. Once St. Jean & the Town of Hooksett agree on which parcels will be sold at auction we will need to determine whether the parcels will be sold at absolute auction (no minimums, no reserves) or with reserve. St. Jean Auctioneers suggest selling the parcels on a Saturday morning after the holidays at Town Hall or another public location in the town. We believe that this day of the week and time of the year allows for the highest number of interested parties to be present at the sale.

Four to five weeks prior to the sale, St. Jean's marketing department will draft copies of the proposed newspaper display ads & one-page brochure and will forward copies to the town for approval or suggested changes. The ads will run in local & regional publications two and three weeks prior to the sale to allow sufficient time for interested parties to do their due diligence on parcels that may interest them. Our one-page brochure will be sent via electronic mail to over 7,500 individual email addresses on our in house eblast list four weeks prior to the sale. This same one-page brochure will also be mailed via first class mail to abutters to all auction properties (list to be supplied by the Town of Hooksett) and 200 copies will be supplied to the Town of Hooksett to distribute as they see fit in and around the Town of Hooksett. Approximately four weeks prior to the sale, St. Jean Auctioneers will post signs on all non-landlocked parcels and will post a detailed listing of the auction on our website where it will remain through the day of auction. St. Jean will also use an aggressive digital marketing campaign using social media platforms such as Facebook & Twitter to market the sale.

During the four weeks prior to the sale, St. Jean will maintain an active list of individuals who have expressed interest in the sale both through phone conversations and internet inquiries and will make that list available to the Town of Hooksett at all times. During this period, St. Jean will have one of their employees available to show any of parcels should any interested party make that request.

Day of auction, St. Jean's staff will arrive at the auction site one hour prior to the sale to register bidders and to answer any questions relative to the parcels or the auction process. Also during this time St. Jean will set up a PowerPoint presentation that will run throughout the auction with detailed information on the auction parcels. Also, larger tax maps will be made available for interested parties to view prior to the start of the sale. Before any interested party is presented with a bidder's number, St. Jean will verify that the individual(s) have sufficient deposit funds (cash or certified checks) to participate in the auction.



**2. Tax deeded property sale experience:**

<b>Danbury 10-29-22</b>			
	Assessed	Price	Property Description
Sale 1	\$102,900	\$30,000	3-BR Home
Sale 2	\$49,640	\$22,500	0.31± Acre Lot
Sale 3	\$42,000	\$55,000	5.7± Acre Lot
		Total: \$107,500	

<b>Hollis 10-22-22</b>		
	Assessed	Price
	\$581,400	\$600,000
		Property Description
		4-BR Home

<b>Gilmanton 09-10-22</b>			
	Assessed	Price	Property Description
Sale 1	\$108,500	\$105,000	6± Acre Lot
Sale 2	\$84,800	\$85,000	3.1± Acre Lot
Sale 3	\$16,700	\$42,000	10.1± Acre Lot
Sale 4	\$10,000	\$11,000	0.26± Acre Lot
Sale 5	\$4,700	\$5,000	0.48± Acre Lot
Sale 6	\$2,500	\$6,500	0.14± Acre Lot
Sale 7	\$2,600	\$8,000	0.14± Acre Lot
Sale 8	\$18,800	\$3,500	0.36± Acre Lot
Sale 9	\$10,000	\$10,000	0.49± Acre Lot
Sale 10	\$8,300	\$6,000	0.14± Acre Lot
Sale 11	\$8,600	\$6,000	0.34± Acre Lot
Sale 12	\$8,600	\$7,000	0.17± Acre Lot
		Total: \$295,000	

<b>Winchester 08-20-22</b>			
	Assessed	Price	Property Description
Sale 1	\$154,800	\$110,000	3-BR Home
Sale 2	\$77,600	\$28,000	Comm. Garage
Sale 3	\$53,300	\$23,000	Vacant 9.2± Acre Lot
		Total: \$161,000	

<b>Boscawen 08-06-22</b>		
	Assessed	Price
	\$151,200	\$69,000
		Property Description
		6-BR Home

<b>Rumney 07-30-22</b>		
	Assessed	Price
	\$105,800	\$105,000
		Property Description
		3-BR Home

<b>Warner 06-25-22</b>			
	Assessed	Price	Property Description
Sale 1	\$128,490	\$48,500	3-BR Home
Sale 2	\$84,420	\$20,000	3-BR Mobile Home
Sale 3	\$39,600	\$47,000	Vacant 33± Acre Lot
		Total: \$115,500	

<b>Newbury 06-25-22</b>			
	Assessed	Price	Property Description
	\$792,900	\$765,800	2-BR Island Home
<b>Northfield 06-11-22</b>			
	Assessed	Price	Property Description
Sale 1	\$176,300	\$192,000	Cape Home On 5.6± Acre
Sale 2	\$120,200	\$30,000	Cape Home On 1± Acre
		Total: \$222,000	
<b>Acworth 06-04-22</b>			
	Assessed	Price	Property Description
Sale 1	\$40,100	\$39,000	Vacant 12.9± Acre Lot
Sale 2	\$35,900	\$31,000	Vacant 4± Acre Lot
Sale 3	\$31,800	\$19,000	Vacant 20± Acre Lot
Sale 4	\$24,700	\$11,000	Vacant 0.87± Acre Lot
Sale 5	\$21,200	\$17,000	Vacant 5± Acre Lot
Sale 6	\$2,800	\$15,500	Vacant 3.72± Acre Lot
		Total: \$132,500	
<b>Pittsfield 06-04-22</b>			
	Assessed	Price	Property Description
	\$91,000	\$27,000	Vacant 10± Acre Lot
<b>Derry 05-06-22</b>			
	Assessed	Price	Property Description
	\$57,600	\$41,000	Vacant 0.18± Acre Lot
<b>Salem 04-16-22</b>			
	Assessed	Price	Property Description
Sale 1	\$412,700	\$330,000	3-BR Home
Sale 2	Removed From Sale		
Sale 3	Removed From Sale		
Sale 4	\$6,200	\$6,000	Vacant 0.18± Acre Lot
Sale 5	\$6,100	\$15,000	Vacant 0.12± Acre Lot
Sale 6	\$6,000	\$36,000	Vacant 0.11± Acre Lot
Sale 7	\$4,300	\$1,000	Vacant 0.08± Acre Lot
		Total: \$388,000	
<b>Carroll 02-11-2022</b>			
	Assessed	Price	Property Description
Sale 1	\$97,300	\$67,000	3-BR Home
Sale 2	\$67,800	\$8,500	4-BR Home
		Total: \$75,500	

**Tamworth 01-29-2022**

	Assessed	Price	Property Description
Sale 1	\$149,800	\$150,000	3-BR Home
Sale 2	\$32,400	\$17,500	0.45± Acre Lot
Sale 3	\$60,500	\$31,000	Vacant 5.9± Acre Lot
Sale 4	\$35,900	\$21,000	Vacant 0.97± Acre Lot
Sale 5	\$19,000	\$15,000	Vacant 8.4± Acre Lot
Sale 6	\$15,900	\$57,000	Vacant 0.52± Acre Lot
Sale 7	\$9,300	\$3,800	Vacant 0.28± Acre Lot
Sale 8	\$6,200	\$2,500	Vacant 0.28± Acre Lot
		Total: \$297,800	

**New Ipswich 01-22-2022**

	Assessed	Price	Property Description
Sale 1	\$199,300	\$61,000	2-BR Home
Sale 4	\$104,600	\$27,000	4-BR Home
Sale 6	\$42,600	\$56,000	Vacant 5.8± Acre Lot
		Total: \$144,000	

**Derry 12-17-2021**

	Assessed	Price	Property Description
	\$130,800	\$140,000	Vacant 1.12± Acre Lot

**Warren 12-11-2021**

	Assessed	Price	Property Description
Sale 1	\$142,300	\$13,500	Two Mobile Homes
Sale 2	\$47,100	\$47,000	Vacant 7.49± Acre Lot
Sale 3	\$44,200	\$15,000	Vacant 0.94± Acre Lot
Sale 4	\$16,200	\$16,000	Vacant 1.49± Acre Lot
Sale 5	\$19,400	\$4,500	Vacant 10.1± Acre Lot
Sale 6	\$23,700	\$41,000	Vacant 7± Acre Lot
		Total: \$137,000	

**Winchester 12-04-2021**

	Assessed	Price	Property Description
Sale 1	\$79,400	\$33,000	3-BR Mobile Home
Sale 2	\$51,600	\$45,000	Vacant 0.28± Acre Lot
Sale 3	\$47,900	\$47,000	Vacant 4.75± Acre Lot
		Total: \$125,000	

<b>Alton 11-20-2021</b>			
	Assessed	Price	Property Description
Sale 1	\$58,500	\$115,000	3-BR Mobile Home
Sale 2	\$103,900	\$65,000	2-BR Cottage
Sale 3	\$94,300	\$65,000	Vacant 0.61± Acre Lot
Sale 4	\$75,300	\$27,000	Vacant 0.27± Acre Lot
		Total: \$272,000	
<b>Kingston 11-13-2021</b>			
	Assessed	Price	Property Description
Sale 1	\$13,700	\$10,200	Vacant 1.3± Acre Lot
Sale 2	\$13,700	\$7,000	Vacant 0.3± Acre Lot
Sale 3	\$11,700	\$6,400	Vacant 0.1± Acre Lot
Sale 4	\$11,700	\$1,800	Vacant 0.11± Acre Lot
		Total: \$25,400	
<b>Carroll 10-29-2021</b>			
	Assessed	Price	Property Description
	\$241,640	\$230,000	Former Fire Station
<b>Charlestown 10-02-2021</b>			
	Assessed	Price	Property Description
Sale 1	\$38,500	\$26,000	3 BR Mobile Home
Sale 2	\$25,000	\$11,000	3-BR Mobile Home
Sale 3	\$34,200	\$23,000	Vacant 11± Acre Lot
		Total: \$60,000	
<b>Manchester 11-06-2021</b>			
	Assessed	Price	Property Description
	\$230,600	\$240,000	3-BR Home
<b>Acworth 08-21-2021</b>			
	Assessed	Price	Property Description
Sale 1	\$139,900	\$7,500	3-BR Duplex Home
Sale 2	\$85,300	\$41,000	3-BR Home
Sale 3	\$38,100	\$25,000	Vacant 5.23± Acre Lot
Sale 4	\$34,200	\$24,000	Vacant 5± Acre Lot
Sale 5	\$19,300	\$18,000	Vacant 11.5± Acre Lot
		Total: \$115,500	

<b>Hinsdale 07-17-2021</b>			
	Assessed	Price	Property Description
Sale 1	\$157,800	\$25,000	2-BR Multi-Family Home
Sale 2	\$112,900	\$90,000	3-BR Home
Sale 3	\$43,300	\$44,000	3-BR Mobile Home
Sale 4	\$86,400	\$70,000	Vacant 0.93± Acre Lot
Sale 5	\$24,800	\$13,000	Vacant 4± Acre Lot
Sale 6	\$37,300	\$5,500	Vacant 0.2± Acre Lot
		Total: \$247,500	
<b>Concord 07-15-2021</b>			
	Assessed	Price	Property Description
	\$144,800	\$125,000	3-BR Home
<b>Salem 06-30-2021</b>			
	Assessed	Price	Property Description
	\$186,500	\$290,000	Former Fire Station
<b>Plaistow 09-16-2021</b>			
	Assessed	Price	Property Description
	\$330,190	\$240,000	2-BR Home
<b>Newbury 06-05-2021</b>			
	Assessed	Price	Property Description
	\$126,600	\$135,000	3-BR Manufactured Home
<b>Concord 03-18-2021</b>			
	Assessed	Price	Property Description
	\$187,100	\$125,000	2-BR Home
<b>Manchester 03-03-2021</b>			
	Assessed	Price	Property Description
Sale 1	\$192,800	\$275,000	2-BR Detached Condo
Sale 2	\$155,700	\$180,000	3-BR Home
		Total: \$455,000	
<b>Charlestown 05-01-2021</b>			
	Assessed	Price	Property Description
Sale 1	\$151,700	\$100,000	2-BR Home
Sale 2	\$78,500	\$9,000	3-BR Home
Sale 3	\$102,800	\$43,000	2-BR Manufactured Home
Sale 4	\$30,800	\$21,000	2-BR Mobile Home
Sale 5	\$56,600	\$31,000	2-BR Mobile Home
Sale 6	\$23,000	\$20,000	Vacant 0.55± Acre Lot
Sale 7	\$15,200	\$13,500	Vacant 3.1± Acre Lot
Sale 8	\$39,900	\$19,000	3-BR Mobile Home
Sale 9	\$12,100	\$3,000	2-BR Mobile Home
Sale 10	Removed from Sale		
Sale 11	\$13,700	\$1,100	3 BR Mobile Home
		Total: \$260,600	

**3. Ability & fitness to perform work on schedule:**

St. Jean Auctioneers has a full & part time staff of 8 employees that are able to handle any size auction from single site to multi-parcel sales. Over the past 40 years we have conducted over 25,000 real estate auction sales; most of these sales were in conjunction with bank & municipality forced sales of real property. Working in tandem with attorneys for local, regional & national lending institutions, St. Jean has the experience and know how when it comes to meeting deadlines to ensure that the work is performed in a timely manner. St. Jean maintains a staff of 4 licensed auctioneers, 2 full time marketing professionals, 1 auction coordinator & 1 bookkeeper/webmaster. The St. Jean team of auction professionals is committed to serving each and every client to provide the highest return possible at the auction sale.

