



# **AGENDA**

## **Town of Hooksett Town Council**

### **Wednesday, February 22, 2023 at 5:30 PM**

A meeting of the Town Council will be held Wednesday, February 22, 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 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. New banking relationship with Leader Bank 5  
[Staff Report - SR-23-025 - Pdf](#)
  - 11.2. Updated the Town's Delegation of Deposit Authority 7 - 8  
[Staff Report - SR-23-026 - Pdf](#)
  - 11.3. February 4, 2023 Deliberative Session Recap & March 14, 2023 Election discussion - Karina Towne, Town Clerk & Todd Lizotte, Town Moderator
12. **CONSENT AGENDA**
  - 12.1. Accept \$270.00 donation from Northeast Resource Recovery Association in the form of 10 cases of blue trash bags @ \$27 per case to the Town of Hooksett for the DPW Recycling & Transfer Division per RSA 31:95-e, II. 9 - 10  
[Staff Report - SR-23-016 - Pdf](#)
  - 12.2. Accept Southeastern NH HazMat Mutual Aid District funds reimbursed to the Town of Hooksett, NH in the amount of \$2,128.08 for Hooksett Fire-Rescue Department Haz Mat Team members overtime costs from Jul 1, 2022 - Dec 31, 2022, per NH RSA 31:95-b III(b). 11  
[Staff Report - SR-23-019 - Pdf](#)

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

12.3.	Motion to accept two donations totaling \$1,000.00 from various donors 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. <a href="#">Staff Report - SR-23-022 - Pdf</a>	13
12.4.	Accept the 2022 Annual Monitoring Incentive Award in the amount of \$300.00 from LCHIP to the Town of Hooksett for the preservation of the Old Town Hall per RSA 31:95-b, III (b) <a href="#">Staff Report - SR-23-027 - Pdf</a>	15
<b>13.</b>	<b>NOMINATIONS AND APPOINTMENTS</b>	
<b>14.</b>	<b>BRIEF RECESS</b>	
<b>15.</b>	<b>OLD BUSINESS</b>	
15.1.	Discussion on Qualifications Based Selection of consultants (QBS) <a href="#">Staff Report - SR-23-023 - Pdf</a>	17 - 38
15.2.	Martins Ferry Road/North River Road Intersection Engineering Contract with GM2 Associates for \$261,091.00 <a href="#">Staff Report - SR-23-024 - Pdf</a>	39 - 54
15.3.	Town Council Goals Update <a href="#">Staff Report - SR-22-227 - Pdf</a>	55 - 56
<b>16.</b>	<b>NEW BUSINESS</b>	
16.1.	Town Wide Statistical Update for Utility & Commercial Properties Bid Acceptance <a href="#">Staff Report - SR-23-020 - Pdf</a>	57 - 60
16.2.	Adoption of HB 1667 - amendment to the requirements for the Veterans Tax Credit RSA 72:28 <a href="#">Staff Report - SR-23-021 - Pdf</a>	61 - 64
16.3.	Budget Transfer #2023-02 in the amount of \$1,804.00 from Fire-Rescue's budget to the Administration budget. <a href="#">Staff Report - SR-23-017 - Pdf</a>	65 - 68
16.4.	Quarterly Financial Report as of December 31, 2022 <a href="#">Staff Report - SR-23-018 - Pdf</a>	69 - 78
<b>17.</b>	<b>APPROVAL OF MINUTES</b>	
17.1.	Public: 2/4/23 <a href="#">Town Council Special Meeting Minutes 2-4-23</a>	79 - 80
17.2.	Public: 2/8/23 <a href="#">TC Minutes 02082023</a>	81 - 93
17.3.	Non-Public: 2/8/23	
<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>	

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

- 21. **SUB-COMMITTEE REPORTS**
- 22. **PUBLIC INPUT**
- 23. **NON-PUBLIC SESSION NH RSA 91-A:3 II**
- 24. **ADJOURNMENT**

**PUBLIC INPUT**

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

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





# Town Council STAFF REPORT



**To:** Town Council  
**Title:** New banking relationship with Leader Bank  
**Meeting:** Town Council - 22 Feb 2023  
**Department:** Finance  
**Staff Contact:** Christine Tewksbury, Finance Director

## BACKGROUND INFORMATION:

Currently the Town has relationships with Citizens Bank, TD Bank, M&T Bank, NH Investment Pool, Eastern Bank; and Primary Bank.

The Treasurer would like to open a new relationship with Leader Bank to be able to invest excess funds. Leader Bank is an internationally chartered bank and will issue the Town a letter of credit for collateral.

The following are current interest rates for each bank:

Citizens Bank	1.39%
TD Bank	2.02%
M&T Bank	0.10%
NH Investment Pool	4.45%
Eastern Bank	2.25%
Primary Bank	0.50%
Leader Bank	4.25%

The Town's investment policy states that no more than 80% of Town funds can be invested with any one financial institution. The Treasurer plans to invest the excess funds from the December's tax bills at the NH Investment Pool and if approved Leader Bank.

## SUGGESTED MOTION:

Motion to authorize the Town Treasurer to establish a banking relationship with Leader Bank for the Town of Hooksett and authorize the Council Chair to sign the resolution if necessary.

## TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion to authorize the Town Treasurer to establish a banking relationship with Leader Bank and to authorize Town Council Chair to sign the resolution.



Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Updated the Town's Delegation of Deposit Authority  
**Meeting:** Town Council - 22 Feb 2023  
**Department:** Finance  
**Staff Contact:** Christine Tewksbury, Finance Director

**BACKGROUND INFORMATION:**

This is a housekeeping item to remove the Town Clerk and the Deputy Town Clerk from the Town's Delegation of Deposit Authority. The Delegation of Deposit Authority allows the Treasurer to delegate who can bring deposits to the bank on their behalf. Last year the Town reorganized the Town Clerk's position, and it is no longer a part of the Tax office.

This change removes the authority for the Town Clerk and the Deputy Town Clerk to bring deposits to the bank on behalf of the Treasurer.

**FINANCIAL IMPACT:**

None

**SUGGESTED MOTION:**

Motion to approve and sign the Town's Delegation of Deposit Authority as presented.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

I concur with the suggested motion to approve and sign the Town's Delegation of Deposit Authority.

**ATTACHMENTS:**

[Delegation of Deposit Authority C Andersen 2-10-23](#)

**TOWN OF HOOKSETT**  
**DELEGATION OF DEPOSIT AUTHORITY**

Pursuant to the provisions of RSA 41:29 II, the Town Treasurer has the responsibility to deposit all such monies received by the Town of Hooksett in appropriate financial institutions as outlined in the statute.

RSA 41:29 VI allows the Treasurer to delegate deposit or other financial functions to other town officials or employees provided such delegation is in writing and includes written procedures acceptable to the Town Council. Such delegation may only be to a town official or employee bonded in accordance with RSA 41:6.

The Hooksett Town Treasurer hereby delegates deposit function authority to the Hooksett Tax Collector/~~Town Clerk~~, the Deputy Tax Collector, the bookkeeper, as well as to the Sewer Department of the funds they collect in their respective roles. These deposits shall be made on a weekly basis or daily, whenever receipts total \$1,500 or more.

In making these deposits, each of the authorized personnel shall follow the Town of Hooksett's Cash Receipt Policy.

This authority shall remain in effect until rescinded by written notice of the Hooksett Town Treasurer.

\_\_\_\_\_  
Carolinda B. Andersen  
Hooksett Town Treasurer

\_\_\_\_\_  
Date

Approved by the Hooksett Town Council

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Date

# Town Council

## STAFF REPORT



**To:** Town Council  
**Title:** Accept \$270.00 donation from Northeast Resource Recovery Association in the form of 10 cases of blue trash bags @ \$27 per case to the Town of Hooksett for the DPW Recycling & Transfer Division per RSA 31:95-e, II.  
**Meeting:** Town Council - 22 Feb 2023  
**Department:** Public Works  
**Staff Contact:** Denise Cumings, Recycle and Transfer Crew Chief

### BACKGROUND INFORMATION:

Donated litter bags will be distributed for the 2nd Annual Beautify Hooksett Day, town wide trash clean-up April 22, 2023. Multiple Hooksett Service Organizations including Hooksett Kiwanis, Hooksett Lions Club, Hooksett Rotary, to make Hooksett Beautiful on Earth Day 2023. Activities include roadside trash pickup, planting flowers and other cleanup projects.

### FINANCIAL IMPACT:

Donation of \$270.00 in litter bags

### POLICY IMPLICATIONS:

No policy implications

### RECOMMENDATION:

Approve to Accept \$270.00 donation from Northeast Resource Recovery Association (NRRA) in the form of 10 cases of blue trash bags @ \$27 per case to the Town of Hooksett for the DPW Recycling & Transfer Division per RSA 31:95-e, II. to distribute for the 2nd Annual Beautify Hooksett Day on April 22, 2023

### SUGGESTED MOTION:

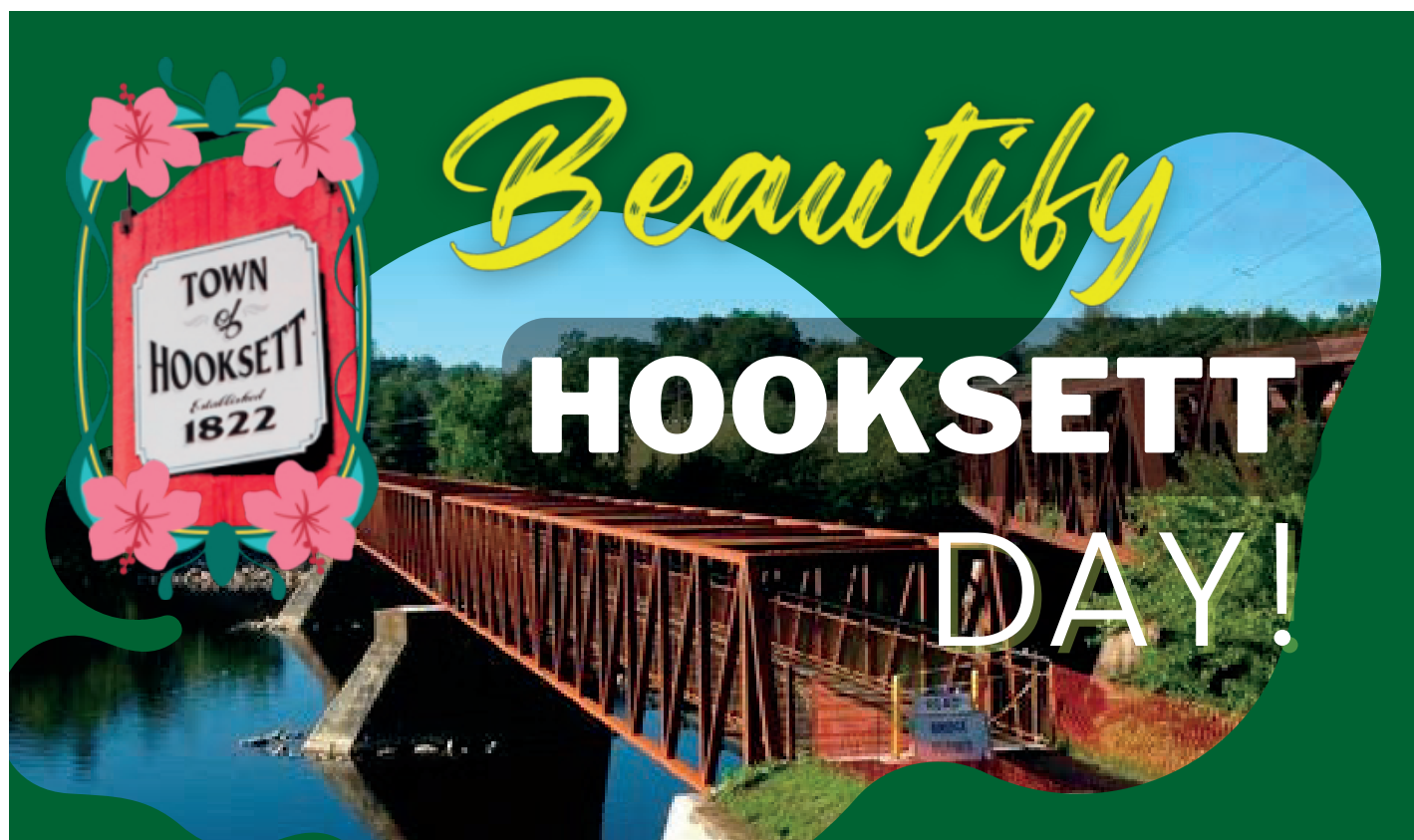
Approve to Accept \$270.00 donation from Northeast Resource Recovery Association (NRRA) in the form of 10 cases of blue trash bags @ \$27 per case to the Town of Hooksett for the DPW Recycling & Transfer Division per RSA 31:95-e, II. to distribute for the 2nd Annual Beautify Hooksett Day on April 22, 2023

### TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion to accept a \$270.00 donation from Northeast Resource Recovery Association (NRRA) to the Town of Hooksett for the DPW Recycling & Transfer Division.

### ATTACHMENTS:

[Beautify Hooksett Day Flyer\\_rev20230126](#)



**SAT  
APR 22**

10am - 1pm

**TEAM UP  
& clean up!**

**JOIN HOOKSETT SERVICE ORGANIZATIONS & NEIGHBORHOOD  
GROUPS TO MAKE HOOKSETT BEAUTIFUL ON EARTH DAY!**

Activities will include roadside trash pick-up, planting flowers and other clean-up projects. Post cleanup gathering at Lambert Park for light refreshments.