**4. Fee Structure:**

St. Jean Auctioneers utilizes the same fee structures/ad budgets for all Municipal Tax Deeded property sales. St. Jean Auctioneers charges the buyer(s) a 10% buyer's premium which covers our fee and all costs associated with conducting and marketing the properties for auction. The Town of Hooksett will not incur any commissions or fees in conjunction with this sale. The only exception being if the town rejects all of the bids at the sale or they fail to provide title to all properties at closing. Once a signed agreement has been received, we will schedule a meeting with town council to pick a date and go over the terms for the sale. **Again, no fees or expenses will be charged to the Town of Hooksett.**

**Print & Electronic Marketing:**

<u># Of Ads</u>	<u>Publication</u>
2	Manchester Union Leader
2	NH Sunday News
3	Concord Monitor

In addition to the above advertisements, a two-color, one-page E-blast brochure will be produced and forwarded electronically to over 7,500 individuals on our E-mail list who have expressed interest in town-owned property auctions. The one page brochure will also be mailed via first class mail to abutters of the auction properties (provided by the Town of Hooksett). The auction will be posted on our website approximately four weeks prior to the sale and will remain active on our site through the day of auction. In addition, St. Jean Auctioneers will furnish the Town of Hooksett with 200 copies of the one-page brochure for distribution in and around the Town Hall & other public gathering places.

Total approximate advertising: (paid by St. Jean)

**\$2,500.00**

**Fees & Expenses:**

- A. Third party bids and closes on properties at auction:
  - 1. 10% buyer's premium charged to buyer(s).
  - 2. All expenses and advertising paid by St. Jean Auctioneers.
  - 3. **NO FEES OR EXPENSES CHARGED TO THE TOWN.**
- B. Third party bids and fails to close on property:
  - 1. Town of Hooksett retains bidder's deposit.
  - 2. Fee of 50% of retained deposit(s) paid to St. Jean Auctioneers
  - 3. St. Jean sells property to second high bidder or re-auctions properties
- C. Town of Hooksett cancels entire sale once marketing effort commences or fails to deliver title to properties at closing:
  - 1. Flat fee of \$500.00 charged to Town of Hooksett
  - 2. Advertising paid by the Town of Hooksett
- D. If no bids are received on a particular property, no fee will be charged to the Town of Hooksett

**5. References:**

Dave Caron, Town Administrator  
Town of Derry, NH  
14 Manning Street  
Derry, NH 03038  
(603) 432-6100

Dawn K. Enwright, Treasurer/Tax Collector  
City of Concord, NH  
41 Green Street  
Concord, NH 03301  
(603) 225-8540

Brenda Masewicz Adams, Tax Collector  
City of Manchester  
One City Hall Plaza, West Wing  
Manchester, NH 03101  
(603) 624-6575

Jim Tetreault, Town Clerk/Tax Collector  
Town of Winchester  
1 Richmond Road  
Winchester, NH 03470  
(603) 239-4951

Thank you for opportunity to submit our proposal and should the Town Council have any questions please do not hesitate to contact me.

Respectively Submitted,

A handwritten signature in black ink, appearing to read "Jay T. St. Jean". The signature is fluid and cursive, with a large initial "J" and a stylized "S" and "J" at the end.

Jay T. St. Jean  
JSJAuctions, LLC.



## 6. Sample Marketing Materials & Sales Agreement

# PUBLIC AUCTION

## (12) TAX DEEDED SALES IN GILMANTON, NH

(3) LARGE PARCELS ★ (4) VACANT LOTS NEAR SAWYER LAKE

(5) VACANT LOTS NEAR SHELLCAMP POND



**Saturday, September 10, 2022 @ 10:00 AM** (Registration from 9:00 AM)

**Sale to be held at: Gilmanton Town Offices, 503 Province Road, Gilmanton, NH**

**ID#22-154** - We are pleased to offer for the Town of Gilmanton at PUBLIC AUCTION, these (12) properties which were acquired by Tax Collector's Deed. These properties will be sold at PUBLIC AUCTION and appeal to investors, builders, or abutters!

### SALE # 1:

**326 Allens Mill Road  
(Tax Map 420, Lot 136)**

6+ acre parcel consisting of a dilapidated mobile home that will need to be removed within 30 days from closing as a condition of the sale. Additional features include a detached 1 car garage, multiple sheds, property is served by well & septic (cond. unknown). Assessed Value: \$108,500. 2021 Taxes: \$2,350. **DEPOSIT: \$5,000**

### SALE # 2:

**805 Province Road  
(Tax Map 414, Lot 85)**

3.1+ acre parcel that consists of a dilapidated mobile home w/ addition & shed that will need to be removed within 30 days from closing as a condition of the sale. Additional features include a detached 24' x 32' two-car garage and numerous outbuildings. Property is served by well & septic (condition unknown). Assessed Value: \$84,800. 2021 Taxes: \$1,993. **DEPOSIT: \$5,000**

### SALE # 3:

**NH Rt. 106  
(Tax Map 412, Lot 24)**

10.1+ acre rear lot located along the Belmont town line. Lot is wooded, contains wetlands and is rolling in topography. Assessed Value: \$16,700. 2021 Taxes: \$392. **DEPOSIT: \$2,500**

### SAWYER LAKE PROPERTIES (4)



**SALE # 4: Dock Road (Tax Map 122, Lot 122)** - 0.26+ acre vacant wooded lot located on a private road near Sawyer Lake. Lot slopes slightly down off road and is rolling in topography. Assessed Value: \$10,000. 2021 Taxes: \$235. **DEPOSIT: \$2,500**

**SALE # 5: Aspen Ave (Tax Map 118, Lot 27-1)** - 0.48+ acre vacant heavily wooded lot located near Sawyer Lake that is sloping down from the road and appears to be wet. Assessed Value: \$4,700. 2021 Taxes: \$110. **DEPOSIT: \$1,000**

**SALE # 6: Locust Ave (Tax Map 119, Lot 53)** - Vacant 0.4+ acre lot located near Sawyer Lake at the top of Locust Ave, road is not complete. Lot doesn't have road frontage and is very steep. Assessed Value: \$2,500. 2021 Taxes: \$59. **DEPOSIT: \$1,000**

**SALE # 7: Iris Ave (Tax Map 119, Lot 45)** - 0.14+ acre rear lot located behind 20 Iris Avenue near Sawyer Lake, lot appears to be wooded and steep in topography. Assessed Value: \$2,600. 2021 Taxes: \$61. **DEPOSIT: \$1,000**

### SHELLCAMP POND PROPERTIES (5)



**SALE # 8: Valley Shore Drive (Tax Map 131, Lot 83)** - Vacant 0.36+ acre unbuildable lot w/ 175' FF along Shellcamp Pond. Lot is wet, wooded and has a swampy waterfront. Assessed Value: \$18,800. 2021 Taxes: \$442. **DEPOSIT: \$2,500**

**SALE # 9: Winter Street (Tax Map 130, Lot 42)** - Vacant 0.49+ acre lot located on a private road. Lot is heavily wooded and is located near Shellcamp Pond. Assessed Value: \$10,000. 2021 Taxes: \$235. **DEPOSIT: \$2,500**

**SALE # 10: Moccasin Path (Tax Map 133, Lot 18)** - Vacant 0.14+ acre lot located on a private road. Lot is lightly wooded and is located near Shellcamp Pond. Assessed Value: \$8,300. 2021 Taxes: \$195. **DEPOSIT: \$1,000**

**SALE # 11: Intervale Drive (Tax Map 130, Lot 51)** - Vacant 0.34+ acre lot on a private road near Shellcamp Pond. Lot is relatively flat and wooded, appears to have a stream running through lot. Assessed Value: \$8,600. 2021 Taxes: \$202. **DEPOSIT: \$1,000**

**SALE # 12: Buck Lane (Tax Map 132, Lot 96)** - Vacant 0.17+ acre lot located on a private road near Shellcamp Pond. Lot is lightly wooded and slopes down slightly from the road. Assessed Value: \$8,600. 2021 Taxes: \$202. **DEPOSIT: \$1,000**

## 10% BUYER'S PREMIUM DUE AT CLOSING

**PREVIEW:** Properties with road frontage are marked, a drive-by is recommended. **TERMS:** All deposits by cash, certified check, bank treasurer's check or other payment acceptable to the Town of Gilmanton at time of sale, balance due within 45 days. **SALES ARE SUBJECT TO TOWN CONFIRMATION. THE TOWN OF GILMANTON RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS.**

Conveyance by Quitclaim Deed. Properties sold "AS IS, WHERE IS" subject to all outstanding liens, if any. Other terms may be announced at time of sale. All information herein is believed but not warranted to be correct. All interested parties are advised to do their own due diligence relative to the buildability/non-buildability of any lot and all matters they deem relevant.

PLOT PLANS, PHOTOS, BROCHURE, AND MORE DETAILS ARE AVAILABLE ON OUR WEBSITE




45 Exeter Road, Epping, NH 03042, NH Lic. #2279  
603-734-4348 • [www.jsjauctions.com](http://www.jsjauctions.com)

**[12] TOWN-OWNED PROPERTIES AT  
PUBLIC AUCTION**

Town of  
**GILMANTON, NH**  
Saturday, September 10 at 10:00am  
*Registration begins at 9:00am*

**(3) Large Parcels  
(4) Vacant Lots Near Sawyer Lake  
(5) Vacant Lots Near Shellcamp Pond**

*Sale to be held at:*  
**Gilmanton Town Offices  
503 Province Road  
Gilmanton, NH**



**10% BUYER'S PREMIUM**  
For more information please visit [www.jsjauctions.com](http://www.jsjauctions.com)

**James R. St. Jean**  
AUCTIONEER  
[www.jsjauctions.com](http://www.jsjauctions.com) ■ 603-734-4348

VILL  
47775

NAA  
Auctioneers  
Inc.

**AGREEMENT AND DEPOSIT RECEIPT (SALES 3-12 ONLY)**

**THIS AGREEMENT** made this 10th day of September, 2022 (the "Effective Date"), by and between the Town of Gilmanton, a municipal corporation organized under the laws of the State of New Hampshire, having a principal place of business at 503 Province Road, Gilmanton, New Hampshire 03237 (the "SELLER"), and \_\_\_\_\_ (the "BUYER"), having an address of \_\_\_\_\_.