**Scan  
code  
to sign  
up!**

CONTACT BOB WILLEY FOR MORE INFO!

**[hooksettkiwanis@gmail.com](mailto:hooksettkiwanis@gmail.com)**

# Town Council STAFF REPORT



**To:** Town Council  
**Title:** Accept Southeastern NH HazMat Mutual Aid District funds reimbursed to the Town of Hooksett, NH in the amount of \$2,128.08 for Hooksett Fire-Rescue Department Haz Mat Team members overtime costs from Jul 1, 2022 - Dec 31, 2022, per NH RSA 31:95-b III(b).  
**Meeting:** Town Council - 22 Feb 2023  
**Department:** Fire and Rescue  
**Staff Contact:** Regina Howard, Administrative Assistant

## BACKGROUND INFORMATION:

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

## FINANCIAL IMPACT:

+2128.08

## POLICY IMPLICATIONS:

None

## RECOMMENDATION:

Accept reimbursement funds

## SUGGESTED MOTION:

Motion to accept Southeastern NH HazMat Mutual Aid District funds reimbursed to the Town of Hooksett, NH in the amount of \$2,128.08 for Hooksett Fire-Rescue Department Haz Mat Team members overtime costs from July 1, 2022 - December 31, 2022, per NH RSA 31:95-b III(b).

## TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the motion to accept Southeastern NH HazMat Mutual Aid District funds reimbursed to the Town of Hooksett, NH in the amount of \$2,128.08 for Haz Mat team members overtime costs.





Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Motion to accept two donations totaling \$1,000.00 from various donors 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 - 22 Feb 2023  
**Department:** Police Department  
**Staff Contact:** Janet Bouchard, Police Chief

**BACKGROUND INFORMATION:**

The Police Department continues to accept donations to fund the K9 unit, which is funded through a Trust Fund.

**FINANCIAL IMPACT:**

None

**POLICY IMPLICATIONS:**

None

**RECOMMENDATION:**

Accept the funds

**SUGGESTED MOTION:**

Motion to accept two donations totaling \$1,000.00 from various donors 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:**

I concur with the suggested motion to accept two donations totaling \$1000.00 to the Police K9 Trust Fund



Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Accept the 2022 Annual Monitoring Incentive Award in the amount of \$300.00 from LCHIP to the Town of Hooksett for the preservation of the Old Town Hall per RSA 31:95-b, III (b)  
**Meeting:** Town Council - 22 Feb 2023  
**Department:** Administration  
**Staff Contact:** Leann McLaughlin, Project Coordinator

**BACKGROUND INFORMATION:**

The Town of Hooksett applied and received a \$19,000 grant from LCHIP in 2018 for assistance in the restoration of the Old Town Hall. With the acceptance of this grant came a 5-year Stewardship Agreement. One requirement of the agreement was to submit annual monitoring reports for the property to LCHIP. This was completed and the Town received an Annual Monitoring Incentive Award from LCHIP.

**RECOMMENDATION:**

Motion to accept the 2022 Annual Monitoring Incentive Award in the amount of \$300.00 from LCHIP to the Town of Hooksett for the Old Town Hall preservation per RSA 31:95-b, III (b).

**SUGGESTED MOTION:**

Motion to accept the 2022 Annual Monitoring Incentive Award in the amount of \$300.00 from LCHIP to the Town of Hooksett for the Old Town Hall preservation per RSA 31:95-b, III (b).

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

I concur with the suggested motion to accept the award of \$300 from LCHIP



## Town Council STAFF REPORT



**To:** Town Council  
**Title:** Discussion on Qualifications Based Selection of consultants (QBS)  
**Meeting:** Town Council - 22 Feb 2023  
**Department:** Community Development  
**Staff Contact:** Bruce Thomas, Town Engineer

### BACKGROUND INFORMATION:

**Qualifications-Based Selection (QBS)** is a procurement process established by the [United States Congress](#) as a part of the [Brooks Act](#) (see attached) and further developed as a process for public agencies to use for the selection of architectural and engineering services for public construction projects. It is a competitive contract procurement process whereby consulting firms submit qualifications to a procuring entity (owner) who evaluates and selects the most qualified firm, and then negotiates the project scope of work, schedule, budget, and consultant fee.

Crucially, under a QBS procurement, the cost of the work (price) is **not** considered when making the initial selection of the best or most appropriate provider of the professional services required. Fees for services will be negotiated, however, following selection and before contracting.

Many states in the US including New Hampshire have adopted their own versions of QBS. In New Hampshire all projects requiring State or Federal funding require the use of QBS. Attached is the section of the N.H. Local Public Agency (LPA) document that governs the procurement process and QBS.

**The Town of Hooksett has QBS guidelines in it's Administrative Code (see attached pages 13 to 16).** At a recent Town Council meeting, one Town Councilor expressed his strenuous objection to the selection of a consultant for a project based on not collecting "bids". In fact, **the Town Staff followed the Town's Administrative Code in the section of the Contractor.** Advertising for bids for a design contract is **not** appropriate.

QBS is also supported and recommended by the American Society of Civil Engineers (ASCE) and the American Public Works Association (APWA) See attached Policy Statements from each.

Most Consultants agree with the use of QBS. Recently, the Town received proposals for the Lilac Bridge Inspection Project and the Donati Pedestrian Bridge Footing Design Project. Because these projects were quite small and required relatively simple engineering work, the QPS process was not undertaken and quotes from engineers deemed qualified were accepted (both under \$10,000). During this process, one engineering firm told the Town Engineer that they wouldn't participate because they only participate in projects that follow the QPS procurement system.

Based on the above, Qualifications Based Selection is a well-established process that the Town should using in the selection of Consultants.

**FINANCIAL IMPACT:**

None

**POLICY IMPLICATIONS:**

None

**RECOMMENDATION:**

None. For information only

**SUGGESTED MOTION:**

None. For Information only

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Information only

**ATTACHMENTS:**

[002 Brooks Act](#)

[003 NHDOT LPA QBS Requirements](#)

[004 Hooksett Administrative Code - Procurement Section](#)

[005 ASCE QBS Policy Statement](#)

[006 APWA QBS Policy Statement](#)

## **The Brooks Act:**

### **Federal Government Selection of Architects and Engineers**

Public Law 92-582  
92nd Congress, H.R. 12807  
October 27, 1972

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#### **An Act**

To amend the Federal Property and Administrative Services Act of 1949 in order to establish Federal policy concerning the selection of firms and individuals to perform architectural, engineering, and related services for the Federal Government.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 471 et seq.) is amended by adding at the end thereof the following new title:

#### **"TITLE IX - SELECTION OF ARCHITECTS AND ENGINEERS "DEFINITIONS**

"Sec.901. As used in this title

"(1) The term 'firm' means any individual, firm, partnership, corporation, association, or other legal entity permitted by law to practice the professions of architecture or engineering.

"(2) The term 'agency head' means the Secretary, Administrator, or head of a department, agency, or bureau of the Federal Government.

"(3) The term "architectural and engineering services" means -

1. professional services of an architectural or engineering nature, as defined by State law, if applicable, which are required to be performed or approved by a person licensed, registered, or certified to provide such services as described in this paragraph;
2. professional services of an architectural or engineering nature performed by contract that are associated with research, planning, development, design, construction, alteration, or repair of real property; and
3. such other professional services of an architectural or engineering nature, or incidental services, which members of the architectural and engineering professions (and individuals in their employ) may logically or justifiably perform, including studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase

services, soils engineering, drawing reviews, preparation of operation and maintenance manuals, and other related services.

**"POLICY**

"Sec.902. The Congress hereby declares it to be the policy of the Federal Government to publicly announce all requirements for architectural and engineering services, and to negotiate contracts for architectural and engineering services on the basis of demonstrated competence and qualification for the type of professional services required and at fair and reasonable prices.

**"REQUESTS FOR DATA ON ARCHITECTURAL AND ENGINEERING SERVICES**

"Sec.903. In the procurement of architectural and engineering services, the agency head shall encourage firms engaged in the lawful practice of their profession to submit annually a statement of qualifications and performance data. The agency head, for each proposed project, shall evaluate current statements of qualifications and performance data on file with the agency, together with those that may be submitted by other firms regarding the proposed project, and shall conduct discussions with no less than three firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services and then shall select therefrom, in order of preference, based upon criteria established and published by him, no less than three of the firms deemed to be the most highly qualified to provide the services required.

**"NEGOTIATIONS OF CONTRACTS FOR ARCHITECTURAL AND ENGINEERING SERVICES**

"Sec.904. (a) The agency head shall negotiate a contract with the highest qualified firm for architectural and engineering services at compensation which the agency head determines is fair and reasonable to the Government. In making such determination, the agency head shall take into account the estimated value of the services to be rendered, the scope, complexity, and professional nature thereof.

"(b) Should the agency head be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price he determines to be fair and reasonable to the Government, negotiations with that firm should be formally terminated. The agency head should then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the agency head should terminate negotiations. The agency head should then undertake negotiations with the third most qualified firm.

"(c) Should the agency head be unable to negotiate a satisfactory contract with any of the selected firms, he shall select additional firms in order of their competence and qualification and continue negotiations in accordance with this section until an agreement is reached."



NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION

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# Local Public Agency Manual for the Development of Projects



FHWA Approved March 20, 2017  
Printed June 2017  
V3.0

## Consultant Selection by Qualification Based Selection (QBS)

Qualified engineers, architects, or land surveyors must be selected and their fees negotiated through the Qualifications Based Selection (QBS) process.

QBS is a required two-step process (selection and negotiation) that enables the Sponsor to obtain professional services at a fair and reasonable cost. State and federal law requires use of QBS even for those projects where the Sponsor pays for consultant services and does not seek reimbursement of federal funds. This section is intended to provide Sponsors with brief background information on the QBS approach to consultant selection. Additional information on the NHDOT Consultant Selection process can be found at:

<https://www.nh.gov/dot/org/projectdevelopment/highwaydesign/consultants/consultant-manual.htm>

In summary, the selection of a consultant is based only on the qualifications for the specific project. The **selection** of a consultant **cannot** be based on consideration of costs. Costs are not considered until they are negotiated during the second step of the process, the scope of work and fee proposal phase.

### Regulations Governing the QBS process:

*Federal:* Selection of a consultant to provide engineering, surveying, or architectural services must comply with Part 172 of Title 23 of the U.S. Code of Federal Regulations and title IX of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 541–544) (Brook's Act).

*NH Statute:* RSA 21-I:22, "Selection of Engineers, Architects, and Surveyors."

Both the state & federal regulations require that the selection process be guided by identification of the most qualified firms first, with negotiations on scope of work and fee proposals coming later in the process. Consultant services, other than engineers, architects, and land surveyors, are obtained using pre-qualified, low bid procedures. The procedures and the final agreement are to be reviewed and a written notice-to-proceed **must** be issued by the NHDOT project manager prior to any agreement for services being executed. Failure to obtain written notice-to-proceed will result in all costs related to the agreement for services being identified as ineligible for federal funds reimbursement.

The Federal Highways Administration (FHWA) issued a memorandum dated July 20, 2011, entitled "INFORMATION: Updated Engineering and Design Related Services Guidance". The memorandum refers to a document entitled "Procurement, Management, and Administration of Engineering and Design Related Services – Questions and Answers". The purpose of this document is to clarify the statutory and regulatory requirements and the policies of FHWA associated with the use of consultant services in the delivery of FAHP-funded projects. Below is the link to this document:

<http://www.fhwa.dot.gov/programadmin/consultant.cfm>

Also refer to Appendix 9 for a copy of above referenced document; however, since this document is subject to change, the latest version should always be obtained from the link above.

**Consultant Selection Process:**

The Sponsor must obtain consultant services through an advertised competitive process. Engineering, architectural, and surveying consultants to be considered for selection must demonstrate experience in the discipline required (bridge design, roadway design, bicycle and pedestrian facility design, historic preservation, landscaping, environmental mitigation, etc.) and have a Licensed Professional Engineer or Architect registered in the State of New Hampshire on the proposed project's team.

**Please note:** The consulting firm selected by the Sponsor must have an LPA certified project manager in order to be hired by the Sponsor. Consulting firms that do not meet this requirement will not be eligible to work on LPA projects. **Remember:** Only individuals are certified, not the company.

Following issuance of a notice to proceed (NTP) with the QBS process from NHDOT, Sponsors will follow the typical process outlined below:

1. The Sponsor prepares the preliminary scope of services, describing the project to be built or problem to be solved and formulates a schedule of activities. The scope of services requested is based on the Sponsor's funding application. The scope becomes part of the Request for Qualifications (RFQ). The RFQ should clearly describe the process and the criteria upon which ranking and selection will be based.

**NOTE:** The selection process cannot limit the solicitation of consultants with any wording that gives preference or restricts respondents based on previous local project experience, location of a consultant's office, or working location within the state. Sponsors should contact their NHDOT project manager with any questions for clarification.

While not required, Sponsors are **encouraged** to submit draft RFQs to NHDOT for review and comment. The typical advertising period runs a minimum of three (3) weeks.

2. Sponsor advertises through a legal notice in media with wide circulation such as the following:
  - Newspapers
  - Trade publications,
  - Electronic media
  - Direct invitations to qualified firms.

Responding firms must submit letters of qualifications, as well as any supporting experience documents, in a format provided by the Sponsor. Sponsor must provide copies of the posted notices by date of publication as part of the submission to NHDOT for approval to negotiate with the selected firm.

3. Sponsor reviews letters of qualifications, checks references, ranks firms and may select three (3) to five (5) firms for interviews, though interviews are not required. All other firms are notified in writing of the selections. Pre-interview site visits may be arranged with the selected firms to be interviewed to provide the opportunity for a better understanding of the project requirements.
4. **Note:** RSA 21-i: 22 requires there be a minimum of three firms be ranked by the selection process.
5. If desired by the Sponsor, interviews may be conducted. It is important that the same questions be asked of each firm during the interview. In fact, it is suggested that qualification criteria and a description of the interview process be made available to each firm prior to being interviewed.
6. Following the interviews, the Sponsor ranks each firm in accordance with a predetermined ranking system. All interviewed firms are notified of the results.
7. The results: The Sponsor's Person in Responsible Charge (PRC) submits a letter on Sponsor's letterhead to NHDOT requesting approval to enter into negotiation with the highest ranked firm, which includes a summary of the QBS process to the NHDOT Project Manager including:
  1. Copy of the advertisement and dates published;
  2. List of responding firms;
  3. Identification of evaluation criteria used to rank interested firms;
  4. List of consultant scores by ranking (highest first); and
  5. Request to enter into negotiations with the preferred firm.
8. The NHDOT will review the QBS information submitted by the Sponsor. After review and approval of QBS process, the NHDOT will issue a notice to proceed to begin the Scope and Fee process discussed in Section 14. As noted in Section 14, it is important that the Sponsor not discuss fee with the consultant until an Independent Government Estimate (IGE) is completed by the Sponsor. Also noted in Section 14, if no agreement can be reached with the most qualified consultant, the Sponsor will request approval from NHDOT to begin the scope of work and fee proposal phase anew with the next most qualified consultant, as determined through the previously approved selection process.

#### **Alternative QBS Processes**

If a Sponsor has a consulting firm on call under an existing agreement that included the discipline and scope of service encompassing the envisioned task, the Sponsor could utilize the services of the consultant already under agreement, provided the QBS process can be documented and approved by NHDOT's project manager.

1. **Procurement of Services thru Indefinite Delivery Indefinite Quantity (IDIQ) Agreements.**  
If a Sponsor has other design needs and chooses to seek firms with capabilities that encompass the needs of more than one project, the Sponsor can use the QBS process to

find interested firms with all of the disciplines needed for these projects. These types of agreements are known as “on call” or “IDIQ” methods of securing design services.

- a. The QBS process may be utilized for RFQ’s describing an “on call” or IDIQ type of need. These types of services are commonly used when a Sponsor acknowledges the potential need for consulting services for various works within the Sponsor’s jurisdiction. Typically the need would be for pedestrian infrastructure, road designs, drainage, construction monitoring, sewer or water system repair or expansion, or similar tasks. These needs would have an indefinite quantity as to the scope and an indefinite schedule, but would be defined by task as long as the task falls within the time period of the IDIQ Agreement. The specific need or task is usually more fully described when the work order or task order is written under the IDIQ or “on call” agreement.
- b. The time period for this IDIQ or “on-call” agreement is not defined by each task, but by an overall duration of time as identified in the original RfP/RfQ and in the agreement. It is important to note that IDIQ contracts cannot be amended in regards to extension of time or increase in overall cost.
- c. Example: A sponsor has need of a new sidewalk and has obtained a commitment of funding through a Federal program and if the Sponsor has an existing IDIQ or “on-call” type of agreement and has followed the QBS process when executing the agreement, and if the needed disciplines were included in the description of needs, this agreement could be utilized by writing a new task order. The new task order would describe a scope of work, and then the Sponsor would obtain a blank IGE matrix for the scope with blank hours and set agreement rates from the consultant. The Sponsor would then complete the IGE to establish the basis for negotiations with the consultant for the Task Order fee. Once negotiations are concluded, the Sponsor would submit the proposed Task Order for NHDOT review and approval.

## 2. In-House Design

- a. Some Sponsors have in house design staff with a Professional Engineer licensed in the State of New Hampshire and qualified by discipline to perform the needed design services for a specific LPA project. The qualifications of in-house staff will need to be reviewed and approved by the NHDOT Project Manager prior to proceeding to the generation of a Scope and Fee to do the task design work.
- b. NHDOT may approve the reimbursement for the use in house staff members. The Sponsor may be reimbursed for staff personnel costs for design work provided the Scope and Budget are approved by the NHDOT Project Manager – following the IGE/negotiation process.

Your NHDOT Project Manager can answer any questions you may have regarding consultant selection. There is also information including sample forms, sample letters, and checklists on Qualification-Based Consultant Selection available on New Hampshire Qualification Based



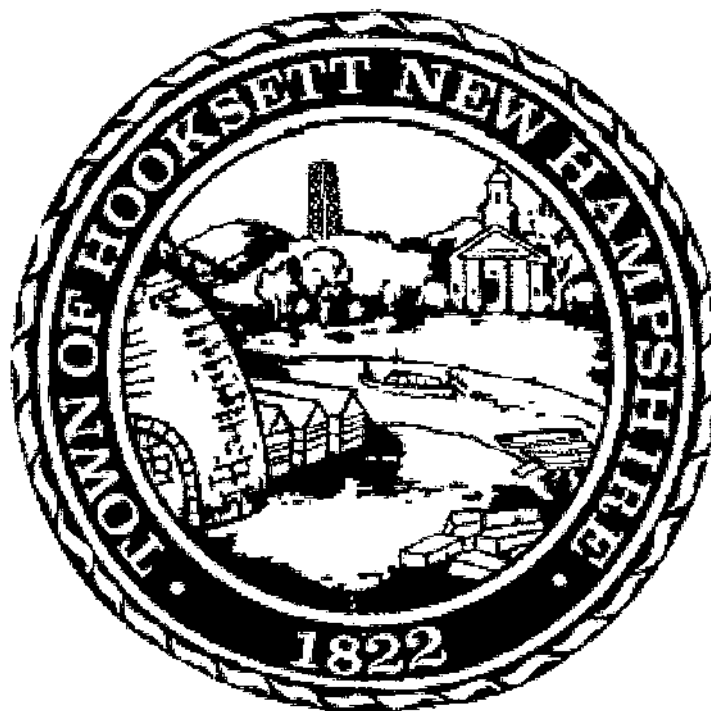
Consultant Selection by QBS

Section 13

Coalition's website at [www.NHQBS.org](http://www.NHQBS.org). This information is shown in Appendix 8 and is current as of the printing of this manual. The website should be used as it is updated regularly.

TOWN OF HOOKSETT  
**ADMINISTRATIVE CODE**

Adopted: January 29, 1992



Amended  
August 24, 2022  
**ADMINISTRATIVE CODE**

## 5. **ADMINISTRATIVE FINANCIAL POLICIES and PROCEDURES**

- 5.1 Cooperation between Departments.** If possible, it is the duty of every department, subject to approval of the Administrator, to furnish to any other department such service, equipment, labor and materials as may be needed to perform necessary operations. Expenses will be assigned to the appropriate budget when such considerations are germane.
- 5.2 Payment of Monies.** All monies withdrawn from the Town General Fund shall be authorized by the Town Administrator and/or his/her designee. Withdrawals may be in the form of a check, wire transfer, ACH transfer or other type of electronic banking format used by the Town Treasurer.
- 5.3 Purchasing Procedures.** The purchase of all equipment and supplies not taken out of petty cash fund may require the use of standardized purchase orders and varying levels of control dependent upon the dollar amounts.
- 5.3.1 Purchase Orders.** Purchase orders shall be used for all purchases of goods and services, including contractual, that in aggregate or individually are \$3,001 or more as required by the Town Administrator or recommended by the Finance Director. It is the responsibility of the department head to complete an electronic purchase order and submit it to the Town Administrator or his/her designee for approval, along with a description of, and reason for, the purchase. This applies to all items whether being purchased by grant, operating budget, warrant article, capital reserve or other funds.
- 5.3.2 Approval of Purchases.** The level of approval required on a specific purchase shall vary depending upon its dollar amount. Total contract or job amounts should be used when determining thresholds. The thresholds do not include costs for shipping/freight.

**Artificial Division Prohibited.** Purchases shall not be artificially divided so as to create lower purchase amounts and therefore avoid some requirement of this policy. Whether or not a proposed purchase constitutes artificial division shall be determined by the Town Administrator.

<u>Amount</u>	<u>Approval Level</u>
\$0 - \$3,000	Department Head

Purchase up to \$3,000 – The Department Head shall have full authority to make department purchases of goods or services up to \$3,000, which are identified within the department's annual budget. Electronic purchase orders are not required for purchases up to \$3,000.



<u>Amount</u>	<u>Approval Level</u>
\$3,001 - \$15,000	Town Administrator after three competitive quotes or bids required.

Purchases between \$3,001 and \$15,000 – The Department Head shall contact as many vendors as necessary in order to obtain at least three (3) written or verbal quotations or shall issue a request for proposals if required by the Town Administrator. All verbal quotes shall be documented by date, vendor contact information and dollar amounts. The Department Head shall prepare a purchase order for authorization by the Town Administrator, thereby requesting approval of their recommended vendor. In the event less than three (3) quotations are available; evidence of the attempt to obtain them should be attached.

<u>Amount</u>	<u>Approval Level</u>
\$15,001 and over	Town Council after three competitive bids

Purchases Above \$15,001 – Purchases having an estimated cost in excess of \$15,001 shall be bid pursuant to the Competitive Bid Process established in this regulation under Section 5.3.5.

The results of the three competitive quotes or bids required for purchases and contracts over \$15,000 shall be attached to the purchase order request to the Town Administrator. If Council's approval is required, the Town Administrator in conjunction with the requesting Department Heads shall present the bids for Council review and disposition.

If the Council has voted to make a purchase or enter into a contract, the Administrator shall carry out the vote of the Council and enter into such transaction on behalf of the Town.

**5.3.3 Special Exceptions.** No purchase orders are required for the following items:

- Utilities (telephone, propane, heating fuel, cable, electricity, etc.)
- Welfare payments
- Vehicle repairs
- Human service agencies and associations that have their own line item within the approved budget.

No competitive bids shall be required when only one known sources of purchase, and there is no comparable substitute product or services; written documentation supporting the sole source may be required by the Town Administrator.

No competitive bids shall be required when purchasing through the State of New Hampshire or at State of New Hampshire bid prices per Section 5.12 of the Town Charter.

No competitive bids shall be required when purchasing through a Town Council approved Cooperative Purchasing Program. Cooperative purchasing programs are arrangements to agree to aggregate demand to get lower prices from selected suppliers. Co-ops are doing competitive bidding for the government. The co-op's fees are paid by the contractors. It is often used by government agencies to reduce costs of procurement and makes the procurement process more efficient.

**List of Approved Cooperative Purchasing Programs**

- H-GACBuy Houston Galveston Area Council
- Sourcwell (formerly NJPA)
- US Communities
- ComBuys
- Greater Boston Police Council Cooperative Purchasing Program

No competitive bids shall be required for GSA Purchases – Federal Supply Service GSA Advantage [www.GSAAdvantage.gov](http://www.GSAAdvantage.gov) and [www.fss.gsa.gov](http://www.fss.gsa.gov) authorized Federal Supply Schedule Price List.

Requirements for three competitive bids may be waived in specific instances by a 2/3 vote of the Council per Section 5.12 of the Town Charter.

Professional services over \$15,000 shall be secured as outlined in Section 5.3.6.

- 5.3.4 Emergency Procurements.** Emergency procurements may be made when a threat to public health, welfare or safety exists, provided that such emergency procurement shall be made with such competition as is practical under the circumstances.

In case of an emergency requiring immediate purchase of materials, supplies, equipment or services, the Town Administrator hereby authorizes the Department Heads to approve such emergency purchase if the situation permits. The Town Administrator shall be notified as soon as possible as to the emergency and the associated purchases. A written determination for the basis of the emergency and for the selection of the particular contractor or vendor shall accompany the purchase order and voucher. As soon as is practicable, standard purchasing procedures will be reinstated.

- 5.3.5 Competitive Bid Process.** A competitive bid process must be followed if the procurement of goods or services involves expenditures of more than \$15,000.

- A. The Administration Department is responsible for the release of all bids. The Town Administrator shall ensure that the requesting department provides all relevant information for the time preparation and release of bids to be forwarded to the Finance Department.
  - B. The Request for Proposal (RFP) must include:
    - a. Listing of required specifications.
    - b. Adequate public notice, of a minimum of seven (7) calendar days prior to the date set for the opening of the bids; notice shall include the town website and newspaper advertisement.
    - c. Dates for release of bid, return of bid and public bid opening.
    - d. A statement reserving the right to cancel or reject a bid.
  - C. The bid shall be awarded to the lowest bidder that meets the specifications and submits proper bond requirements if applicable. The low bidders will receive the award unless supporting information presented recommends another bid. The Town Administrator shall make the final decision if supporting information justifies other than the low bid be awarded. Local advantage will be considered, but not mandated.
  - D. The RFP, invitation to bid, as well as the bid award notices shall be sent from the Department to the Bid Winner, Finance Department and the Town Administrator.
  - E. The Town of Hooksett may accept guaranteed rates for goods or services; however it is not obligated to purchase from the guaranteed rate vendor if a lower price is available.
- 5.3.6 Professional Services.** The procurement of accounting, architectural, auditing, engineering, financial, legal, data processing, medical services and independent consultant services for personnel, insurance and actuarial planning and management, human resource and public relations, and other services that are based primarily on qualifications may be accomplished using the following procedures:
- A. Professional services \$15,000 or less. Refer to requirements in Section 5.3.2.
  - B. Professional services **greater than \$15,000.** A formal request for proposal process shall be used. The Department Head or Designee shall develop a request for proposals to include terms, conditions, scope of service, desired results, and product and consultant qualification. Selection criteria and the method of determining a final fee by the Town will be included in the request for proposals.