**WITNESSETH:** That the SELLER agrees to sell and convey, and the BUYER agrees to buy certain real estate located in Gilmanton, New Hampshire, known as:

**Map: 412 Lot: 024** Location: NH Route 106, Gilmanton, NH 03237 (Land Only)

**PRICE:** The SELLING PRICE is \$ \_\_\_\_\_, payable as follows:

The BUYER'S DEPOSIT, receipt of which is hereby acknowledged in the form of a check, in the sum of \$ \_\_\_\_\_; and

The BALANCE of the SELLING PRICE shall be payable at closing and tendered in cash or certified check in the amount of \$ \_\_\_\_\_.

**BUYER'S PREMIUM DUE:** The SELLING PRICE does not include the BUYER'S PREMIUM of ten percent (10%) of the SELLING PRICE, due to the Auctioneer at closing.

SELLING PRICE \$ \_\_\_\_\_ at % equals BUYERS PREMIUM \$ \_\_\_\_\_.

Payment of such an amount by the BUYER in accordance with the previous clause, by cash or certified check at closing, is a prior condition of the SELLER'S obligation to convey title.

This BUYER'S PREMIUM is in addition to the SELLING PRICE and is payable directly to the Auctioneer.

**DEED:** The SELLER agrees to furnish, at its own expense, a duly executed Quitclaim Deed, to the property.

**POSSESSION AND TITLE:** The property is sold in its AS IS, WHERE IS condition, without any warranty as to its use or condition whatsoever, subject to all tenants and rights of use or possession, limitations of use by virtue of prior land use approvals and/or interests secured or inuring to the benefit of abutters, third parties or members of the general public, or other matters of record which may impact the use of, or title to, the property, if any, including mortgages, equity lines of credit, liens, attachments, orders to cease and desist, and any State and Federal tax liens which have survived the Town's acquisition of the property. Further, the SELLER does not in any way warranty or guarantee the availability of any municipal land permits, including building permits, zoning approvals or any other similar permits. It shall be the responsibility of the BUYER to apply for any required permits to the appropriate departments of the Town of Gilmanton.

**TRANSFER OF TITLE:** Shall be given on or before forty-five (45) days after the Effective Date. The place and time of TRANSFER OF TITLE shall be determined by mutual agreement. Failing such mutual agreement, the time of transfer shall be as designated by the SELLER and shall occur at Gilmanton Town Hall, 503 Province Road, Gilmanton, New Hampshire 03237. Time is of the essence.

**TITLE:** If the BUYER desires an examination of the title, BUYER shall pay the cost thereof. BUYER acknowledges that TITLE shall be transferred by QUITCLAIM DEED. DEED and BUYER'S TITLE shall be subject to matters of record and as described in the section entitled POSSESSION AND TITLE above.

**TAXES, UTILITIES:** BUYER shall be responsible for any and all taxes and utilities assessed or incurred as of the **2022 tax year**.

**RECORDING FEES AND TRANSFER TAX:** BUYER shall be responsible for all recording fees and transfer taxes, which may be assessed with respect to this conveyance, and shall provide all necessary forms to the SELLER, and shall cause same to be filed as required by law. All fees and filings shall be completed with 15 days of closing.

**RISK OF LOSS:** Risk of loss from any cause shall be upon the SELLER until the transfer of the property covered hereby.

**LIQUIDATED DAMAGES:** If the BUYER shall default in the performance of his/her obligations under this AGREEMENT, the amount of the deposit and any additional deposit given by the BUYER may, at the option of the SELLER, become the property of the SELLER as reasonable liquidated damages. Further, all of the BUYER'S rights and interests in and to the AGREEMENT shall, without further notice or further consideration, be assigned to SELLER. Upon BUYER'S default or failure to close SELLER reserves this unqualified right to sell the property to the next highest qualified bidder.

**ACKNOWLEDGES AND AGREES:** That the sale of the property as provided for herein is made on an "AS IS" condition and basis with faults, latent or patent.

**PRIOR STATEMENTS:** Only this AGREEMENT fully and completely expresses the respective obligations of the parties, and the AGREEMENT is entered into by each party after opportunity for investigation, neither party relying on any statements or representation not embodied in this AGREEMENT. This AGREEMENT shall not be altered or modified except by written agreement signed and dated by both BUYER and SELLER.

**MISCELLANEOUS:** This instrument, which may be executed in duplicate, is to be construed as a New Hampshire contract. Any dispute under this AGREEMENT shall be resolved within the venue of the Belknap County Superior Court in the State of New Hampshire. This AGREEMENT shall be cancelled, modified or amended only by a written instrument signed by both the SELLER and the BUYER. This AGREEMENT shall be binding upon and inures to the benefit of the parties and their respective heirs, devisees, executors, administrators, successors, agents and assigns.

**ADDITIONAL PROVISIONS:**

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WITNESS: The signatures of the above-mentioned parties on the dates as noted below.

**TOWN OF GILMANTON**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Duly authorized

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

**BUYER**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Duly authorized

Date: \_\_\_\_\_

Witness: \_\_\_\_\_



Richard D. Sager (Auctioneer License No. 6104)  
Weston R. Sager (Auctioneer License No. 6224)

Address: 5 Courthouse Square, PO Box 385,  
Ossipee, NH 03864

Telephone: (603) 301-0185

Web: [www.nhtaxdeedauctions.com](http://www.nhtaxdeedauctions.com)

Email: [rick@nhtaxdeedauctions.com](mailto:rick@nhtaxdeedauctions.com)  
[weston@nhtaxdeedauctions.com](mailto:weston@nhtaxdeedauctions.com)

December 1, 2022

Leann McLaughlin  
Project Coordinator  
Town of Hooksett  
35 Main Street  
Hooksett, NH 03106  
(603) 485-8472  
[LMcLaughlin@hooksett.org](mailto:LMcLaughlin@hooksett.org)

**Re: Proposal for municipal real estate auctions – Town of Hooksett, NH**

Dear Leann,

Thank you for contacting NH Tax Deed & Property Auctions regarding the Town of Hooksett's upcoming municipal real estate auctions.

NH Tax Deed & Property Auctions is the only company in New Hampshire that offers zero-cost auction services for municipalities *with legal support included*. Co-owners Rick Sager and Weston Sager are each dual-licensed in New Hampshire as auctioneers and lawyers. This allows us to carry out every stage of the tax-deed auction process—from marketing the auction, to holding the auction, to closing the properties, to settling excess proceeds actions—*all at no cost to the town*.

Selling municipal properties is our specialty—it's all we do. We employ a multifaceted marketing approach that generates widespread interest in our auctions. Consequently, our auctions are exceptionally well attended, and *we regularly sell properties above their assessed values*.

Our auctioneer competitors may offer similar terms—a 10% buyer's premium paid by the high bidder as compensation for auction fees and expenses. But these auction-only companies do not (1) provide legal advice throughout the auction process; (2) conduct closings (including drafting deeds, assembling settlement statements, recording documents in the registry of deeds, and making other required legal filings); or (3) resolve excess proceeds distributions (including tracking down the former owners and lienholders, drafting settlement documents, and filing interpleader actions in state court).

By contrast, NH Tax Deed & Property Auctions takes care of these legal headaches, *saving the town time and money otherwise spent engaging municipal legal counsel*. And unlike many town attorneys, we have decades of experience in both municipal law *and* real estate law—not only have we handled all manner of municipal legal matters, but also we have facilitated thousands of real estate closings.

In our experience, selling properties by sealed bid results in lower revenues and more hassle for towns than selling properties by live auction. The sealed bid process doesn't allow people to see what others are bidding, depriving them of the opportunity to put forth a competitive offer simply because they underestimated the value of the property at the outset. This often results in lower revenues for the municipality and sometimes prevents the most deserving people from acquiring the property. Plus, when selling properties by sealed bid, the town must devote precious resources to marketing the properties and to completing closing and post-closing legal paperwork.

With a live auction through NH Tax Deed & Property Auctions, however, the town is more likely to recoup what it's owed in less time and at a lower cost than with either sealed bids or other auction companies. It is no surprise, then, that *most municipalities that have hired us have hired us more than once*.

The proposal below explains our company's services and provides a suggested approach to selling Hooksett's municipal property. We also attach a contract for the town council's review and signature for auctioning the "Phase I" tax-deeded properties.

Please let us know if you have any questions. Additionally, Rick is planning to attend the town council meeting on December 7, 2022 to answer any questions about our company and the tax-deed auction process.

Thank you for your consideration.

Sincerely,



Richard D. Sager  
Co-Owner



Weston R. Sager  
Co-Owner



### NH Tax Deed & Property Auctions at a glance

- Only company in New Hampshire to provide all-inclusive auction *and* legal services for municipal property auctions
- Home office in Ossipee, NH with remote offices in Wakefield, NH and Weare, NH
- Co-owners Rick Sager and Weston Sager both dual-licensed as auctioneers and lawyers in New Hampshire:
  - Combined 20+ years of municipal real estate auction experience
  - Combined 45+ years of legal experience (including municipal law, real estate law, auction law, and litigation)

### Proposed auction approach

- Form of auction: We typically sell properties at absolute auction (i.e., no minimum bid). We find this generates greater interest in the auction without compromising sale values. It also all but guarantees that each property will be purchased and return to the town's property tax rolls.

However, if the town prefers to set minimum bids on one or more properties, we will accommodate this request.

- Properties to be sold at auction: We understand the town intends to sell 10 properties at one auction and then sell additional properties at one or more later auctions. We concur that this is a sound approach.

Nonetheless, the town council may want to consider grouping the properties in batches of 20-30 to generate more interest in each auction—we find more properties lead to more bidders and higher bids. This would also reduce the number of auctions needed to sell the entire inventory of tax-deed-acquired parcels.

- Auction schedule and location: We suggest holding the first auction in the first few months of 2023 and the next auction(s) in the summer or fall of 2023.

We recommend holding the live auctions on Saturday mornings to allow the greatest number of people to attend.

Our auctions typically draw large crowds. Consequently, a location in town that has ample seating and parking (such as a town hall or school gymnasium) is ideal.

### Costs and expenses

- Hiring NH Tax Deed & Property Auctions *costs nothing to the town*
- We charge a 10% buyer's premium added to the final bid and paid by the purchaser to cover our fees and expenses
- Unlike our auctioneer competitors, we provide auction services, auction advertising, *and highly experienced legal support* (see more below)

### Auction services included

- Respond to telephone and email inquiries from interested bidders
- Register absentee bidders who cannot attend the live auction
- Hold the live auction, which includes:
  - Arranging appropriate staff for the auction
  - Setting up the auction (including check-in desk, auction signage, PowerPoint slideshow of the properties, and video recording equipment)
  - Registering and checking-out bidders
  - Conducting the live auction (including calling the auction and recording bids)
  - Preparing and executing memoranda of sale for successful bidders

### Auction advertising included

<b><u>Conventional Advertising</u></b>	<b><u>Electronic Advertising</u></b>
Place advertisements in the <i>Union Leader</i> and <i>Concord Monitor</i> newspapers	Create dedicated auction webpage on our website ( <a href="http://nhtaxdeedauctions.com">nhtaxdeedauctions.com</a> ) with property information and documentation
Install auction signage on each property	Take photographs of the properties and upload them to the auction webpage
Mail notices to each property abutter	List the auction on third-party auction websites (such as AuctionZip.com)
Create custom auction flyer for posting in town offices	Email auction announcements to our proprietary list of interested bidders

### Legal services included

NH Tax Deed & Property Auctions contracts with [Sager & Smith, PLLC](#) to provide the following legal services at no cost to the town:

- Prepare deeds and related paperwork for closings
- Conduct closings, collect funds from purchasers, record deeds, and file necessary paperwork
- Pay the town sale proceeds as closings occur<sup>1</sup>
- Settle excess proceeds actions (contact former owners, draft settlement documents, distribute proceeds, and, if necessary, file interpleader actions in state court)

The town may hire Sager & Smith, PLLC to provide additional legal services at a competitive rate. However, the town has the option to engage its town legal counsel for any reason.

### Representative recent auctions

#### Northwood, NH (October 2021)

*Sold 30 properties in one auction,  
generating over \$800,000 in sales*



#### Unity, NH (September 2022)

*Sold 7 properties for over 100%  
of the total assessed value*



#### Ossipee, NH (December 2021)

*Sold a diverse set of 10+ properties  
in a well-attended auction*



<sup>1</sup> Closings typically occur within 45 days of the auction.

### Past auctions

*Since its founding in 2013, NH Tax Deed & Property Auctions has held auctions for the following municipalities—**most of them have hired us more than once:***

Albany, NH (2 auctions)	Wakefield, NH (4 auctions)	Eaton, NH
Barrington, NH (2 auctions)	Ossipee, NH (4 auctions)	Haverhill, NH (2 auctions)
Conway, NH	Grafton, NH (2 auctions)	Claremont, NH (2 auctions)
Unity, NH (2 auctions)	Northwood, NH	New Durham, NH
Hanover, NH	Tamworth, NH	Sandown, NH (forthcoming)

### Company biographies



**Rick Sager**  
(Co-owner)

Richard “Rick” Sager is the founder and co-owner of NH Tax Deed & Property Auctions and a licensed New Hampshire auctioneer. Rick has auctioned tax-acquired properties for New Hampshire towns and cities since 1987.

In addition to being an auctioneer, Rick is a practicing New Hampshire attorney at [Sager & Smith, PLLC](#) with more than 37 years of experience in municipal law and real estate law.

Rick is a graduate of Trinity College in Hartford, CT and University of New Hampshire Franklin Pierce School of Law in Concord, NH.



**Weston Sager**  
(Co-owner)

Weston Sager is a co-owner of NH Tax Deed & Property Auctions and a licensed New Hampshire auctioneer. Weston assists in all aspects of the business with a focus on auction marketing.

Weston is a practicing lawyer at [Sager & Smith, PLLC](#). Before joining this firm, Weston worked as a municipal defense lawyer in Concord, NH, and as a corporate lawyer in New York, NY. Most recently, Weston served as an Assistant Attorney General in the New Hampshire Department of Justice.

Weston is a graduate of Dartmouth College in Hanover, NH and Northwestern University School of Law in Chicago, IL.



**Karen Rines**  
(Assistant)

Karen Rines has extensive experience in real estate legal matters. She serves multiple roles for NH Tax Deed & Property Auctions, including answering questions from bidders and municipalities and assisting with the administration of live auctions.

In addition to her contributions to NH Tax Deed & Property Auctions, Karen works as a real estate paralegal at [Sager & Smith, PLLC](#).

Karen attended the University of New Hampshire in Durham, NH.



**Heather Pratt**  
(Assistant)

Heather Pratt oversees the financial aspects of NH Tax Deed & Property Auctions. Among other responsibilities, Heather assures that auction proceeds are distributed accurately and efficiently.

In addition to her role at NH Tax Deed & Property Auctions, Heather works at [Sager & Smith, PLLC](#) as a litigation and business paralegal.

Heather holds an Associate Degree in Applied Science with a major in Office Information Systems.

**Attachment A:**

*Proposed Auction Services Agreement for Phase I Properties*



Richard D. Sager (Auctioneer License No. 6104)  
Weston R. Sager (Auctioneer License No. 6224)

Address: 5 Courthouse Square, PO Box 385,  
Ossipee, NH 03864

Telephone: (603) 301-0185

Web: [www.nhtaxdeedauctions.com](http://www.nhtaxdeedauctions.com)

Email: [rick@nhtaxdeedauctions.com](mailto:rick@nhtaxdeedauctions.com)  
[weston@nhtaxdeedauctions.com](mailto:weston@nhtaxdeedauctions.com)

### **AUCTION SERVICES AGREEMENT**

This Auction Services Agreement (this “Agreement”) is entered into on the date set forth below by and among the following parties:

**Town of Hooksett, NH**

35 Main Street  
Hooksett, NH 03106  
 (“Client”)

**Legal Eagle Auctions, LLC**

d/b/a

**NH Tax Deed & Property  
Auctions**

5 Courthouse Square  
PO Box 385  
Ossipee, NH 03864  
 (“Auctioneer”)

**Sager & Smith, PLLC**

5 Courthouse Square  
PO Box 385  
Ossipee, NH 03864  
 (“Attorney”)

#### **I. Overview of Services.**

1. Client agrees to retain Auctioneer to market certain real estate and other property owned by Client (the “Properties”) and to sell such Properties by live public absolute auction<sup>1</sup> at the time and location set forth below (the “Auction”). Client further agrees to retain Attorney for legal services related to the Auction.
2. Auctioneer agrees to market the Properties and to sell such Properties at the Auction on behalf of Client with the goal of maximizing the value of the Properties and returning the Properties to private ownership. Auctioneer further agrees to retain Attorney for legal services related to the Auction.
3. Attorney agrees to provide legal services to Client and Auctioneer in connection with the Auction.

#### **II. Property List.**

A list of the Properties to be sold at the Auction is attached to this Agreement as Schedule A (the “Property List”). One or more Properties may be added to or removed from the Property List in accordance with this Agreement.

---

<sup>1</sup> Absolute auctions have no reserve and a property may sell for any amount.

### **III. Auctioneer's Responsibilities.**

Auctioneer shall:

1. Collect information about the Properties from Client staff (see Section V).
2. Advertise at no cost to Client the Properties to be sold at the Auction:
  - a. List each Property with title and location information on Auctioneer's website ([nhtaxdeedauctions.com](http://nhtaxdeedauctions.com)).
  - b. Photograph each Property and post photos on Auctioneer's website.
  - c. List the Auction on additional auction websites.
  - d. Place auction advertisements in one or more newspapers with general circulation in the vicinity of Client.
  - e. Erect signage advertising the Auction on each of the Properties.
  - f. Send email to Auctioneer's proprietary list of past auction attendees and interested bidders.
  - g. Send letters and/or emails to each abutter of the Properties.
  - h. Compile and distribute an "auction flyer" with information about the Properties.
  - i. Conduct any other such advertising as Auctioneer reasonably believes will help generate interest in the Properties and the Auction.
3. Respond to telephone and email inquiries from interested parties.
4. Conduct the Auction at a date and time mutually agreed upon by Auctioneer and Client at a location within the Town of Hooksett, NH mutually agreed upon by Auctioneer and Client (the "Auction Location"). Auctioneer shall be responsible for:
  - a. Registration and qualification of bidders, including absentee bidders.<sup>2</sup>
  - b. Conducting the Auction in accordance with New Hampshire law.
  - c. Executing memoranda of sale for successful bidders and, if available, the back-up bidders.
5. Consult Attorney regarding legal issues as needed.

### **IV. Attorney's Responsibilities.**

1. Attorney shall conduct the following legal services at no cost to Client:

---

<sup>2</sup> To qualify, a bidder must provide a \$1,000 deposit, which is applied to the successful bidder's purchase(s) or returned to bidder at conclusion of the Auction.



- a. Prepare deeds and related paperwork for closings.
  - b. Conduct closings, collect funds, record deeds, and file necessary paperwork.
  - c. Pay Client sale proceeds promptly as closings occur.<sup>3</sup>
2. Attorney shall provide legal services regarding excess proceeds as follows:
  - a. For every property sold that was taken by tax collector's deed, there is a possibility of excess proceeds. "Excess proceeds" means the amount generated at an auction sale which exceeds the sum of back taxes, interest, costs and penalty (see RSA 80:88 and RSA 80:90). Excess proceeds are not common to every auction sale.
  - b. If there are excess proceeds from a sale of a Property, and the Property is not subject to any valid pre-tax deed liens and the former owner(s) is/are easily identified and cooperative, Attorney shall, at no expense to Client, take all required actions to distribute the excess proceeds to the former owner(s).
  - c. If Attorney is required to file a "bill of interpleader" with the superior court (e.g., when the former owner's property is subject to valid pre-tax deed liens or when a former owner cannot be located), Attorney's costs and fees shall be paid solely from the amount of the excess proceeds in accord with RSA 80:88 at the rate of two-hundred fifty dollars (\$250) per hour, plus costs.
  - d. If Attorney is required to file a bill of interpleader with the superior court, and there are insufficient excess proceeds to reimburse Attorney for its fees and court related costs, Client shall reimburse Attorney for the unreimbursed portion of such fees and costs. In no event shall the amount reimbursed to Attorney by Client exceed one thousand five hundred dollars (\$1,500) plus court-related costs for each such bill of interpleader action.
3. Attorney may conduct other legal services for Client with Client's written consent. For such legal work, Attorney shall charge two-hundred fifty dollars (\$250) per hour, plus costs. Prior to undertaking any hourly legal work at Client's expense, Attorney shall obtain written authorization of Client. Such hourly legal work may include, by way of example, filing for specific performance against a defaulting successful bidder pursuant to Section VIII of this Agreement or eviction of a holdover tenant in a Property scheduled for the Auction.
4. Nothing herein precludes Client from engaging Client's regular legal counsel or other legal counsel to advise Client regarding this Agreement, the Properties, the Auction, or any other matter.

## **V. Client's Responsibilities.**

Client shall:

---

<sup>3</sup> Closings typically occur within 45 days of the Auction.

1. Certify to Auctioneer that Client is authorized by valid annual or special meeting to sell the Properties by public auction.
2. Identify the Properties in the Property List. Client may add Properties to the Property List prior to the Auction with Auctioneer's consent. Auctioneer may refuse to add additional Properties to the Auction if it believes there is insufficient time to adequately advertise the Properties or would otherwise adversely impact the Auction.
3. Send as necessary a certified mail notice to each former owner and mortgage holder whose property has been held by Client for less than 3 years, providing each former owner and mortgage holder an opportunity to redeem the property in compliance with RSA 80:89 (the "90-Day Letter").
4. Provide supporting documents for all Properties:
  - a. Tax assessment card(s).
  - b. Proof of mailing the notice of tax deeding to former owner(s), mortgage holders, and other required parties.
  - c. Proof of mailing and copies of all 90-Day Letters.
  - d. List, by property, each abutter's name, mailing address, and tax map/lot number.
  - e. Tax collector's deed to Client.
  - f. Deed to former owner (if available).
  - g. Calculation of amount of "back taxes, interest, costs and penalty" owed on each Property as of the date of the tax deed to Client, in accord with RSA 80:90, plus an interest amount through the Auction date, and a per diem interest amount.
  - h. Any other documentation reasonably required by Auctioneer and Attorney.
5. Allow potential bidders to walk the Properties "at their own risk," provided that potential bidders are forbidden from entering any structures on the Properties. Client may, at its sole discretion, schedule and oversee a preview for potential bidders to examine the interiors of one or more structures on the Properties.
6. Assist in advertising the Auction by posting a link to the Auction web page on Client's website (if possible) and by allowing Auctioneer to display one or more Auction advertisements in Client's building(s).
7. Assist in reestablishing Auction signage if it falls due to weather, human interference, or other causes.
8. Provide the Auction Location and assure that the Auction Location is accessible to Auctioneer and staff at least one hour before and at least one hour after the Auction start time. Client shall equip the Auction Location with tables and seating for up to 10 staff members and seating for no fewer than 100 attendees.

9. Designate a contact person (such as a town administrator or city clerk) that Auctioneer and Attorney may contact to answer questions, provide documents, and assist in coordinating the Auction.
10. Execute a power of attorney to be recorded in the registry of deeds by Attorney and that authorizes Attorney to sign deeds and related auction paperwork on Client's behalf.
11. Consult Attorney regarding legal issues as needed.