If desired, this process can be accomplished in a separate request for qualification phase and a request for proposals phase.

In this case, a preliminary Request for Qualifications (RFQ) will be solicited. Consultants will be shortlisted based on the results of the RFQ and the shortlisted Consultants will be invited to submit proposals.

The request for proposal process shall include the following:

- (1) Adequate public notice of a minimum of seven business days prior to the date established for the receipt of qualifications and/or proposals shall be provided. Such notice shall be posted on the Town website and published in a newspaper of general circulation.
- (2) A minimum of three proposals, if available, shall be evaluated and selection made based on demonstrated competence, qualifications and project approach for the services required. Where applicable to a particular project, factors such as the following shall be used in tentatively selecting a firm:
  - a) Specific experience with similar projects.
  - b) Specific experience with earlier phases of the same project.
  - c) Background and experience of staff members who would be assigned to the job.
  - d) Availability.
  - e) Locality of firm.
  - f) Ability to communicate ideas.
  - g) Ability to supply all of the major disciplines necessary to perform the work.
  - h) Qualifications of subcontractors/ subconsultants.
  - i) Conceptual design/project approach.
  - j) Accuracy of the firm in estimating time and cost requirements.
  - k) Responsiveness to requirements contained in the RFP.
  - l) Financial capabilities of the firm.
  - m) Other factors as deemed necessary.
- (3) The Department Head or Designee may interview one or more of the proposers in order to clearly understand the proposers qualifications and the submitted proposal.
- (4) Selection criteria will be established in order to determine the best overall proposal. The criteria may incorporate a weighting system for the proposals received.
- (5) Fees for professional services are an important consideration, which must not be taken lightly. However, selection shall be ultimately based on demonstrated competence, qualifications and project approach at a reasonable fee. Depending on the complexity of the project, the purchasing agency may utilize one of the following procedures to determine a fee:
  - a) The fee can be requested as part of the requested proposal and considered in tentatively selecting a firm.

- b) A multi-step scaled procurement can be requested where the scaled fee is not opened until a proposer has been tentatively selected.
  - c) A fee can be negotiated after a proposer has been selected and a final scope of services has been determined.
- (6) If necessary, the Department Head or Designee may negotiate with one or more responsive firms in order to make a tentative selection. Once a tentative selection has been made, a final scope of services and fee shall be negotiated with the selected firm in order to enter into a contract deemed to be in the best interest of the Town.
- (7) On award, all contracts for professional services shall be formalized in a written agreement signed by the applicant, and the Town Administrator (subject to the approval of the Town Council if required). A Town Purchase Order will also be required.

**5.4 Payment for Goods or Services.** Request for payment for any product or service shall be sent to the Finance Department.

Payment for any purchase over \$3,001 will NOT be processed without a Purchase Order that must accompany the invoice.

Departments are responsible for obtaining new vendor information through form W-9.

If any item or service purchased is not acceptable, arrangements must be made for a return for credit or an exchange. A cash refund is prohibited unless the vendor insists that a refund must be by cash, and then the funds must be returned immediately to the Finance Department for deposit to the Town of Hooksett.

**5.5 Budget Development.** The Town Administrator will set a budget schedule for the year, to include department submittal dates, Town Administrator and Town Council review dates. Each individual department or committee shall submit their budgetary requests to the Finance Office. Those requests will include the account number, account description and a written justification for each line item. This information shall be consolidated into a report to be submitted to the Town Administrator for his/her recommendations. The Council shall receive copies of each departmental budget one week before their scheduled review. All information will be tracked and updated by the Finance Department who will ultimately produce a report for the entire Town including the following information:

- Prior Year Appropriation
- Prior Year Expenditures
- Current Year Appropriation
- Current Year Expenditures
- Department Request

## Policy statement 304 - Qualifications-based selection of professional engineers

/ Advocacy ▾ / Policy Statements ▾ / PS304 - Qualifications-based selection of professional engine

Approved by the Engineering Practice Policy Committee on March 14, 2019

Approved by the Public Policy Committee on April 28, 2019

Adopted by the Board of Direction on July 12, 2019

### Policy

The American Society of Civil Engineers (ASCE) supports that the selection of Professional Engineers as prime consultants and subcontractors be based on the qualifications of the engineering firm. Qualifications including education, training, experience, past-performance, capabilities, personnel, and workloads should be evaluated when selecting an engineering firm.

The cost of engineering services, while important and meriting careful negotiations, is generally a relatively small percentage of the overall cost to plan, design, build, operate and maintain a project and may be related to work that is not clearly defined at the time the engineer is selected. Therefore, selecting consulting firm services based solely on cost is not recommended.

ASCE supports qualifications-based selection (QBS) procedures such as those specified by the Brooks Architect-Engineers Act of 1972, 40 U.S.C. 1101 et seq., the numerous similar state, and local laws, and the American Bar Association's Model Procurement Code for State and Local Governments for the engagement of engineering services. ASCE recommends that the application of these procedures to the development of a scope of work and the selection, procurement, and administration of contracts for engineering services be the responsibility of technically qualified staff of the project owner.

### Issue

2/9/23, 7:59 AM

Policy statement 304 - Qualifications-based selection of professional engineers | ASCE

An owner may believe that the pivotal issue in the selection of a professional engineer is the cost of services. An owner may also perceive that accepting the low price to perform the services produces the project with the lowest total cost. In some instances, engineering services are essentially subject to bids based on the lowest offered fee, regardless of professional qualifications or anticipated services to be rendered.

Relevant experience, ability and specific technical approaches of the proposing design professionals are far more important to the overall quality, utility and life-cycle cost of any project than is the initial engineering fee, which is invariably a relatively small percentage of the total project cost.

## Rationale

The QBS procedure is characterized by three basic steps: (1) the owner evaluates and selects the professional engineer based on demonstrated qualifications and experience in the required types of services without considering fee; (2) the owner and the selected professional engineer confer to determine and/or review the scope of work, including contract scheduling; and (3) a fee for engineering services is negotiated based upon the mutually developed scope of services. In the event a mutual agreement on scope of services and fee is not achieved, the owner may negotiate with the next most qualified professional. Thus, cost is addressed at the appropriate time after the scope of services has been fully defined.

ASCE Policy Statement 304

First Approved in 1985

**Note:** See ASCE Manual No.45 "How to Work Effectively with Consulting Engineers: Getting the Best Project At the Right Price," and ASCE Manual of Professional Practice, ["Quality in the Constructed Project: A Guideline for Owners, Designers, and Constructors,"](#) for more detailed examination of this subject.

## INFRASTRUCTURE POLICY & PLANNING

SHARE   





Washington Office  
1275 K St., NW, Suite 750  
Washington, DC 20005  
202-408-9541/Fax 202-408-9542

### Advocacy Position Statement

#### **Qualifications Based Selection of Professional Services Consultants**

##### Statement of Purpose

The American Public Works Association (APWA) seeks to inform elected officials, regulators, policy-makers and decision-makers and the public at-large of its stated position on Qualifications Based Selection (QBS) of professional services consultants.

##### Statement of Position

APWA believes that the public interest is best served when governmental agencies select architects, engineers, and related professional services and technical consultants for projects and studies through Qualifications Based Selection (QBS) procedures as opposed to price. Basing selections on qualifications and competence, rather than price, fosters greater creativity and flexibility, and minimizes the potential for disputes and litigation. APWA has developed and published a document which better defines our position entitled, "Selection and Use of Engineers, Architects and Professional Consultants – Guidelines for Public Agencies," also known as the Red Book. Reference this publication for further information on this topic.

##### Background and Rationale

Since enactment of the Public Law 92-582 (the Brooks A/E Act, a summary of which can be found in Appendix C of the Red Book) in 1972, construction industry associations indicate virtually all states currently use QBS procedures. They involve public announcement of technical contract opportunities, use of a formal selection and ranking process designed to identify the most qualified firm, and contract negotiation (including fees) with that firm. Over time, inattention to the QBS concept has led to a shift to cost-based selection by certain states and localities. However, some agencies that have abandoned QBS are returning to it after experiencing problems with projects designed by firms that were selected primarily on price.

Vital differences exist between cost-based and qualifications-based acquisitions by public agencies. Cost-based acquisitions for materials, supplies, equipment, certain services (such as custodial) and construction are adaptable to a system that can reasonably provide an exact description of the service and expected outcomes, which permits vendors to offer firm prices with confidence. Cost-based acquisitions are best suited where the



service can be definitively described and the outcome can be described in terms that are not open to wide interpretation.

In contrast, creative services, such as consultant technical services, seldom lend themselves to advance precise definition. Instead, reliance must be placed on the experience, expertise, creativity and overall intellectual capacity of the people involved who will ultimately determine the success of the project design or technical study. A detailed interview is the only effective way to evaluate technical consultant's qualification related to the work at hand. After selection, the consultant's scope of services, contract and compensation can be tailored specifically to the agency's requirements. When consultant selection is based solely or primarily on price, appropriate comparison of qualifications with the scope of work needed and the fee paid rarely occurs.

Further, design fees are generally a very small part of overall project costs, regardless of the method of consultant selection. Construction and life-cycle operation, maintenance, and liability exposure-costs are far larger. While some fee savings may be identifiable in cost-based selection processes, it is not possible to predict potential adverse construction or long-term cost impacts that might result from poor quality architectural, engineering or other professional services. Only through the QBS process can agencies be confident of consistently achieving the best value for studies, planning, design, construction, operation and maintenance of publicly funded projects.

Public agencies commonly seek to obtain the best value from public infrastructure investments, especially where true value results from creative endeavor. Bidding or other cost-based selection is unlikely to produce the best creative outcomes. When bidding, any prudent consultant must often include significant contingencies because of uncertainties about the true extent of effort required, and misjudgment frequently leads to reduction in the quality or scope of the design effort. Negotiating a detailed scope of work with the highest ranked firm under QBS provides a basis for realistic fees and promotes full cooperation of the selected consultant in fulfilling the contract.

APWA has long supported quality in all public agency activities, focusing on economy, safety, efficiency, sound construction, serviceability, maintenance, and operations. QBS can reach satisfactory goals in all those areas, but price-based selection for consultant services cannot. The goal of highest quality results and lowest fees are in conflict, and history provides little basis to believe that bidding can or will actually produce lower fees than will QBS.

#### *Mechanics of QBS Selection*

QBS means that the qualifications of architect/engineer consultants are the primary determining factors in consultant selection. Agencies are normally required to give notice to potential consultants and other professional service providers regarding the available work and invite interested firms to respond. The responses are screened to determine the firms most qualified to meet the agency's needs. The screening results in a

short-list, because it is seldom practical or productive to interview all who respond. This best-qualified group is invited to appear for interview.

Interviewers may include technically qualified persons, citizens, or elected officials having a special interest on behalf of the public agency owner. The direct presentations, questions/answers, and supporting materials of each firm become the basis for ranking the firms in order of relative qualification to successfully accomplish the desired task.

The top-rated firm is then invited for contract negotiations. Price is not ignored, but a fair and reasonable price is mutually agreed upon once details on the kinds and extent of work required of the consultant have been established through the negotiations. If agreement cannot be reached with the top firm, negotiations are terminated with that firm and the negotiations are commenced with the firm judged next-best qualified. Finally, a contract which includes a detailed scope of services, expected outcomes, price, schedule and other details is approved by the elected body authorized to execute contracts.

Sponsor

Engineering and Technology Committee

## Town Council STAFF REPORT



**To:** Town Council  
**Title:** Martins Ferry Road/North River Road Intersection Engineering Contract with GM2 Associates for \$261,091.00  
**Meeting:** Town Council - 22 Feb 2023  
**Department:** Community Development  
**Staff Contact:** Bruce Thomas, Town Engineer

### BACKGROUND INFORMATION:

Martins Ferry Road/North River Road Intersection - Request approval of the Council to permit the Town Administrator to sign a contract with GM2 Associates, Inc. to conduct the Design and provide Construction Administration for improvements to this intersection. The contract amount will be \$261,091. Mr. Seth Hill, engineer for GM2, and Bruce Thomas, Town Engineer will be present to answer any questions regarding the project.

The purpose of this item is to request approval of the Council to permit the Town Administrator to sign a contract with GM2 Associates, Inc. to conduct the Design and provide Construction Administration for improvements of the Martins Ferry Road/North River Road Intersection. The contract amount will be \$261,091. Please note the following:

- The Consultant was selected through a thorough Qualifications Selection Process per the attached documentation.
- A Scope of Work is attached. The project would include the design of the reconfiguration of the intersection to allow the safe flow of traffic through the area, and the design of a new bridge installed a few hundred feet east of the intersection crossing Martins Ferry Road. A concept of the improvements, and a sample bridge type that may be installed is attached.
- The design schedule will be such that the entire design will be complete and project bid in the fall/winter of 2023 in order to place the construction of the project on a Warrant Article for 2024 construction.
- Bruce Thomas and a representative of GM2 Associates will be available at your meeting dated February 8, 2023 to answer any questions you may have. A copy of the proposed contract and the Consultant's proposal will be available as well.
- This project will resolve the issues identified as problematic at this intersection including the following:
  - Speed, safety issues will be addressed.
  - Intersection configuration will be addressed.
  - Reduces high risk of drainage backups
  - Slope Erosion will be mitigated (the steep slope along Martins Ferry Road will be eliminated).
  - Guardrail issues will be eliminated.