#### **VI. Compensation.**

1. Subject to the terms of this Agreement, Auctioneer and Attorney shall not charge Client for their respective services.
2. Auctioneer shall charge a buyer's premium of **ten percent (10%)** of the successful bid amount<sup>4</sup> payable by the successful bidder for each auctioned Property. Auctioneer may adjust the buyer's premium if Client adds or removes one or more Properties prior to the Auction.
3. Notwithstanding Section VI.1, Client shall compensate Auctioneer in the following circumstances:
  - a. If one or more Properties included in the Property List are removed by Client prior to the Auction, Client shall pay Auctioneer a pre-auction charge of **three and one-half percent (3.5%)** of the net assessed value of the Properties.
  - b. If, without just cause, Client cancels the Auction or terminates the services of Auctioneer, Client shall pay Auctioneer a pre-auction penalty of **three percent (3%)** of the unequalized assessment of all Properties contained in the Property List.
  - c. Auctioneer may waive the fees in this Section VI.3 at its sole discretion.

#### **VII. Absentee Bidders.**

Auctioneer and its staff may represent absentee bidders at the Auction. Auctioneer shall announce, prior to bidding on a Property, that an absentee bidder will be bidding by proxy on the Property. Prior to accepting a bid from an absentee bidder, Auctioneer shall obtain a deposit of ten percent (10%) of the absentee bidder's highest bid prior to the Auction.

#### **VIII. Default by Successful Bidder.**

If a successful bidder fails to complete the sale by providing the required funds at closing:

---

<sup>4</sup> This is also known as the "high bid."

1. Auctioneer, at its discretion, may keep the deposit collected from the successful bidder as liquidated damages, in which instance the Property shall remain in the name of Client. In the event Auctioneer decides to keep the deposit as liquidated damages pursuant to this subsection, and the deposit exceeds ten percent (10%) of the of the successful bid amount, Auctioneer shall remit the excess to Client; or
2. With the written approval of both Client and Attorney, Attorney shall seek specific performance of the sale of the Property. Nothing herein precludes Client from engaging Client's regular legal counsel or other legal counsel to seek specific performance on Client's behalf.

**IX. Consent to Mutual Representation.**

Attorney is representing Auctioneer and Client in connection with the Auction. Auctioneer and Client acknowledge and understand such mutual representation, as well as the extent and consequences thereof, and fully and freely authorize Attorney to conduct such mutual representation without reservation.

**X. Miscellaneous.**

1. This Agreement is to be governed by and construed in accordance with the laws of New Hampshire.
2. This Agreement may only be amended with the approval of all parties in writing.
3. This Agreement states the full agreement between the parties and supersedes all prior negotiations and agreements.
4. The descriptive headings in this Agreement are not intended to be part of or to affect the meaning or interpretation of this Agreement.
5. This Agreement may be executed in one or more counterparts, each of which is an original, and all of which constitute only one agreement between the parties.

*Signature Pages Follow*

The parties hereto have executed and delivered this Agreement as of the date hereof.

**AUCTIONEER**

**Legal Eagle Auctions, LLC**  
**d/b/a NH Tax Deed & Property Auctions**



By: \_\_\_\_\_  
Richard D. Sager, Co-Owner

Date: December 1, 2022

**ATTORNEY**

**Sager & Smith, PLLC**



By: \_\_\_\_\_  
Richard D. Sager, Esq.

Date: December 1, 2022

Accepted this \_\_\_\_ day of \_\_\_\_\_ by a majority of the town council:

**CLIENT**

**Town of Hooksett, NH**

By its town council:

\_\_\_\_\_  
James Sullivan, Chair

\_\_\_\_\_  
Timothy Tsantoulis, Vice-Chair

\_\_\_\_\_  
Randall Lapierre, Secretary

\_\_\_\_\_  
Alex Walczyk, Councilor

\_\_\_\_\_  
Roger Duhaime, Councilor

\_\_\_\_\_  
David Boutin, Councilor

\_\_\_\_\_  
John Durand, Councilor

\_\_\_\_\_  
David Ross, Councilor

\_\_\_\_\_  
Keith Judge, Councilor

**Schedule A**

Phase I	Town Owned Property			2022										Notes
Property Location	Map	Lot	Zoning	Building Value	Land Value	Acreage	Appraised Value	Category	Year Owned	Amount Taken For	Annual Taxes based on 2021 Tax Rate			
Lot 3 Off Pleasant Street	2	33-18-3	MDR	Vacant	\$ 24,600.00	1.56	\$ 24,600.00	Tax Deed	2014	\$ 1,172.92	\$ 547.00	Lot of Record-Paper street is a legal ROW.		
Lot 4 Off Pleasant Street	2	33-18-4	MDR	Vacant	\$ 24,100.00	1.14	\$ 24,100.00	Tax Deed	2014	\$ 1,115.26	\$ 536.00	Lot of Record-Paper street is a legal ROW.		
Lot 5 Off Pleasant Street	2	33-18-5	MDR	Vacant	\$ 24,200.00	1.15	\$ 24,200.00	Tax Deed	2014	\$ 1,115.26	\$ 538.00	Lot of Record-Paper street is a legal ROW.		
Lot 6 Off Pleasant Street	2	33-18-6	MDR	Vacant	\$ 24,400.00	1.38	\$ 24,400.00	Tax Deed	2014	\$ 1,125.28	\$ 542.00	Lot of Record-Paper street is a legal ROW.		
Lot 7 Off Pleasant Street	2	33-18-7	MDR	Vacant	\$ 24,100.00	1.06	\$ 24,100.00	Tax Deed	2014	\$ 1,110.29	\$ 536.00	Lot of Record-Paper street is a legal ROW.		
78 Merrimack Street	5	23	MDR- Single family, Two Family or multi-family dwelling allowed URD - Must be served by Municipal water and sewer, not less than 9,000 square feet and frontage shall not be less than 90 feet.	Vacant	\$ 74,400.00	6.14	\$ 74,400.00	Tax Deed	1952	\$ 1.00	\$ 1,653.00	Only 63.37' of frontage- min of 150' required for a single family serviced by municipal water and sewer		
Merrimack Street	5	25-1		Vacant	\$ 6,200.00	0.061983	\$ 6,200.00	Tax Deed	2014	\$ 301.94	\$ 138.00	Unbuildable lot - 37' of frontage, 0.06 acres= 2,613.6 square feet		
5 Edgewater Drive	5	46	INDUSTRIAL	\$ 5,900.00	\$ 16,300.00	0.135239	\$ 22,200.00	Tax Deed	2015	\$ 782.65	\$ 482.00	Unbuildable -lot best for an abutter- old garage on site.		
7 Edgewater Drive	5	47	MDR URD- Must be served by Municipal water and sewer, not less than 9,000 square feet and frontage shall not be less than 90 feet.	Vacant	\$ 6,400.00	0.111915	\$ 6,400.00	Tax Deed	2015	\$ 364.11	\$ 142.00	Unbuildable lot- lot best for an abutter		
16 Highland Street	6	63		Vacant	\$ 71,800.00	0.361731	\$ 71,800.00	Tax Deed	2015	\$ 9,692.14	\$ 1,595.00	0.36 acres= 15,681 square feet, frontage is 120 feet.		

MDR= Medium Density Residential  
LDR= Low Density Residential  
URD= Urban Density Residential  
IND= Industrial

**NOTES:**

Map 3 Lot 14 Chester Turnpike was removed as Conservation determined they have interest in retaining that property.  
Map 14 Lot 34 Hooksett Road was removed as Conservation determined they have interest in retaining that property.



158 R. Duhaime- do we have plans for this yet?

159

160 B. Thomas- yes, I am suggesting using it for bridge projects, including the Lilac Pedestrian Bridge  
161 inspection, and the Donati Park Pedestrian Bridge footing design.

162

163 **8.5 Public Hearing per RSA 674:40-a for Summit View Subdivision (Churchill Drive and Old Mill**  
164 **Lane) - Request for Street Approval (see New Business Item)**

165

166 B. Thomas- I think the project came out nice and came out to my satisfaction.

167

168 R. Lapierre- so when Churchill Drive was put into the voting districts it was put in district 6 incorrectly. I  
169 have brought this up to the supervisors of the checklist and it needs to be fixed. Also when old mill road  
170 gets added it is listed in district 3.

171

172 **SPECIAL RECOGNITION**

173

174 **Hooksett Municipal Employee - New Hires**

- 175 • Jeff Mayer, PW part-time custodian DOH 12/05/2022
- 176 • Thor Palmer, PW full-time truck driver/laborer DOH 12/05/2022
- 177 • Cameron Perkins, PW full-time truck driver/laborer DOH 12/12/2022
- 178 • Clark Craig, PW full-time truck driver/laborer DOH 01/03/2023
- 179 • Sean Spreen, Fire-Rescue Firefighter-EMT DOH 01/09/2023
- 180 • Kerri Kenneson, Fire-Rescue Firefighter-EMT DOH 01/09/2023
- 181 • Dylan Silva, Fire-Rescue Firefighter-EMT DOH 01/09/2023
- 182 •

183

183 **End Employment**

- 184 • Michael Winslow, PW full-time Laborer 12/16/2022

185

186 **PUBLIC INPUT - 15 MINUTES**

187

188 None

189

190 **SCHEDULED APPOINTMENTS**

191

192

193 **11.2 Rick Sager and/or Weston Sager, NH Tax Deed & Property Auctions - Interview for Town**  
194 **Owned Property Auction Services.**

195

196 J. Sullivan- we have a question from an abutter, and I'd like to read this. When a town owned property  
197 is sold, it is sold as is and it is up to the buyers to do their due diligence to know TOH rules and  
198 regulations, working with the abutter, ect would this be advertised during the process.

199

200 Rick Sager- absolutely, we represent many towns. if the town does not place any restrictions on the  
201 property, it is subject to the town's rules and regulations and zoning.

202

203 J. Sullivan- can you explain the options for auctioning off the land.

204

205 Rick Sager- absolute means you sell it with no reserve. We recommend against having any minimum  
206 on a property. Because if you set a minimum and it does not sell then you are still stuck with the  
207 property and then what do you do? At least if you have a minimum, you will get something.

208

209 J. Sullivan- could we mix and match on what properties we would want or not want a min or a max?

210

211 Rick Sager- yes, we can do that, but I do not recommend that.

212

213 R. Duhaime- why would you not want to set a minimum it does not make sense to me.

214

215 Rick Sager- because at the end of the day you want to receive \$ to turn over the property to get it back  
216 on the tax roll.

217

218 A. Garron- in reviewing your proposal can you take us through once the auction takes place what  
219 happens.

220

221 Rick Sager- once you sign a power of attorney you have us do all of the closings with the buyers. We  
222 are both licensed auctioneers and licensed lawyers, so we wear both hats. We do the closing, disperse  
223 the funds. If there are excess proceeds the town gets what it is owed and then the excess goes to a  
224 former owner or a lien holder, if not we file in superior court a bill of interpleader and let them figure it  
225 out and then the courts can figure out who to give it to.

226

227 Rick Sager- at the auction we like to education the buyers and all the municipal tax deeding.

228

229 A. Garron- the duration of the interpleader how long does that sit there before a decision is made on  
230 where it goes.

231

232 Rick Sager- that depends on the courts. If we can't directly find former owners or lien holders and it is  
233 publicly notified and they default to claim, then it goes to the towns. It can take months to years.

234

235 K. Judge- I may be skeptical but it says that there are not fees is that true, we won't be seeing any  
236 fees?

237

238 Rick Sager- that is correct. There are no additional fees to the town.

239

240 R. Duhaime- I hear you are looking to move on these quickly in the next few months. Do you think that  
241 is to soon? Do you think inclement weather will hurt the auctions?

242

243 Rick Sager- yes, we are. We need some time to advertise and place up signs and we try and deter it till  
244 after the snow.

245

246 A. Walczyk- I have a follow up on that point do you suggest that they town bundle up properties to be  
247 sold as a group?

248

249 Rick Sager- you can you have some small properties. If you have 2 adjoining properties you could  
250 require the buyer to merge them an we can do that at closing in the deed.

251

252 J. Durand- can you reduce your 10% premium if we have you more properties to sell?

253

254 Rick Sager- depends but the 10% is a buyer's premium and is not a fee to the town.

255

256 J. Sullivan- where would the auction be?

257

258 Rick Sager- it would be at the Town Hall.

259

260 **11.3 Jay T. St. Jean or Representative, JSJ Auctions, LLC - Interview for Town Owned Property**  
261 **Auction Services.**

262

263 J. Sullivan- we have a question from an abutter, and I'd like to read this. When a town owned property  
264 is sold, it is sold as is and it is up to the buyers to do their due diligence to know TOH rules and  
265 regulations, working with the abutter, ect would this be advertised during the process.

266  
267 J. St. Jean- yes, we go over that and it is in our terms of sale.

268  
269 J. Sullivan- will this be an absolute or a minimum?

270  
271 J. St. Jean- we like to sell at power of confirmation. We find it is clearer.

272  
273 J. Sullivan- could we choose what type of auction it would be? And where would it be?

274  
275 J. St. Jean- it would be here on a Saturday.

276  
277 J. Sullivan- take us through the process from start to finish.

278  
279 J. St. Jean- as far as advertising goes, we have a comprehensive advertising program. we put out  
280 brochures, flyers, print advertising, digital advertising. It goes on our newsletter. We have no issues  
281 with visibility, all abutters are notified. We get a high number of bidders at auction.

282  
283 St. Jean- last month we were in Haverhill NH and had 100 people show up for 4 parcels of property.

284  
285 J. St. Jean- we are auctioneers we are not attorneys. The town attorney would take over after the  
286 purchase and sales. The attorney is a recoverable expense through the bid process.

287  
288 A. Walczyk- could properties be bundled together?

289  
290 J. St. Jean- yes you could in the instance that you have 2 parcels together that are tiny, it would make  
291 sense to merge them together.

292  
293 J. St. Jean- what's important is on the day of sale. It's not about just calling out numbers. It is knowing  
294 people and knowing where to stay in the bid process. I've seen it all and the ability to sell properties  
295 and I know people and I know how to run an auction process.

296  
297 A. Garron- we have a large list bigger than this list. in the future as we proceed with the remaining  
298 parcels.

299  
300 J. St. Jean- if you list to many properties, you lose the value. It is tiresome and it makes for a long day.

301 It is cash buyers. I think you do them when you get them. We do it all year long. Our email list is 7,500.

### 302 303 **11.4 Lamberts Park Memorial Pathway**

304  
305 M. Shagnon- Parks n Rec would like to do a new pathway project to the new pavilion. What we have  
306 decided to do is we sourced out companies who do brick pavers. The pathway is 6 feet wide and 70  
307 feet long. If we did it in brick pavers, we would need 1, 890 donation number of pavers and if we did  
308 grey concrete pavers, we would need 945 pavers. We decided to go with forever bricks. Their  
309 references were the state police.

310  
311 B. Berthiaume- we can create a page on our website for those to donate and buy the bricks. The red  
312 bricks will cost \$75 and the grey bricks will cost \$110.

313  
314 J. Durand- will the building of this not get started until you have all the bricks. Is there a warranty on the  
315 bricks?



# Town Council STAFF REPORT



**To:** Town Council  
**Title:** Town Council Goals Update  
**Meeting:** Town Council - 18 Jan 2023  
**Department:** Administration  
**Staff Contact:** Wendy Baker, Executive Assistant

## BACKGROUND INFORMATION:

Town Council had a workshop on August 10, 2022 with Primex 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 CATEGORY #1: Appearance Regulations and Code Enforcement

Goal Summary: Review and advise on new and existing appearance regulation for commercial properties and empower the Town Administrator and Code Enforcement Officer to enforce regulations on new and existing properties.

### GOAL CATEGORY #2: Tax Rate Planning

Goal Summary: Balance the use of fund balance annually to maintain a low tax rate while building the balance amount to the recommended 8% or higher.

### GOAL CATEGORY #3: Concise Communication to All Interested Vested Parties

Goal Summary: To continue to provide clear communication to interested/vested parties. Information needed should be requested before meetings in an effort to continue progress and avoid tabling, thus delaying the process.

### GOAL CATEGORY #4: Economic Development/Infrastructure Expansion

Goal Summary: Infrastructure to support residential and commercial growth with regard to utilities.

## FINANCIAL IMPACT:

N/A

## POLICY IMPLICATIONS:

None

## RECOMMENDATION:

Give any updates on the four goals

## SUGGESTED MOTION:

N/A

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Council has taken a step toward addressing item #2 by taking less from fund balance than it had in past years in order to build up fund balance towards the desired level (8%). The TIF project is addressing item #4. Part of item #3 is being addressed by the new signage ordinance.

# Town Council

## STAFF REPORT



**To:** Town Council  
**Title:** Fire Department Personal Protective Equipment Purchase  
**Meeting:** Town Council - 18 Jan 2023  
**Department:** Fire and Rescue  
**Staff Contact:** David Nadeau, Assistant Chief

### BACKGROUND INFORMATION:

NFPA 1851 requires Fire Departments to remove any gear from service that has a manufacture date of more than 10 years. Each member is issued 2 sets of gear ( primary and secondary ). Products of combustions are known to have carcinogens that saturate in gear. Having two sets of gear allows members to swap into a clean set while their primary set is decontaminated reducing the time a unit is out of service. This two step approach has been instrumental in the ability to more frequently clean gear, reducing the exposure to carcinogens. This purchase is approved in the FY 2022-2023 budget-FD New Equipment. Vendor is currently part of the Massachusetts State Contract PSE01.

### FINANCIAL IMPACT:

Purchase of \$29,488.47 from the FD Budget (FD New Equipment).

### POLICY IMPLICATIONS:

None

### RECOMMENDATION:

Recommend the Fire Rescue Department purchase seven sets of personal protective equipment (PPE) for \$29,488.47 from Bergeron Protective Clothing through MassBuys State Contract,

### SUGGESTED MOTION:

Motion to approve the purchase of (7) seven sets of PPE (personal protective equipment) with boots as part of the Hooksett Fire Rescue 10 year PPE replacement program for a total cost of \$29,488.47 from Bergeron Protective Clothing through MassBuys State Contract.

### TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with the suggested motion

### ATTACHMENTS:

[PPE\\_quote](#)



1024 Suncook Valley Hwy., Unit 5-D  
Epsom NH, 03234  
TEL: 603.736.8500  
www.BergeronProtectiveClothing.com

## ORDER ACKNOWLEDGEMENT

No. : 225914

For Quotation#: 211968

Doc. Date : 11/30/2022

Payment Terms : NET30

Delivery Date: 11/30/2022

Customer PO:

Salesperson : Mark Wholey

Page : Page 1 of 2

### Bill To

Hooksett NH Fire Department  
AFC Dave Nadeau  
15 Legends Street  
Hooksett NH 03106

### Ship To :

AFC Dave Nadeau  
15 Legends Street  
Hooksett NH 03106

Bergeron is Currently a vendor on the Massachusetts State contract PSE01.  
Vendor Code VC0000525976

### G-Xtreme Coat + GPS w/Escape Belt 2021

Quantity	Style	Description	Your Cost
7	1G7	Globe G-Xtreme 3.0 Jacket, Agility FreeFAS	6,531.53
		DARK GOLD	
7	57	GXT 3.0 Jacket Thermal Liner, Caldura Elite SL2i	2,997.54
7	E	GXT 3.0 Jacket Moisture Barrier, Stedair 3000 * Contains PFAS Chemicals	1,629.81
7	CFTRM	Comfort Trim NFPA Basic 3" Trim Style	1,052.21
		Richter is RO, all others are LY	
7	N110132	Letter Patch, Hanging 5"x 20"	315.52
		For Names	
7	1910546	Sunlance Flashlight Holder	144.80
		Location: Right Chest	
7	HSSS-2	Helmet Snap with Self Strap	52.42
		Above Sunlance, same height as top of storm flap & 1" in from the edge of storm flap	
7	1910413	Pocket, #13P Radio	430.63
		Location: Left Chest	
		3 x 3.5 x 7	
7	1910564	Self Mic Strap	24.94
		Location: Above Radio Pocket	
7	19XX413NT	Antenna Notch in #13P Flap	17.04
		Left side of radio pocket flap	
7	190581B	Reinforcement, Cuffs, Black Suede	10.73
7	190549N	Wristers, Nomex Hand and Wrist Guards	47.71
56	19721	Letter, 3" Scotchlite	224.00

Notice: Products marked as 'Contains PFAS Chemicals' are considered notification; pursuant to NH Law 154:8-c Firefighting PPE. Terms Net 30 days  
add 3% fee when paying via credit card. Exchanges may incur additional handling charges. Late fee 2%/mo. \$25 return check fee.

MC/Visa/Discover accepted.



From: BERGERON PROTECTIVE CLOTHING LLC  
To: Hooksett NH Fire Department

Document No. : 225914  
Doc. Date : 11/30/2022

Quantity	Style	Description	Your Cost
Location: Row A			
HOOKSETT sewn on back of Jacket			
48	19721	Letter, 3" Scotchlite	192.00
HEBERT			
CROTEAU			
RONDEAU			
DUMAIS			
HURLBURT			
COLPOYS			
RICHTER (RO)			
1	190306G	Closure, 6C Zipper In / Hook and Dee Ring Out	5.12
Lt Richter			
Subtotal:			<b>\$13,676.00</b>
7	FG7	Globe GPS Pant, Agility FreeFAS	5,171.99
DARK GOLD			
7	57	GPS Pant Thermal Liner, Caldura Elite SL2i	2,469.29
7	E	GPS Pant Moisture Barrier, Stedair 3000 * Contains PFAS	1,314.50
7	CTAC	Comfort Trim, 3" Around Cuff	301.35
RICHTER is RO			
7	290105B	Black Suede Knees	203.07
7	N29SL104C	Silicone Padded Cathedral Knees	319.25
Located on pant liner			
7	290108B	Black Suede Cuffs	15.48
6	N2KT238	Pocket Divider, Kevlar	53.88
1/3, 2/3 (Smaller toward front)			
Hebert - LEFT			
Croteau - LEFT			
Dumais - RIGHT			
Hurlburt - LEFT			
Coploys - LEFT			
Lt Richter - RIGHT			
6	N200266	Stitch bottom of pocket divider	33.13
7	800621STD	Black Padded Rip-Cord Suspenders	
Standard			
7	N227301-GPS	GPS Pant, Escape Belt Closure	1,443.53
Subtotal:			<b>\$11,325.47</b>
Subtotal			25,001.47
Total			25,001.47

Notice: Products marked as 'Contains PFAS Chemicals' are considered notification; pursuant to NH Law 154:8-c Firefighting PPE. Terms Net 30 days  
add 3% fee when paying via credit card. Exchanges may incur additional handling charges. Late fee 2%/mo. \$25 return check fee.  
MC/Visa/Discover accepted.