- Puts stream back on natural course.
  - Eliminates need for existing sidewalk bridge.
  - Resolves issues regarding “Weight Limits” for this area.
- In addition, the Bridge (in the future) will be inspected at no cost by the NHDOT every two years and will qualify for State/Federal Funding for any future work.

**FINANCIAL IMPACT:**

Expend \$261,091 from the SB 401 Block Grant funds recently received from the State of New Hampshire. There is currently \$261,202 in this block grant. After construction, \$111 will remain. It is likely that the construction for this project may cost up to \$1,000,000. This may be funded through recently received bridge funds of about \$214,000, Impact Fee funds of about \$300,000 (subject to the approval of the Town Attorney, with the balance funded by a future Warrant Article.

**POLICY IMPLICATIONS:**

None

**RECOMMENDATION:**

Approve signing of contract for the Town administrator to sign contract with GM2 Associates, Inc. for \$261,091 for design and Construction Administration for improvements of the Martins Ferry Road/North River Road Intersection.

**SUGGESTED MOTION:**

Motion to grant permission for the Town administrator to sign contract with GM2 Associates, Inc. for \$261,091 from the SB 401 Block Grant funds for Design and Construction Administration for improvements of the Martins Ferry Road/North River Road Intersection.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

On September 28, 2022, Town Council voted to earmark the Highway Block grant funds, in the amount of \$261K, to be used to start the process of taking a comprehensive review of the Martin's Ferry culvert and intersection. It was the first part of getting answers to what the ultimate improvement within this area. A review of the Quality Based Selection process, that is currently part of Hooksett Administrative Code, hopefully clears up any misconceptions of how and why this process is used. We all can hopefully agree that this area needs improvement. The timing of this project will lend itself to better financially plan for the construction of the improvements of the intersection and culvert.

**ATTACHMENTS:**

[0001 RFP Process Documentation](#)  
[0002 Scope of Work Rev3](#)  
[0003 Bridge Funding 2022 Martins Ferry Road](#)  
[0004 Martins Ferry Road Fee Estimate Rev3](#)  
[0005 Concept 02 New Bridge](#)  
[0006 GM2 Grantham Timber Bridge](#)



## Town of Hooksett

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

# Memo

**To:** File  
**From:** Bruce A. Thomas, P.E., Town Engineer *BAT*  
**Date:** January 24, 2023  
**Re:** Martins Ferry Road/North River Road Intersection Improvements - RFP Process Documentation

The purpose of this memorandum is to document the process of hiring a consultant for the referenced project.

1. A Request for Qualifications (RFQ) was advertised in the Union Leader newspaper on October 12, 2022. The following Consultants provided a response:

- a. GM2 Associates, Inc.
- b. Green International
- c. Fuss and O'Neil

An RFP was developed and sent to the three consultants noted above. The RFP stipulated that "Pricing for the RFP shall be submitted in a separate envelope and opened once negotiations begin with the most qualified contractor as determined by the Town".

2. Proposals were submitted by each of the consultants noted above:
3. A review team consisting of the Town Engineer, the Town Administrator, the Public Works Director, and the Town Planner, was created to independently review and rank the consultants. The ranking was based on the following criteria:
  - a. Specific experience with similar projects.
  - b. Background and experience of staff members who would be assigned to the job.
  - c. Availability.
  - d. Locality of firm.
  - e. Ability to communicate ideas.
  - f. Ability to supply all of the major disciplines necessary to perform the work.
  - g. Qualifications of subcontractors/subconsultants.
  - h. Conceptual design/project approach.
  - i. Responsiveness to requirements contained in the RFP.

4. Interviews were conducted with each consultant. Each team member reviewed the proposals attended the interviews and the Team chose GM2 Associates as the candidate to negotiate with. I then opened the sealed envelope from GM2 Associates with the pricing, leaving the other consultant pricing envelopes unopened.
5. The pricing was discussed with the consultant and adjusted to better fit the goals of the project.

c/Andre Garron, Town Administrator



**Scope of Services**  
**Martin Ferry Road Intersection**  
**Hooksett, NH**  
**1/26/2023**

**PROJECT UNDERSTANDING**

The intersection of Martins Ferry Road, North River Road and Depot Road has been identified by the Town of Hooksett for roadway and bridge improvements. The roadway intersection creates a nearly 90 degree turn that when combined with the narrow roadway width makes it difficult for trucks to navigate without impacts to the adjacent guardrail. The intersection is also the location where Messer Brook passes underneath Martins Ferry Road through a unique bridge/culvert. Damage to guardrail along with insufficient vertical and horizontal clearances between the roadway and Messer Brook have led to interim fixes without a true solution to the problem. GM2 is happy to work with the Town of Hooksett to provide a comprehensive solution to the roadway and bridge issues at the Martins Ferry Road and North River Road intersection.

***I. ROADWAY REALIGNMENT***

GM2 will evaluate the existing project site and design a new roadway alignment in accordance with current Town of Hooksett and AASHTO guidelines. The proposed roadway realignment will be done in such a way to minimize impacts to wetlands and private property as well as historical and culturally sensitive sites.

The design process will include one (1) concept review meeting where GM2 will present up to two (2) concepts to the Town to solicit feedback. GM2 will then present the alternatives to the Town Council and the Town will select a preferred alternative post meeting. Comments from the meetings will be taken into consideration and Preliminary Plans for the preferred alternative will be submitted to the Town for review. The submission set will consist of cut sheets including plan, profile, typical and critical cross sections (if necessary). The submission will also include an Engineer's Estimate.

Comments from the Town's review of the preliminary plans will be addressed and Final Plans submitted to the Town. The submission set will consist of cut sheets including Front Sheet, Index of Sheet, Standard Symbol Sheets, typical section, roadway and drainage details, general plan, profile, and roadway cross sections. The submission will also include a Drainage Design Narrative and Engineer's Estimate.

***II. BRIDGE DESIGN***

GM2 will design a new bridge at a new location that meets the current AASHTO LRFD Bridge Design Specifications (with a HL-93 design live load). The proposed bridge will likely be a glued laminated longitudinal timber deck integral with concrete abutments on steel H-piles. A geotechnical investigation will be done to determine if the integral abutment is feasible or if a spread footing abutment would be required. GM2 will prepare contract plans detailing the timber superstructure with TL-2 rail, the concrete abutments and precast concrete wing walls, piles, and reinforcing steel for the abutment walls. The preliminary plans will include superstructure plan and section, abutment and wingwall layout, and an elevation view of an abutment and corresponding wingwalls. The final plans will include the remaining details for the bridge rail, abutment and wingwall details and pile (or spread footing) and reinforcing details. GM2 will also perform load rating calculations and prepare a Form 4 to submit to NHDOT for their records.



GM2 will perform a hydraulic study of the proposed crossing and stream relocation. The study will include hydrologic analysis, hydraulic analysis, floodplain analysis, scour analysis, and report preparation. The analyses are complex due to the stream alignment, proximity to the Merrimack River and the stream is located within FEMA Zone AE.

### **III. ENVIRONMENTAL PERMITTING**

#### **Task 4.01 – Wetland Delineation and Stream Crossing Assessment**

GM2 will conduct a site visit to field-delineate wetlands within the project area. Wetlands will be delineated by a NH Certified Wetland Scientist and the wetland flags will be located by GM2 as part of the survey scope of work. The delineation will be conducted in accordance with the US Army Corps of Engineers (ACOE) 1987 Methodology and the ACOE Northcentral and Northeast Region Supplement (2012). Ordinary high water (OHW) and top of bank (TOB) will also be delineated and the extent of the prime wetland located north of the intersection will be identified.

Wetlands will be classified in accordance with the “Classification of Wetlands and Deepwater Habitats of the United States” (Federal Geographic Data Committee, 2013). US Army Corps of Engineers (USACE) wetland delineation data forms will be completed for each wetland delineated and representative photographs of the study area will be taken. A functional assessment of wetlands within the project area will be completed in accordance with the USACE New England District Highway Methodology Workbook Supplement (1999) and a New Hampshire Department of Environmental Services (NHDES) Wetlands Functional Assessment worksheet will be completed.

GM2 will conduct a stream crossing assessment as required by the NHDES Wetlands Rules (Env-Wt 900). Information to be collected will include bankfull width, bankfull depth, entrenchment ratio, sinuosity, flood-prone width, and particle-size distribution. The stream will be classified using the Rosgen classification system. Information to be collected will also include 3 cross-sections of the stream and a longitudinal profile that is 7 to 10 bankfull widths long.

A summary report will be prepared to document the wetland delineation. The report will include a discussion of the delineation methodology and the wetland resources present. Photographs, wetland data forms, and functional assessment forms will be attached.

#### **Task 4.02 – Endangered Species Coordination**

The NH Natural Heritage Bureau’s DataCheck tool and the US Fish and Wildlife Service’s Information for Planning and Consultation (IPaC) website will be used to obtain information on threatened and endangered species within the project area.

If threatened or endangered wildlife species are present within the project area, the information required for consultation under the NH Fish and Game Department’s Rules (Fis 1004.03) will be prepared and submitted.

It is assumed that the IPaC determination keys will be used to complete northern long-eared bat (NLEB) consultation. NLEB was recently reclassified from a threatened species to an endangered species, which has changed the consultation requirements. The new listing become effective January 30, 2023 and the updated determination keys are not yet available. This scope of work assumes that the project will meet the criteria for





streamlined review, either through limited tree removal or time of year restrictions, and a bat acoustic survey will not be required.

#### Task 4.03 – Cultural Resource Review

A Request for Project Review (RPR) form will be prepared by GM2 and submitted to the NH Division of Historical Resources (NHDHR). Archaeological survey, if required, will be performed by Independent Archaeological Consulting, LLC (IAC) as a subconsultant to GM2. It is assumed that historic resource inventory will not be required.

GM2 will prepare a draft cultural resource memo to be submitted to NHDOT for review and approval.

#### Task 4.04 – NHDES Wetlands Permit

GM2 will prepare the NHDES Wetlands Permit application and plans, including:

- Application form
- USGS Location Map, including the approximate boundaries and size of the contributing watershed
- Supplemental narratives
- Attachment A
- Information required by Env-Wt 900, Stream Crossing Rules
- Mitigation coordination summary/ARM calculator, if required
- Wetland Impact and Erosion Control Plans
- Stream relocation design
- Photographs of impact areas
- Abutter notifications

A Major Impact, Standard Application is assumed. GM2 will prepare a draft application for the Town to review before submission to NHDES. If a Request for More Information (RFMI) is received from NHDES, GM2 will prepare and submit a response.

#### Task 4.05 – USACE Section 404 Permit

GM2 will coordinate with the USACE to determine if the project requires a Section 404 Individual Permit or if it can be covered under a General Permit. The fee estimate assumes an Individual Permit.

GM2 will prepare the application in accordance with the USACE individual permit application checklist/requirements. The application will include an application form, supplemental narratives, USGS map, photographs, and project plans that include the information listed in the USACE's Application and Plan Guidance Checklist. GM2 will prepare a draft application for the Town to review before submission to USACE. If comments are received from USACE, GM2 will prepare and submit a response.

#### Task 4.06 – Section 401 Water Quality Certification

An individual Section 401 Water Quality Certification will be required if the project requires a Section 404 Individual Permit. If necessary, GM2 will prepare the application, including the application form, supplemental narratives, USGS map, and project plans. GM2 will prepare a draft application for the Town to review before submission to NHDES. If comments are received from NHDES, GM2 will prepare and submit a response.



#### **IV. RIGHT OF WAY SURVEY**

##### Land Record Research:

GM2 will perform land record research within the Merrimack County Registry of Deeds, the Town of Hooksett's DPW records, and the NH State Archives for records relative to the boundaries of the existing public Right-of-Ways within the project limits. In concert with this effort, GM2 will collect record abutting property owner information to include in the survey.

##### Abutter Notification:

Prior to mobilization, GM2 will develop and send notification letters to each of the abutting parcels. The notice will indicate that there may be occasion to enter upon their lands as part of this project. Neither environmental scientists nor surveyors have a right to trespass in New Hampshire. GM2 will not be held liable for failure to meet project deadlines or fulfill scope items should access to private property be restricted or denied by the respective private owners or tenants.

##### Utility Research:

It is expected that the Town of Hooksett share with GM2 any pertinent record utility information they have on record relative to the existing corridor. GM2 will coordinate with the known private utility owners within the corridor in an attempt to procure either marked locations of their underground facilities or records of their locations, which will be analyzed against the surface visible evidence recovered in the field.

##### Existing Conditions Topographic Survey:

GM2 will perform an existing conditions topographic survey of the area outlined in red on the attached plan. The survey control established will reference the New Hampshire State Plane Coordinate System NAD83(2011) and NAVD88. Horizontal control and vertical benchmarks will be established along the corridor, placed in locations where they are likely to survive construction. The topographic data collected will be suitable to develop contours at the 1-foot interval. Surface visible features, including wetland delineation flags and overhead utilities will be located and shown on the face of the survey.

##### Underground Utilities:

GM2 will locate existing underground utility markings that may exist at the time of the survey. Each of the accessible drain and sewer structures within the project limits will be opened as well one upstream and downstream as the system leaves the survey limits. Surface visible pipe type, size, rim & invert elevations, flow direction, structure type and sump elevations will be measured. Ingress into the structures is excluded from this scope of work.

##### Right-of-Way Boundaries:

The limits of the existing public Right-of-Ways will be ascertained and shown on the face of the survey within the project limits. Abutting private boundary lines that intersect the right-of-way will be shown as approximate. Record land owner information, including a current deed reference, will be shown for each abutting parcel. Easements that benefit the Town of Hooksett will be shown on the survey. Private easements between abutting land owner's as well as other unwritten land rights will not be shown on the survey.



Deliverables:

The survey will be developed and delivered in AutoCAD Civil 3D, 2018 version. Digital copies of the survey and the raw files it is comprised of, including reports, notes, project control and other pertinent data will be included in the project's deliverables.

Schedule:

The field portion of the scope of work will occur in no-snow conditions. A deadline for the preliminary survey submittals will be negotiated upon notice to proceed.

***V. SAFETY IMPROVEMENTS***

GM2 will investigate the need and provide a recommendation on the use of traffic calming features in the proposed alternative.

***VI. UTILITY ANALYSIS AND DESIGN***

GM2 will strive to avoid impacts to the existing utilities within the project site. Should the proposed alternative impact any existing utilities, a relocation design will be included in the plans for underground utilities. Based upon the Hooksett GIS mapping there are 3 sewer mains with the project scope area, Martins Ferry Road, North River Road and a cross county main along the Messer Brook south bank. With the new bridge construction and Messer Brook re-alignment the Martins Ferry Road sewer will need to be rebuilt. The design will maintain the current gravity flow condition at the brook crossing. The North River Road and cross-country sewer mains will need to be coordinated with the new roadway alignment. The design will also include phasing and any temporary conditions to maintain sewer flow throughout all phases of the construction. Aerial utility conflicts will be coordinated with the appropriate owner. Relocations for aerial utilities, designed by the appropriate owner(s), will be included on the plans.

***VII. PREPARATION OF PLANS, SPECIFICATIONS AND DETAILS***

GM2 will prepare Contract Plans, Specifications, and details for the preferred alternative. Plans submitted to the Town will conform with the Town of Hooksett Standard Specifications for Construction as well as applicable NHDOT standards. Special provisions, if necessary, will be prepared by GM2 and included in the final plan submission.

***VIII. ASSIST THE TOWN WITH CONTRACTOR SELECTION***

GM2 will assist the Town with analyzing/checking the bid results, checking Contractor references, and determining which Contractor is best suited for the project based on information gathered, price and experience. GM2 will develop a bid tabulation spreadsheet to verify the bid results and determine the order of bidders from low to high.

***IX. CONSTRUCTION MONITORING/INSPECTION OF WORK***

GM2 will provide on-site construction monitoring and inspection of work during the construction of the project. Personnel will be present during milestone activities in conformance with the Town of Hooksett Roadway Inspection Form checklist, along with a more full-time presence during the construction of the bridge. GM2 will coordinate with the Town regarding schedule, construction progress and any construction issues, and prepare construction inspection reports.

GM2 will ensure required testing is performed by the Contractor according to the specifications and will review all testing results to ensure that the specifications have been met.



GM2 will conduct a Pre-Construction meeting at the Town Office to discuss the project requirements and expectations with the Contractor.

GM2 will prepare Contract Documents (3 copies) to have ready for Town and Contractor signatures at the Pre-Construction meeting. GM2 will review and take appropriate action with respect to data which the Contractor is required to submit, but only for conformance with the design concept of the Project and compliance with the information given in the Contract Documents (but such review or other action shall not extend to means, methods, sequences, techniques or procedures of construction or to safety precautions and programs incident thereto). GM2 will also determine the acceptability of substitute materials proposed by Contractor(s) and receive and review (for general content as required by the Specifications), schedules, guarantees, bonds and certificates of inspection which are to be assembled by Contractor(s) in accordance with the Contract Documents.

GM2 will respond to requests for information (RFI), questions pertaining to the Plans or other questions regarding the work.

#### **X. MEETINGS**

The following is an approximate list of anticipated meetings.

- Bid Opening meeting
- Preconstruction meeting
- Site Inspection meetings (1)
- Project Management meetings (1)
- Concept Review meeting
- Town Council meeting (3)
- Resource Agency meetings (up to 3)
- USACE/NHDES Public Hearing (if required)
- Contractor Prequalification meeting

GM2 will prepare for and attend a resource agency meeting shortly after contract award to confirm viability of the proposed concept. A Town representative shall attend.

GM2 will prepare presentation materials, as needed, for the above meetings. GM2 will prepare and distribute meeting minutes.

USACE/NHDES Public Hearing - If required, GM2 will prepare for and attend one (1) public hearing. It is assumed that if a public hearing is required, one combined hearing with USACE, NHDES, and the Conservation Commission will be adequate.

GM2 will attend a contractor prequalification meeting. The Town will lead the meeting and is responsible for compiling contractor prequalification criteria.



### Assumptions

- Design vehicle is SU-40
- The project will not involve federal funding and does not require review under NEPA.
- The project will involve less than 100,000 square feet of ground disturbance and will not require a NHDES Alteration of Terrain Permit.
- Historic resource inventories will not be required. It is assumed that the existing bridge is not considered historic and there are no other historic properties within the project limits.
- It is assumed that the Town of Hooksett Martin's Ferry historic sign can be relocated.
- Preparation of a Stormwater Pollution Prevention Plan (SWPPP) and coverage under the NPDES Construction General Permit would be the contractor's responsibility and is not included in this scope of work.
- A bat acoustic survey is not included since it is assumed that tree clearing activities for construction can be scheduled during winter months or NLEB consultation can be completed under a streamlined review process.
- The project will not increase the base flood elevation and will not require review/approval from FEMA.
- Messer Brook is not mapped as Essential Fish Habitat for Atlantic salmon, so it is assumed that an Essential Fish Habitat assessment will not be required. The scope of work includes coordination with the National Marine Fisheries Service to confirm that consultation is not required.
- The limits of work will be at least 250 feet from the Merrimack River and a Shoreland Permit will not be required.
- Permit application and mitigation fees (if required) would be paid for by the Town and are not included in the cost estimate.
- Drilling activities can be completed on weekdays between the hours of 7 AM to 5 PM.
- No soil or groundwater contamination is present and drilling activities can be performed with OSHA Level D personal protective equipment (PPE). Special drilling procedures, equipment decontamination, drumming of cuttings, and off-site disposal services are excluded. Excess cuttings, if any, can remain on-site at a location acceptable to the Owner.
- Field sampling and laboratory testing for scour analyses are not included. These services, if requested, can be provided for an additional fee.
- Preparation of technical specifications, preparation and review of drawings, and construction phase geotechnical services are excluded from this scope. A scope and estimated fee for these services can be provided if requested.



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- It is assumed that a CLOMR/LOMR will not be required at this time. It will depend on the hydraulic analysis. GM2 will do everything possible to avoid requiring a CLOMR/LOMR.
  - Bridge construction will include a road closure on Martins Ferry Road. Bridge construction inspection/monitoring hours are based on a six-week construction schedule for the bridge with 3 to 4 half days per week of on-site inspection.
  - Milestone Roadway Construction inspection/monitoring hours are based off a 4-month construction duration and 4 half day visits each month.

**SUMMARY - BRIDGE FUNDING:**

SB 401 BLOCK GRANT:	\$261,202
SB 401 BRIDGE AID:	\$284,294

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SB 401 BLOCK GRANT:	\$261,202
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Martins Ferry Road/N. River Road Intersection:	\$261,202
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SB 401 BRIDGE AID:	\$284,294
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Bridge Aid Allocation:

Donati Pedestrian Bridge Footing Design and Installation:	\$30,000
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Lilac Crossing Bridge Inspection and Repairs:	\$40,000
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Martins Ferry Road/N. River Road Intersection:	\$214,294
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Martins Ferry Road/N. River Road Intersection - Total Funding:

Block Grant:	\$261,202
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Bridge Aid (Assuming this becomes a Bridge Project):	\$214,294
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Impact Fees:	\$300,000
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Total:	\$775,496
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Martins Ferry Road Design Costs:	\$261,091
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SB 401 BLOCK GRANT funds:	\$261,202
Block Grant funds to remain following project:	\$111

Utilizing Bridge funding and Impact fees prior to a warrant article being approved will be problematic. If the project is not approved, those funds can't be used.

Use of impact fees will have to be tied to growth and the use may have to be approved by the Town Attorney



Town of Hooksett, NH  
Martins Ferry Road Intersection Improvements Project RFP  
No. 22-10 Fee Proposal - December 2022

1/26/2023

	Task	Project Manager	Lead Roadway Engineer	Lead Bridge Engineer	Senior Engineer	Hydraulic Engineer	Engineer	Senior Wetland Scientist	Wetland Scientist	Licensed Land Surveyor	CAD/D Technician	Survey Crew	Total Hours	Task Total Fee
1.00	Roadway Realignment													
1.01	Establish Design Criteria	1	1		2		2						6	\$ 829.00
1.02	Establish Roadway Typical Section		1		2						4		7	\$ 926.00
1.03	Design proposed roadway alignment		2		4		6				4		16	\$ 2,012.00
1.04	Design proposed roadway profile		2		4		8						14	\$ 1,772.00
1.05	Develop Critical Cross sections		2		4		12				8		26	\$ 3,052.00
1.06	Develop Conceptual Drainage	1	2		12		4						19	\$ 2,659.00
1.07	Revisions after Meeting	2	4		12		8				20		46	\$ 5,802.00
1.08	Preliminary Plan Submission	4	16		24						24		68	\$ 9,844.00
1.09	Address Town comments and plan revisions	1	4		16		12				20		53	\$ 6,631.00
1.10	Develop Roadway Details		4		4						16		24	\$ 3,132.00
1.11	Develop Drainage Details		2		8						16		26	\$ 3,304.00
1.12	Final Plan Submission	2	8		32						32		74	\$ 9,982.00
2.00	Bridge Design													
2.01	Riverine Hydrologic Analysis			1		20							21	\$ 3,660.00
2.02	Hydraulic Analysis for Bridge			2		60							62	\$ 10,780.00
2.03	Scour Analysis for Bridge			2		16							18	\$ 3,168.00
2.04	Floodplain Analysis			4		60							64	\$ 11,180.00
2.05	Develop Hydraulic Report			2		24							26	\$ 4,352.00
2.06	Existing Structure Evaluation (Stream Alignment, Safety)			6		8							14	\$ 2,584.00
2.07	Develop Design Loads			2			4						6	\$ 800.00
2.08	Design Timber Deck			4			8						12	\$ 1,600.00
2.09	Develop Timber Superstructure Details			4			8				8		20	\$ 2,480.00
2.10	Develop Substructure Layout			4			16						20	\$ 2,400.00
2.11	Design Abutment Walls			8			32						40	\$ 4,800.00
2.12	Design Piles			4	8		12						24	\$ 3,144.00
2.13	Develop Concrete Masonry and Reinforcing Details			4			20				12		36	\$ 4,120.00
2.14	Prepare Form 4 (Bridge Load Rating)			4			8						12	\$ 1,600.00
2.15	Geotechnical Investigation				65								65	\$ 9,295.00
2.16	Stream Channel Design				24		24	4					52	\$ 6,384.00
3.00	Environmental Permitting													
3.01	Wetland Delineation & Stream Crossing Assessment							14	28				42	\$ 4,172.00
3.02	Endangered Species Coordination		2					12	14				28	\$ 3,176.00
3.03	Cultural Resource Review	1	1					10	8				20	\$ 2,363.00
3.04	NHDES Wetlands Permit	1	6	2			10	70	26		4		119	\$ 14,923.00
3.05	USACE Section 404 Permit		2	2			4	22	12		2		44	\$ 5,416.00
3.06	Section 401 Water Quality Certification		2	2			4	28	12		2		50	\$ 6,244.00
4.00	Right of Way Survey													
4.01	Land Record Research									8	4		12	\$ 1,872.00
4.02	Establishment of Control											4	4	\$ 860.00
4.03	Detailed Existing Conditions Survey											40	40	\$ 8,600.00
4.04	Detail Sewer and Drain Structures											4	4	\$ 860.00
4.05	Microstation Drafting										24		24	\$ 2,640.00
4.06	Abstracting (ROW and Boundary)									2	4		6	\$ 798.00
4.07	LS Review/Oversight/Coordination/Plotting									4			4	\$ 716.00
5.00	Safety Improvements													
5.01	Investigate alternative solutions		2		8								10	\$ 1,544.00
6.00	Utility Analysis and Design													
6.01	Analyze Utility Conflicts	1	2		8						8		19	\$ 2,567.00
6.02	Sewer Design	4			24		40						68	\$ 8,004.00
7.00	Preparation of Plans, Specifications and Details													
7.01	Preparation of Plans, Specifications and Details	2	4	4			32						42	\$ 5,086.00
8.00	Assist The Town in Contractor Selection													
8.01	Bid Tabulation	1	2				4						7	\$ 943.00
8.02	Contractor Reference Check/Contractor Recommendation	2			8								10	\$ 1,430.00
9.00	Construction Monitoring/Inspection Work													
9.01	Testing Review				16								16	\$ 2,288.00
9.02	Contract Documents	1			8		32						41	\$ 4,487.00
9.03	RFI Responses	2	8		8								18	\$ 3,030.00
9.04	Monitoring/Inspection			12			148						160	\$ 17,200.00
10.00	Meetings													
	Bid Opening Meeting	2	2										4	\$ 686.00
	Preconstruction Meeting	2	2				4						8	\$ 1,086.00
	Site Inspections Meetings (1)	2											2	\$ 286.00
	Project Management Meetings (1)	2											2	\$ 286.00
	Concept Review Meeting	2	4		8								14	\$ 2,230.00
	Town Council Meetings (3)	6	6				8						20	\$ 2,858.00
	Resource Agency Meetings (3)	7	8					9					24	\$ 3,843.00
	USACE/NHDES Public Hearing (1)	3	3					10					16	\$ 2,409.00
	Contractor Prequalification Meeting	2											2	\$ 286.00
	Hours by GM2 Staff	54	104	73	309	188	470	179	100	14	212	48	1749	
	GM2 Staff Direct Labor	\$ 7,722.00	\$ 20,800.00	\$ 14,600.00	\$ 44,187.00	\$ 32,524.00	\$ 47,000.00	\$ 24,702.00	\$ 8,000.00	\$ 2,506.00	\$ 23,320.00	\$ 10,320.00		\$ 235,681.00
DIRECT COSTS														
	Police Detail													\$ 400.00
	Geotechnical-Subsurface Drilling Contractor													\$ 13,000.00
	Phase IA/IB Archaeological Survey (IAC)													\$ 11,600.00
	Travel													\$ 410.00
	Reproduction/Postage													
Total Task 1.00 =														\$ 261,091.00