*\$ 29,488.47*



1024 Suncook Valley Hwy., Unit 5-D  
Epsom NH, 03234  
TEL: 603.736.8500  
www.BergeronProtectiveClothing.com

## ORDER ACKNOWLEDGEMENT

No. : 225917

Doc. Date : 11/30/2022  
Payment Terms : NET30  
Delivery Date : 11/30/2022  
Customer PO :  
Salesperson : Mark Wholey  
Page : Page 1 of 1

**Bill To**

Hooksett NH Fire Department  
AFC Dave Nadeau  
15 Legends Street  
Hooksett NH 03106

**Ship To :**

AFC Dave Nadeau  
15 Legends Street  
Hooksett NH 03106

Bergeron is Currently a vendor on the Massachusetts State contract PSE01.  
Vendor Code VC0000525976

Quantity	Style	Description	Your Cost
7	430A420-G	Globe ARCTIC SOLE Supralite 14" Pull On Mens Leather Boot GENERIC * Contains PFAS	4,487.00

Subtotal 4,487.00  
Total 4,487.00

Notice: Products marked as 'Contains PFAS Chemicals' are considered notification; pursuant to NH Law 154:8-c Firefighting PPE. Terms Net 30 days  
add 3% fee when paying via credit card. Exchanges may incur additional handling charges. Late fee 2%/mo. \$25 return check fee.  
MC/Visa/Discover accepted.





**Town of Hooksett  
Town Council Meeting Minutes  
Wednesday, January 4, 2023**

The Hooksett Town Council met on Wednesday, January 4, 2023 at 5:30 in the Hooksett Municipal Building.

**CALL TO ORDER**

Chair Sullivan called the meeting of 04 Jan 2023 to order at (5:32) pm.

**PROOF OF POSTING**

Human Resource Coordinator Donna Fitzpatrick provided proof of posting.

**ROLL CALL**

**In Attendance:** Councilor James Sullivan, Councilor Alex Walczyk, Councilor Randall Lapierre, Councilor David Boutin, Councilor John Durand, and Councilor Keith Judge.

**Absent:** Councilor David Ross, Councilor Roger Duhaime, and Councilor Timothy Tsantoulis.

***J. Sullivan motioned to enter NON-PUBLIC SESSION #1 NH RSA 91-A:3 II a.; seconded by D. Boutin.***

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

**Roll Call Vote #2**

***R. Duhaime NP***

***J Durand Aye***

***D. Ross NP***

***R. Lapierre Aye***

***A. Walczyk Aye***

***D. Boutin Aye***

***K. Judge Aye***

***T. Tsantoulis NP***

***J. Sullivan Aye***

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

***J. Sullivan motioned to leave non-public session of January 4, 2022, at 6:05 pm; seconded by A. Walczyk.***

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

***J. Sullivan motioned to seal the minutes of January 4, 2023; seconded by R. Lapierre.***

**Roll Call Vote #3**

***D. Boutin Aye***

***D. Ross NP***

***A. Walczyk Aye***

***J. Durand Aye***

***R. Duhaime NP***

51 **T. Tsantoulis NP**  
 52 **R. Lapierre Aye**  
 53 **K. Judge Aye**  
 54 **J. Sullivan Aye**

55  
 56 **Motion passed 6-0**

57  
 58  
 59 **PLEDGE OF ALLEGIANCE**

60  
 61 **AGENDA OVERVIEW**

62  
 63 **PUBLIC HEARINGS**

64  
 65 **J. Sullivan opened the PH at 6:05pm.**

66  
 67 J. Sullivan moved up agenda item 11.1 and 16.5

68  
 69 **11.1 Town of Hooksett and Hooksett Police Supervisor's Unit Contract Effective July 1, 2023**

70  
 71 D. Boutin motioned to accept the Town of Hooksett and Hooksett Police Supervisor's Unit Contract  
 72 Effective July 1, 2023, thru June 30, 2024; seconded by A. Walczyk.

73  
 74 J. Sullivan- it is a 1-year contract with a new union, it mimics similar contracts at a 4% increase. Why is  
 75 it a 1-year contract?

76  
 77 A. Garron- this is a new contract and a union that organized at the end of the year. It has less items  
 78 than the other contracts.

79  
 80 **Roll Call Vote #4**

81 **A. Walczyk Aye**  
 82 **R. Lapierre Aye**  
 83 **D. Ross Aye**  
 84 **R. Duhaime NP**  
 85 **J. Durand Aye**  
 86 **K. Judge Aye**  
 87 **T. Tsantoulis NP**  
 88 **D. Boutin Aye**  
 89 **J. Sullivan Aye**

90  
 91 **Vote in favor 6-0-1**

92  
 93  
 94 **8.1 Public Hearing to discuss modifications to Town Ordinance #00-26 "Signage Regulations of**  
 95 **Town Roads".**

96  
 97 A. Walczyk- there has been safety concerns that have brought this to light. Councilor Tsantoulis has  
 98 asked me to bring them up in his absence. There are safety concerns and It being winter there is  
 99 concerns with the trash and snow truck. Also, will there be signage needed that needs to be put up?

100  
 101 J. Bouchard- no, if there are areas that we see reoccurring issues we can visit if signs need to be  
 102 placed but not at this point. They will first get a warning.

103

**16.5 To Approve the purchase of a 2023 Chevrolet Tahoe PPV, all related emergency and K9 equipment and graphics, to replace the Hooksett Police Department K9 Vehicle. Purchase was approved by voters as special warrant article #16 during the 2022 election.**

***D. Boutin motioned to approve the purchase of a 2023 Chevrolet Tahoe from MacMulkin Chevrolet for \$42,656.00 and receive a \$500.00 trade-in credit for a 2009 Chevrolet Impala. Also, to approve the Agenda Item #16.5. Page 107 of 133 purchase and installation of all related emergency and K9 equipment from Ossipee Mountain electronics for \$27,580.20 and to approve the installation of graphics from Turn One Graphics for the amount of \$950.00. seconded by K. Judge.***

**Roll Call Vote #5**

***T. Tsantoulis NP***

***D. Ross Np***

***R. Duhaime Aye***

***A. Walczyk Aye***

***R. Lapierre Aye***

***K. Judge Aye***

***J. Durand Aye***

***D. Boutin Aye***

***J. Sullivan Aye***

**Vote in Favor 7-0**

**8.2 Public Hearing to accept value over \$5,000.00 from multiple donors now and through the event for items to include but not limited to new clothing and toys to the Town of Hooksett for the Family Services Department to benefit Hooksett children and families for the 2022 holiday season per RSA 31:95-e,II.**

P. Flynn- total of 44 families served, 100 children who benefited from food, clothing, toys. We received x donations. The salvation army also donated about \$10,000 worth in donations. They had a lot of excess funds that they did not use. This was a win win situation. I want to thank Rebecca and the Salvation Army. We have families in need through a mailing list at the school. They must qualify by already being on assistance.

P. Flynn announced he will be leaving the Town of Hooksett and moving onto another Town as Town Administrator.

**8.3 Public Hearing to accept donations that value in total over \$10,000.00 from multiple donors for the "Light Up the Village" event to the Town of Hooksett Heritage Commission per RSA 31:95-b, III (a).**

A. Walczyk- as an observation, I heard a rumor that the tree may be too big. Maybe we can talk with the parks n rec to discuss trimming the tree or taking it down.

**8.4 Public Hearing per RSA 31:95-b, III(a) to accept a one-time bridge payment of \$284,293.86 from the New Hampshire Department of Transportation for maintenance, construction, and reconstruction of municipally owned bridges.**

R. Duhaime- is this budgeted?

B. Thomas- no it is not budgeted. It was a one-time bridge aid funds from the state, and we do have the check now since I created the agenda.

158 R. Duhaime- do we have plans for this yet?

159

160 B. Thomas- yes, I am suggesting using it for bridge projects, including the Lilac Pedestrian Bridge  
161 inspection, and the Donati Park Pedestrian Bridge footing design.

162

163 **8.5 Public Hearing per RSA 674:40-a for Summit View Subdivision (Churchill Drive and Old Mill**  
164 **Lane) - Request for Street Approval (see New Business Item)**

165

166 B. Thomas- I think the project came out nice and came out to my satisfaction.

167

168 R. Lapierre- so when Churchill Drive was put into the voting districts it was put in district 6 incorrectly. I  
169 have brought this up to the supervisors of the checklist and it needs to be fixed. Also when old mill road  
170 gets added it is listed in district 3.

171

172 **SPECIAL RECOGNITION**

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174 **Hooksett Municipal Employee - New Hires**

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J. Sullivan- we have a question from an abutter, and I'd like to read this. When a town owned property is sold, it is sold as is and it is up to the buyers to do their due diligence to know TOH rules and regulations, working with the abutter, ect would this be advertised during the process.

Rick Sager- absolutely, we represent many towns. if the town does not place any restrictions on the property, it is subject to the town's rules and regulations and zoning.

J. Sullivan- can you explain the options for auctioning off the land.

Rick Sager- absolute means you sell it with no reserve. We recommend against having any minimum on a property. Because if you set a minimum and it does not sell then you are still stuck with the property and then what do you do? At least if you have a minimum, you will get something.

J. Sullivan- could we mix and match on what properties we would want or not want a min or a max?



211 Rick Sager- yes, we can do that, but I do not recommend that.

212

213 R. Duhaime- why would you not want to set a minimum it does not make sense to me.

214

215 Rick Sager- because at the end of the day you want to receive \$ to turn over the property to get it back  
216 on the tax roll.

217

218 A. Garron- in reviewing your proposal can you take us through once the auction takes place what  
219 happens.

220

221 Rick Sager- once you sign a power of attorney you have us do all of the closings with the buyers. We  
222 are both licensed auctioneers and licensed lawyers, so we wear both hats. We do the closing, disperse  
223 the funds. If there are excess proceeds the town gets what it is owed and then the excess goes to a  
224 former owner or a lien holder, if not we file in superior court a bill of interpleader and let them figure it  
225 out and then the courts can figure out who to give it to.

226

227 Rick Sager- at the auction we like to education the buyers and all the municipal tax deeding.

228

229 A. Garron- the duration of the interpleader how long does that sit there before a decision is made on  
230 where it goes.

231

232 Rick Sager- that depends on the courts. If we can't directly find former owners or lien holders and it is  
233 publicly notified and they default to claim, then it goes to the towns. It can take months to years.

234

235 K. Judge- I may be skeptical but it says that there are not fees is that true, we won't be seeing any  
236 fees?

237

238 Rick Sager- that is correct. There are no additional fees to the town.

239

240 R. Duhaime- I hear you are looking to move on these quickly in the next few months. Do you think that  
241 is to soon? Do you think inclement weather will hurt the auctions?

242

243 Rick Sager- yes, we are. We need some time to advertise and place up signs and we try and deter it till  
244 after the snow.

245

246 A. Walczyk- I have a follow up on that point do you suggest that they town bundle up properties to be  
247 sold as a group?

248

249 Rick Sager- you can you have some small properties. If you have 2 adjoining properties you could  
250 require the buyer to merge them and we can do that at closing in the deed.

251

252 J. Durand- can you reduce your 10% premium if we have you more properties to sell?

253

254 Rick Sager- depends but the 10% is a buyer's premium and is not a fee to the town.

255

256 J. Sullivan- where would the auction be?

257

258 Rick Sager- it would be at the Town Hall.

259

260 **11.3 Jay T. St. Jean or Representative, JSJ Auctions, LLC - Interview for Town Owned Property**  
261 **Auction Services.**

262

263 J. Sullivan- we have a question from an abutter, and I'd like to read this. When a town owned property  
264 is sold, it is sold as is and it is up to the buyers to do their due diligence to know TOH rules and  
265 regulations, working with the abutter, ect would this be advertised during the process.

266  
267 J. St. Jean- yes, we go over that and it is in our terms of sale.

268  
269 J. Sullivan- will this be an absolute or a minimum?

270  
271 J. St. Jean- we like to sell at power of confirmation. We find it is clearer.

272  
273 J. Sullivan- could we choose what type of auction it would be? And where would it be?

274  
275 J. St. Jean- it would be here on a Saturday.

276  
277 J. Sullivan- take us through the process from start to finish.

278  
279 J. St. Jean- as far as advertising goes, we have a comprehensive advertising program. we put out  
280 brochures, flyers, print advertising, digital advertising. It goes on our newsletter. We have no issues  
281 with visibility, all abutters are notified. We get a high number of bidders at auction.