	Average Hourly Rate (Hourly Rates)	\$ 143.00	\$ 200.00	\$ 200.00	\$ 143.00	\$ 173.00	\$ 100.00	\$ 138.00	\$ 80.00	\$ 179.00	\$ 110.00	\$ 215.00		
	Labor	\$ 7,722.00	\$ 20,800.00	\$ 14,600.00	\$ 44,187.00	\$ 32,524.00	\$ 47,000.00	\$ 24,702.00	\$ 8,000.00	\$ 2,506.00	\$ 23,320.00	\$ 10,320.00		\$ 235,681.00
	Labor Overhead & Profit													\$ 235,681.00
	DIRECT COSTS													
	Direct Expense total													\$ 25,410.00
	Direct Cost Total													\$ 25,410.00
There is no rented equipment anticipated for the project.														
Total Cost =														\$ 261,091.00







# Town Council STAFF REPORT



**To:** Town Council  
**Title:** Town Council Goals Update  
**Meeting:** Town Council - 22 Feb 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:**

**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.

- The Planning Board has made good strides toward enhancing the site plan regulations to improve the aesthetics of new building being constructed in Hooksett.
- Enforcement of existing sites continues to be a challenge

**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.

- Town Council started the process of working toward increasing its fund balance goal of 8% by reducing the amount applied towards reducing the tax rate. This was an attempt to build the fund balance up towards the goal of 8%. Fund balance is current at 5.43% and was at 5.70% in 2021.

**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.

- Staff includes in the Council's packet all requested information. If more information is needed, Council is urged to communicate that to the Town Administrator
- Are there other matters where improved communication should be explored?

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

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

- Hooksett's TIF project represents the town's largest investment in infrastructure expansion to date. Hooksett's agreement with Granite Woods, has started the expansion of the water and sewer infrastructure within the Exit 11 area.
- Hooksett, working with NHDOT, to begin the process of selecting an engineer firm to start its 10 yr plan upgrade of the Rt. 3a/Hackett Hill Road and Rt. 3A/Main Street project.



# Town Council

## STAFF REPORT



**To:** Town Council  
**Title:** Town Wide Statistical Update for Utility & Commercial Properties Bid Acceptance  
**Meeting:** Town Council - 22 Feb 2023  
**Department:** Assessing  
**Staff Contact:** Jon Duhamel, Town Assessor

### BACKGROUND INFORMATION:

Revaluations are required every 5 years. The goal of a revaluation is to appraise property at its "full and true" value, often referred to as "market value" to ensure that property within the municipality is appraised proportionally as required by the New Hampshire Constitution, so that property owners bear their proportionate share of the property tax base upon the value of their property - no more and no less.

The last update was conducted in 2018 by KRT appraisal.

The 2022 ratio is 63.1%. The Town has not received the 2023 ratio at this time. It is expected that the ratio will decrease.

RFP's were sent out in December 2022 with a deadline of 1/3/23 (Commercial), and 2/1/23 (Utility).

### FINANCIAL IMPACT:

Revaluation Capitol Reserve (Bids received=\$124,000+/-; Balance of reserve=\$156,232+/- as of 1/31/23)

### POLICY IMPLICATIONS:

none

### RECOMMENDATION:

1. Award the contract to Brian Fogg, LLC for Utility Update.
2. Award the contract to VGSI for Commercial Update.

### SUGGESTED MOTION:

1. Allow TA to enter into contract with Brian Fogg, LLC (Utility)
2. Allow TA to enter into contract with VGSI (commercial)

### TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motions

### ATTACHMENTS:

[commercial bid](#)  
[Utility bid](#)



**Bid 23-02**  
**Assessing Services for Commercial Update 2023**  
**Tuesday, January 3, 2023 3:00pm**

**Attendees:** Andre Garron, Town Administrator; Christine Tewksbury, Finance Director; Jon Duhamel  
 Town Assessor

<b>Bidders</b>	<b>Total Cost</b>
Vision Governmental Solutions	\$ 99,900.00

Bid opening closed: 3:06 pm

**Bid #23-01**  
**Town Wide Statistical Update for Utility Class Properties**  
**February 1, 2023 @ 3:00 pm**

**Attendees:** Andre Garron, Town Administrator; Wendy Baker, Executive Assistant  
Jon Duhamel, Assessor

[illegible]

Bid opening closed: 3:10 PM



Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Adoption of HB 1667 - amendment to the requirements for the Veterans Tax Credit RSA 72:28  
**Meeting:** Town Council - 22 Feb 2023  
**Department:** Assessing  
**Staff Contact:** Jon Duhamel, Town Assessor

**BACKGROUND INFORMATION:**

In 2022 HB 1667 was passed and signed by Governor Sununu, which amended the requirements for the Veterans Tax Credit, see attached for details.

**FINANCIAL IMPACT:**

0

**POLICY IMPLICATIONS:**

none

**RECOMMENDATION:**

Adopt revised RSA 72:28

**SUGGESTED MOTION:**

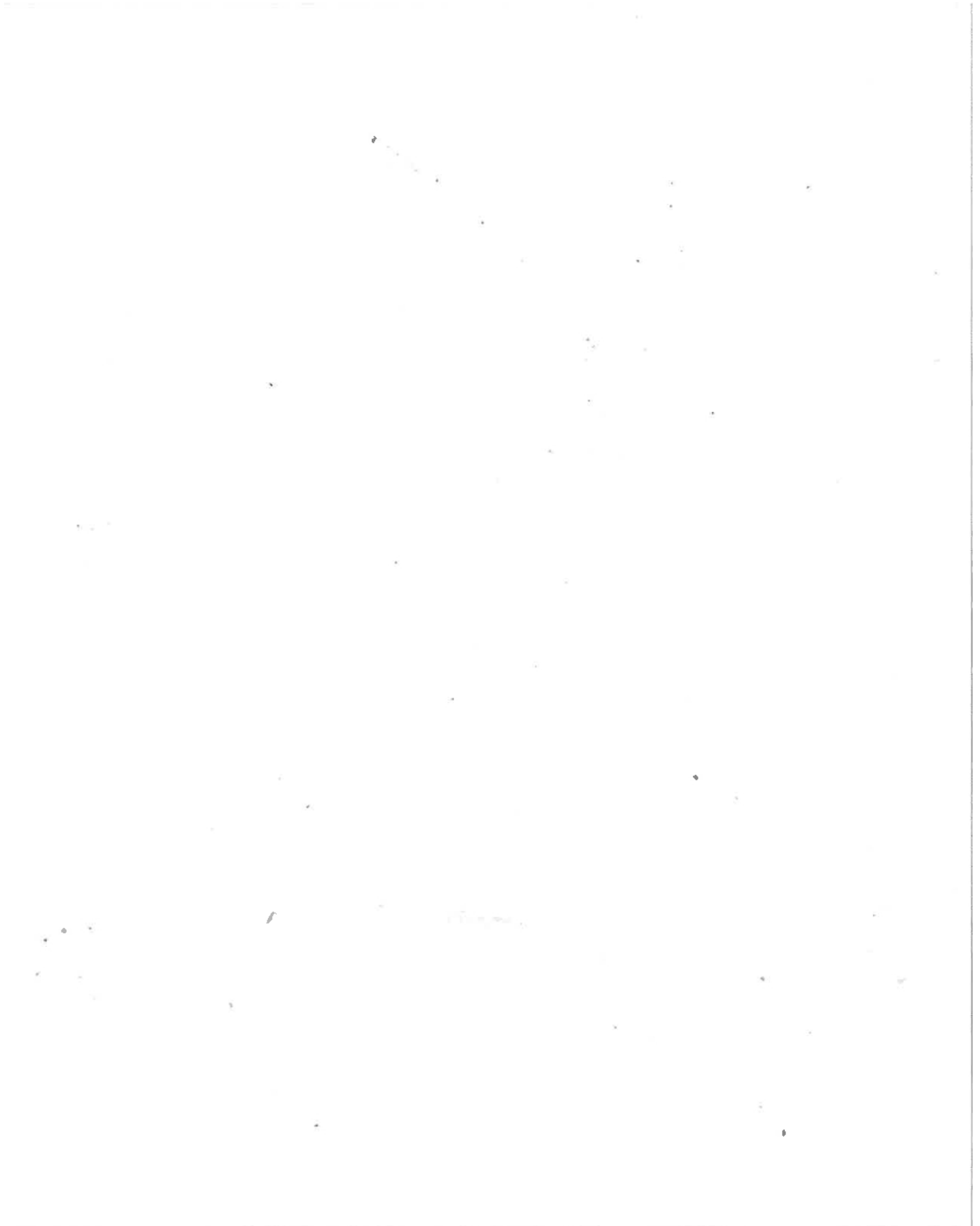
Motion to adopt revised RSA 72:28 regarding an amendments to the requirements for the Veterans Tax Credit.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

I concur with the suggested motion. Hooksett currently has this exemption as part of its list of exemptions available to residents that qualify.

**ATTACHMENTS:**

[HB 1667](#)



HB 1667 - AS INTRODUCED

2022 SESSION

22-2612  
05/08

HOUSE BILL **1667**

AN ACT relative to the standard and optional veterans' tax credits and the all veterans' tax credit.

SPONSORS: Rep. Pauer, Hills. 26; Rep. Baxter, Rock. 20; Rep. Binford, Graf. 15; Rep. Homola, Hills. 27; Rep. Weyler, Rock. 13; Rep. Edwards, Rock. 4; Rep. Foster, Hills. 5; Sen. Avard, Dist 12

COMMITTEE: Municipal and County Government

ANALYSIS

This bill clarifies that veterans of the United States armed forces who served in any active duty status and who continue to serve qualify for the veterans' property tax credits.

Explanation: Matter added to current law appears in ***bold italics***.

Matter removed from current law appears ~~[in brackets and struckthrough:]~~

Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

22-2612  
05/08

STATE OF NEW HAMPSHIRE

*In the Year of Our Lord Two Thousand Twenty Two*

AN ACT relative to the standard and optional veterans' tax credits and the all veterans' tax credit.

*Be it Enacted by the Senate and House of Representatives in General Court convened:*

1 Standard and Optional Veterans' Tax Credit. Amend RSA 72:28, IV to read as follows:

IV. The following persons shall qualify for the standard veterans' tax credit or the optional veterans' tax credit:

- (a) Every resident of this state who ***is a veteran, as defined in RSA 21:50, and*** served not less than 90 days on active service in the armed forces of the United States in any qualifying war or armed conflict listed in this section, and ***continues to serve or*** was honorably discharged or an officer ***who continues to serve or was*** honorably separated from service; or the spouse or surviving spouse of such resident, provided that ~~[Title 10]~~ training for active duty by a member of ~~[a]~~ ***the*** national guard or reserve shall be included as service under this subparagraph;
- (b) Every resident of this state who was terminated from the armed forces because of service-connected disability; or the surviving spouse of such resident; and
- (c) The surviving spouse of any resident who suffered a service-connected death.

2 All Veterans' Tax Credit. Amend RSA 72:28-b, IV to read as follows:

IV. A person shall qualify for the all veterans' tax credit if the person is a resident of this state who *is a veteran, as defined in RSA 21:50, and* served not less than 90 days on active service in the armed forces of the United States and *continues to serve or* was honorably discharged or an officer *who continues to serve or was* honorably separated from service; or the spouse or surviving spouse of such resident, provided that [Title 10] training for active duty *or state active duty* by a member of [a] *the* national guard or reserve shall be included as service under this paragraph; provided however that the person is not eligible for and is not receiving a credit under RSA 72:28 or RSA 72:35.

3 Effective Date. This act shall take effect 60 days after its passage.

Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Budget Transfer #2023-02 in the amount of \$1,804.00 from Fire-Rescue's budget to the Administration budget.  
**Meeting:** Town Council - 22 Feb 2023  
**Department:** Finance  
**Staff Contact:** Christine Tewksbury, Finance Director

**BACKGROUND INFORMATION:**

Transfer needed to reallocate funds from Fire Rescue to the software & program line in Administration to upgrade to an "open" license for Microsoft Office. The "open" license will allow all Fire employees the ability to use Microsoft Office on all computers, as opposed to purchasing individual Microsoft License for each computer.