282  
283 St. Jean- last month we were in Haverhill NH and had 100 people show up for 4 parcels of property.

284  
285 J. St. Jean- we are auctioneers we are not attorneys. The town attorney would take over after the  
286 purchase and sales. The attorney is a recoverable expense through the bid process.

287  
288 A. Walczyk- could properties be bundled together?

289  
290 J. St. Jean- yes you could in the instance that you have 2 parcels together that are tiny, it would make  
291 sense to merge them together.

292  
293 J. St. Jean- what's important is on the day of sale. It's not about just calling out numbers. It is knowing  
294 people and knowing where to stay in the bid process. I've seen it all and the ability to sell properties  
295 and I know people and I know how to run an auction process.

296  
297 A. Garron- we have a large list bigger than this list. in the future as we proceed with the remaining  
298 parcels.

299  
300 J. St. Jean- if you list to many properties, you lose the value. It is tiresome and it makes for a long day.

301 It is cash buyers. I think you do them when you get them. We do it all year long. Our email list is 7,500.

#### 302 303 **11.4 Lamberts Park Memorial Pathway**

304  
305 M. Shagnon- Parks n Rec would like to do a new pathway project to the new pavilion. What we have  
306 decided to do is we sourced out companies who do brick pavers. The pathway is 6 feet wide and 70  
307 feet long. If we did it in brick pavers, we would need 1, 890 donation number of pavers and if we did  
308 grey concrete pavers, we would need 945 pavers. We decided to go with forever bricks. Their  
309 references were the state police.

310  
311 B. Berthiaume- we can create a page on our website for those to donate and buy the bricks. The red  
312 bricks will cost \$75 and the grey bricks will cost \$110.

313  
314 J. Durand- will the building of this not get started until you have all the bricks. Is there a warranty on the  
315 bricks?

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M. Shagnon- They guarantee the bricks to last a long time. We have a stop gap on the bricks where we can proof what is being written on the bricks to make sure it is acceptable.

R. Durand- I see that the bricks cost x, and so you are making a profit what are you doing with that excess?

M. Shagnon- it will go into the parks n rec fund for you to decide what to do with it. As you know the Parks n Rec does not have a budget.

***J. Durand motioned to approve the walkway subject to the purchasing policy; seconded by K. Judge.***

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

A. Garron- I know a motion has been made but I want to make sure we adhere to the towns purchasing policy. You mentioned some of the funds being used for a sign, is the sign on the screen the sign you speak of?

M. Shagnon- no the sign will be in the walkway. We will get the website to order up available on the town's website soon.

# **CONSENT AGENDA**

***D. Boutin motioned to approve the consent agenda as presented; seconded by K. Judge.***

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

12.1 To accept a donation totaling \$300.00 from George and Daniel Bureau to the Town of Hooksett for the Family Services Department per RSA 31:95-b, III(b)

12.2 To accept a donation totaling \$1,000.00 from Russell Pelletier Construction Svcs, LLC to the Town of Hooksett for Family Services Department per RSA 31:95-b, III(b)

12.3 To accept a donation totaling \$100.00 from Robert McGuiness to the Town of Hooksett for the Family Services Department per RSA 31:95-b, III(b)

# **TOWN ADMINISTRATOR'S REPORT**

A. Garron- We received an award from Granite YMCA for a community service award. The Martin Ferry Bridge & Roadway Project is in the interviewing stages. We will bring them forward for the TC approval. Rt 3- we will need to decide on certain specifics. The sidewalks are being proposed on both sides. As you need to give someone somewhere to go.

J. Durand- this is all state money, so it is nice that they are asking for our input.

A. Garron- they always work well with towns and get their input.

A. Garron- they discussed the options of a roundabout and a t-intersection and gave the pros and cons of each, and they have come to the decision of using the roundabout.

A. Garron- I will say in response to that, T intersections have a useful life and roundabouts have not been in NH long.

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A. Garron- as a result of the storm we had last week we did have some issues at the safety center. PD dispatch sustained some water damage. The FD safety center also sustained some water damage. We are addressing the issues.

J. Durand- didn't we have issues with this roof in the past?

A. Garron- yes we have the main roof seems to be holding up fine it is the sections around the main section that seems to have issues. The Solar Project has been advertised and responses are due back January 30<sup>th</sup>. The TC and Deputy TC have given resignations due to health issues. We are back to the drawing board again looking for replacements.

## **OLD BUSINESS**

### **15.3 FY 2023-24 Budget and Warrant Articles**

***D. Boutin motioned to put the PD Supervisor contract on the Ballot; seconded by R. Lapierre.***

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

R. Lapierre and D. Boutin will speak to the motion.

C. Tewksbury- at your next meeting I plan to bring another article forward. When we have union articles there is usually an article that if that union article fails the TC will hold a special meeting for union articles only.

***D. Boutin motioned to place on the warrant the suggestion given by the Finance Director on the ballot in regard to adding an article on calling a special meeting; seconded by A. Walczyk.***

***Vote in favor 6-0-1***

C. Tewksbury- the next item is the order of the warrant articles. We typically place it in order of Charter amendments, then operating budget then contracts. In years that we have union contracts we place them first.

***D. Boutin motioned to approve the order of the warrant articles that the Finance Director presented; seconded by R. Lapierre.***

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

### **15.1 Proposed New Zoning Article (Section 3.6F of the Town Charter) for the Hooksett Town Council to vote on Planning Board recommended Zoning Amendments - Next Step to place on the March 2023 Ballot.**

***D. Boutin motioned to move the proposed new Zoning Article (Section 3.6F of the Town Charter) for the Hooksett Town Council to vote on Planning Board recommended Zoning Amendments to the March 2023 Ballot; seconded by K. Judge***

#### **Roll Call Vote #6**

***J. Durand Nay***

***R. Lapierre Nay***

***K. Judge Aye***

***D. Boutin Aye***

422 **D. Ross NP**  
 423 **T. Tsantoulis NP**  
 424 **A. Walczyk Aye**  
 425 **R. Duhaime Aye**  
 426 **J. Sullivan Aye**

427  
 428 **Vote in favor 5-2**

429  
 430 **15.2 Proposed to amend Section 11.2 of the Hooksett Town Charter to follow RSA 673:6, I (a)**  
 431 **and allow five (5) alternates on the Zoning Board of Adjustment**

432  
 433 ***D. Boutin motioned to move the proposed amendment to Section 11.2 of the Hooksett Town***  
 434 ***Charter to follow RSA 673:6, I (a) and allow five (5) alternates on the Zoning Board of***  
 435 ***Adjustment to the March 2023 Ballot; seconded by J. Sullivan.***

436  
 437 **NEW BUSINESS**

438  
 439 **16.1 Accept Value over \$5,000.00 from multiple donors now and through the event for items to**  
 440 **include but not limited to new clothing and toys to the Town of Hooksett for the Family Services**  
 441 **Department to benefit Hooksett children and families for the 2022 holiday season per RSA**  
 442 **32:95-e, II**

443  
 444 ***D. Boutin motioned to waive Council Rules of Procedure to have public hearing and motion***  
 445 ***accepted same night. and motioned to accept donations for value over \$5,000.00 from multiple***  
 446 ***donors' items to include but not limited to new clothing and toys to the Town of Hooksett for the***  
 447 ***Family Services Department to benefit Hooksett children and families for the 2022 holiday***  
 448 ***season per RSA 31:95-e, II; seconded by A. Walczyk.***

449  
 450 **Vote all in favor 7-0**

451  
 452 **16.2 Accept donations that value in total over \$10,000.00 from multiple donors for the "Light Up**  
 453 **the Village" event to the Town of Hooksett Heritage Commission per RSA 31:95-b, III (a)**

454  
 455 ***R. Lapierre motioned to waive Council Rules of Procedure to have a Public Hearing and motion***  
 456 ***to accept in the same night. Motion to accept donations that value in total over \$10,000.00 from***  
 457 ***multiple donors for the "Light Up the Village" event to the Town of Hooksett Heritage***  
 458 ***Commission per RSA 31:95-b, III (a); seconded by D. Boutin.***

459  
 460 **Roll Call Vote #8**

461 **R. Lapierre Aye**  
 462 **R. Duhaime Aye**  
 463 **T. Tsantoulis NP**  
 464 **A. Walczyk Aye**  
 465 **J. Durand Aye**  
 466 **D. Ross NP**  
 467 **D. Boutin Aye**  
 468 **K. Judge Aye**  
 469 **J. Sullivan Aye**

470  
 471 **Vote in favor 7-0**

472

473 **16.3 Accept a one-time bridge payment of \$284,293.86 from the New Hampshire Department of**  
 474 **Transportation for maintenance, construction, and reconstruction of municipally owned**  
 475 **bridges.**

476

477 ***A. Walczyk motioned to waive Town Council rules to motion same night as public hearing.***  
 478 ***Motion to accept the check for \$284,293.86 from the New Hampshire Department of***  
 479 ***Transportation; seconded by D. Boutin.***

480

481 **Roll Call Vote #9**

482 ***J. Durand Aye***

483 ***D. Boutin Aye***

484 ***D. Ross NP***

485 ***R. Duhaime Aye***

486 ***K. Judge Aye***

487 ***A. Walczyk Aye***

488 ***T. Tsantoulis NP***

489 ***R. Lapierre Aye***

490 ***J. Sullivan Aye***

491

492 ***Vote in favor 7-0***

493

494 **16.4 Summit View Subdivision Request for Street Approval and Release of Security Checks**  
 495 **Totaling \$330,190.**

496

497 ***K. Judge motioned to accept the Summit View Subdivision which is Churchill Street and Old Mill***  
 498 ***Lane and release the Security Checks totaling \$330,190 (NHPDIP #211 - \$175,766 for Churchill***  
 499 ***Drive, and NHPDIP #235 - \$154,424 for Old Mill Lane; seconded by D. Boutin.***

500

501 ***Vote in favor 7-0***

502

503 **16.7 own Councilor Conflict of Interest**

504

505 J. Sullivan- I have shared information on issues related with conflict of interest. You can read it. If you  
 506 feel we need to discuss it then we can.

507

508 R. Duhaime- at the zoning board we discuss it first to see if there is any conflicts of interest.

509

510 **APPROVAL OF MINUTES**

511

512 ***D. Boutin motioned to approve the Council minutes of the December 17, 2022, meeting;***  
 513 ***Seconded by J. Sullivan.***

514

515 ***Vote in favor 7-0***

516

517 ***D. Boutin motioned to approve the non-public minutes of the December 17, 2022, meeting;***  
 518 ***Seconded by J. Sullivan.***

519

520 **SUB-COMMITTEE REPORTS**

521

522 A. Walczyk- on the river walk trail there has been issues with dogs unleashed. There is a sign that says  
 523 dogs must be leashed, however the CC has been notified several times with unleashed dogs. In  
 524 working with the PD, they have requested that anyone having issues call the police. The police will be  
 525 making some rounds.

526

527 A. Garron- we met last month on the transfer subcommittee meeting. It is a decision that needs more  
528 information.

529

530 **PUBLIC INPUT**

531

532 None.

533

534 **TOWN COUNCIL FUTURE AGENDA ITEMS**

535

536 R. Duhaime- I'd like parks n rec added and discuss their budget.

537

538 R. Lapierre- can we use any funds that we have to increase the TC stipend?

539

540 **INFORMATIONAL ITEMS AND CORRESPONDENCE**

541

542 J. Sullivan- we received notice from the DOT on the Bridge Aid, Town of Bow invited us to an abutter  
543 meeting in regard to a communications tower. Price changes from comcast, census survey request.

544

545 **ADJOURNMENT**

546

547 *Chair Sullivan motioned to adjourn the meeting at 8:30 pm. Seconded by D. Boutin*

548

549 *All in favor 7-0*

550

551 Respectfully submitted,

552

553 *Alicia Jipson*

554

555 Alicia Jipson

556 Recording Clerk