**FINANCIAL IMPACT:**

No fiscal impact

**SUGGESTED MOTION:**

Motion to authorize the Chairman to sign the Budget Transfer #2023-02 in the \$1,804.00 from Fire Rescue's budget to Administration's budget.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

I concur with the suggested motion to sign the Budget Transfer #2023-02 in the \$1,804.00 from Fire Rescue's budget to Administration's budget.

**ATTACHMENTS:**

[Transfer 2023-02](#)

**TOWN OF HOOKSETT  
BUDGET TRANSFER REQUEST FORM**

**TRANSFER # 2023-02**

Please explain the purpose of this transfer request: Transfer needed support the Fire Department's Microsoft Office Open License. This is a one-time cost to upgrade the Fire Department Microsoft License and Fire has agreed to pay 50% or \$1,840.00. The other 50% will be covered by the Software & Program line in Administration.

**NEED OF FUNDS  
WHERE WILL THE MONEY GO?**

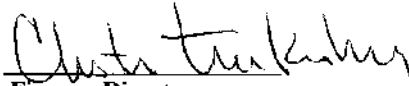
Account #	Description	Current Budget	Amount Added	New Budget
001-100.4150-342.000	COMP Software & Program	\$121,390.00	\$1,804.00	\$123,194.00
<b>Total</b>			<b>\$1,804.00</b>	

**SOURCES OF FUNDS  
WHERE WILL YOU GET THE MONEY FROM?**

Account #	Description	Current Budget	Amount Reduced	New Budget
001-350.4220-330.000	FD Professional Service	\$86,401.00	(\$1,804.00)	\$84,597.00
<b>Total</b>			<b>(\$1,804.00)</b>	

**Recommended by:**

  
Town Administrator

  
Finance Director

**Approved by:**

\_\_\_\_\_  
Town Council

\_\_\_\_\_  
Council Meeting Date

ORIGINAL Finance

COPY Departments

Revision date 5/15/2012

**Budget Information** [X]

GL #	Over Budget
001-100.4150-342.000	No

Information as of: 06/30/2023  
 Selected GL Number: 001-100.4150-342.000  
 Description: COMP Software & Programs  
 Footnotes: 0

**Budget Checking Specific Detail**

Budget Check Type: GL #	
Amended Budget:	\$121,390.00
Activity To Date:	78,542.80
Encumbered:	13,803.99
Other:	3,606.00
Total Available:	\$25,435.21
Amount Requested:	\$0.00
Remaining Available:	25,435.21
Unposted BAs:	\$0.00

Close

Budget Information

GL #	Over Budget
001-350.4220-330.000	No

Information as of: 06/30/2023

Selected GL Number: 001-350.4220-330.000

Description: FD Professional Services

Footnotes: 0

Budget Checking Specific Detail

Budget Check Type: GL #	
Amended Budget:	\$86,401.00
Activity To Date:	81,785.30
Encumbered:	0.00
Other:	0.00
Total Available:	\$4,615.70
Amount Requested:	\$0.00
Remaining Available:	4,615.70
Unposted BAs:	\$0.00

Close



Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Quarterly Financial Report as of December 31, 2022  
**Meeting:** Town Council - 22 Feb 2023  
**Department:** Finance  
**Staff Contact:** Christine Tewksbury, Finance Director

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Listen and discuss the update of the quarterly financial report provided by Hooksett's Finance Director, Christine Tewksbury

**ATTACHMENTS:**

[Quarterly Financial Report](#)

2/6/2023

## Quarterly Financial Report for December 31, 2022

SECOND QUARTER OF FY 2022-23

UNAUDITED

1

## ARPA - State and Local Fiscal Recovery Funds

The town received \$1,522,396.86 in ARPA – State and Local Fiscal Recovery Funds.

Council approved \$1,033,335 in projects as of 12/31/2022 and has until 12/31/2024 to obligate the remaining \$489,061.86.

Projects	Obligated	Spent as of 12/31/22	Balance
Edgewater Drive Broadband	12,500.00	-	12,500.00
Feasibility Study for Central Water	12,000.00	12,000.00	-
Two Police Cruisers	83,000.00	65,499.07	17,500.93
HYAA Score Board Installation	18,500.00	-	18,500.00
DPW Maintenance Van	47,335.00	-	47,335.00
Generator Switch (Town Hall)	25,000.00	6,932.95	18,067.05
Petersbrook Clubhouse	500,000.00	-	500,000.00
Sherwood Drive Drainage	35,000.00	7,650.00	27,350.00
Rte. 3A TIF District	300,000.00	-	300,000.00
<b>Totals</b>	<b>\$ 1,033,335.00</b>	<b>\$ 92,082.02</b>	<b>\$ 941,252.98</b>

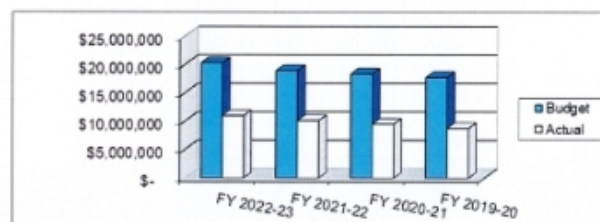
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2/6/2023

## General Fund Operating Budget

Year	Budget	Actual	Remaining Budget	%
FY 2022-23	\$ 20,306,980	\$ 10,994,525	\$ 9,312,455	54%
FY 2021-22	18,925,756	10,138,357	8,787,399	54%
FY 2020-21	18,356,199	9,513,597	8,842,602	52%
FY 2019-20	17,750,209	8,775,066	8,975,123	49%

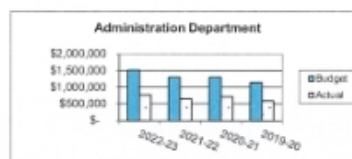


1) Budget amounts include encumbrances, transfers, grants and donations approved by Council as of 12/31 of each year.

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## Administration Department Expenditure

Administration Department			
Year	Budget	Actual	%
2022-23	\$ 1,511,407	\$ 760,610	50%
2021-22	1,293,017	644,817	50%
2020-21	1,290,140	715,379	55%
2019-20	1,146,823	590,650	52%



This department is responsible for large, town-wide expenditures, such as property liability insurance, workers compensation, legal services, and computers.

The budget has increased just over \$364,000 in the last four years. The current budget, FY 2022-23, includes one additional full-time staff member. In FY 2021-22 there was an increase for the Bicentennial Celebration and software. In FY 2020-21 the increase was for staffing changeover.

As of December 31st, the legal line was 50% spent. This compares to last December, when the legal line was 30% spent and December 31, 2020, when the line was 61% spent.

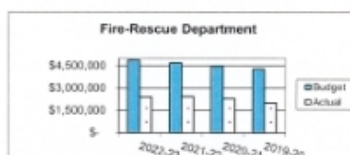
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2/6/2023

## Fire-Rescue Department Expenditure

Fire-Rescue Department			
Year	Budget	Actual	%
2022-23	\$ 4,856,593	\$ 2,398,278	49%
2021-22	4,677,604	2,437,466	52%
2020-21	4,467,158	2,278,706	51%
2019-20	4,255,331	1,999,080	47%



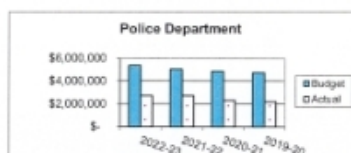
Over the last four fiscal years, this budget has increased \$601,262 or 14%. This increase is due to 7% in wages and overtime; a 6% increase in the employer share of NH Retirement and health insurance costs and another 1% increase in general operations for items such as hydrant rentals, vehicle maintenance and new equipment.

Spending is just under the December's benchmark of 50%. Since COVID-19 the department found it is most efficient to have seven employees on staff when possible and has received grant funding to help cover some of the costs. Currently, the department is experiencing staff shortages. As of this report there are four vacancies, and one employee out long-term.

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## Police Department Expenditure

Police Department			
Year	Budget	Actual	%
2022-23	\$ 5,334,719	\$ 2,685,989	50%
2021-22	5,018,898	2,688,192	54%
2020-21	4,840,784	2,291,660	47%
2019-20	4,709,950	2,162,461	46%



The overall increase in the Police budget for the last four fiscal years was just over \$624,000 or 13%. Wages and overtime increased 5.5%; health insurance increased 3%; employer's share of retirement has increased 4.5% and general operations remained level.

The department historically underspends its budget due to vacant positions. From April 2021 to July 2022, the department had been fully staffed. In the current fiscal year, one position was vacant for the first three months, but has been filled.

When you compare the FY 2019-20 budget to the current year's budget, FY 2022-23, the amount budgeted for general operations is around \$500,000 for both years. However, the FY 2019-20 budget had funds to replace two cruisers and the current budget has funds to replace only one.

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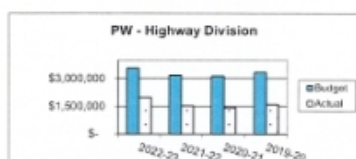
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2/6/2023

## PW – Highway Division Expenditures

PW- Highway Division			
Year	Budget	Actual	%
2022-23	\$ 3,562,276	\$ 1,975,732	55%
2021-22	3,170,220	1,521,012	48%
2020-21	3,131,911	1,422,117	45%
2019-20	3,317,103	1,593,854	48%



This division of Public Works includes Administration, Roads, Fleet and Building Maintenance.

Each year part of the budget is encumbered into the following year's budget for projects like road paving and building maintenance.

### Encumbrances:

FY 2022-23 budget includes \$192,761 from FY 2021-22.  
 FY 2021-22 budget includes \$122,522 from FY 2020-21.  
 FY 2020-21 budget includes \$174,091 from FY 2019-20.  
 FY 2019-20 budget includes \$374,540 from FY 2018-19.

If you remove all the encumbrances from each of the budget years, the actual budget has increased \$422,493 or 14.5% over the four years.

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## PW – Highway Division Expenditures, continued

The \$422,493 or 14.5% breaks down as follows: 2.5% on wages and overtime; a 0.5% increase in health insurance; a 2.5% increase in employer share of NH Retirement and \$272,691 or 9% in general operations.

General operations increased \$272,691 over the four budget years. The current budget has \$50,000 more for road salt, some funds for new equipment and \$300,000 in additional paving. While the division has more paving money in the current budget, it has less money available for day-to-day operations than it did in FY 2019-20. However, there have been some cost savings over the four years, such as street lighting and NHDES Stormwater.

Year-to-date actuals are 55% of the budget. This is due to timing of the fall paving, the amount of paving completed and paid as of December of each year. Staffing levels for the Highway Division have remained the same for the past four years. Currently, there is one truck driver position vacant, but there had been four positions vacant for an average of 4.25 months in the current year.

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2/6/2023

## PW – Recycling & Transfer Division Expenditures

PW - Recycling & Transfer Division			
Year	Budget	Actual	%
2022-23	\$ 1,310,940	\$ 633,091	48%
2021-22	1,262,096	502,897	40%
2020-21	1,240,149	472,721	38%
2019-20	1,213,158	480,310	40%



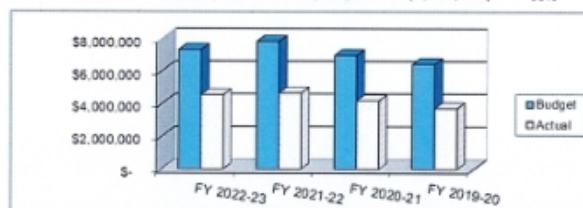
This budget has increased \$97,782 or 8% over the past four years. Wages and overtime have increased 3.5%. The town added one full-time Administrative Assistant in the FY 2020-21 budget as approved by the voters. Health insurance has increased 1.5%. The town's share of NH Retirement has increased 1%. General operations have increased by \$25,000 or 2%, largely due to tipping fees.

Position vacancies explain why actuals are historically less than the December benchmark of 50%. Currently all full-time positions have been filled all year 😊

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## General Fund Revenues

Year	Budget	Actual	Uncollected		% Budget
			Budget		
FY 2022-23	\$ 7,309,039	\$ 4,550,855	\$ (2,758,184)		62%
FY 2021-22	7,821,182	4,671,814	(3,149,368)		60%
FY 2020-21	6,964,737	4,195,892	(2,768,845)		60%
FY 2019-20	6,434,463	3,732,053	(2,702,410)		58%



1) Budget amounts include encumbrances, transfers, grants and donations approved by Council as of 12/31 of each year.

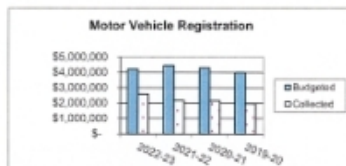
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2/6/2023

## Motor Vehicle Registration Revenues

Motor Vehicle Registration			
Year	Budget	Actual	%
2022-23	\$4,200,000	\$ 2,585,613	62%
2021-22	4,450,000	2,175,782	49%
2020-21	4,300,000	2,152,980	50%
2019-20	4,000,000	1,974,147	49%



The top revenue source for the town is fees collected for registering motor vehicles. Each budget is based on the collection for the prior year.

FY 2021-22 collections were \$4,191,355

FY 2020-21 collections were \$4,460,804

FY 2019-20 collections were \$4,082,084

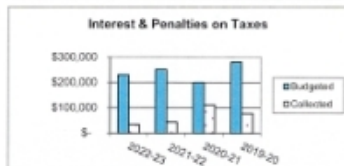
FY 2018-19 collections were \$3,873,297

Actuals collected are at 62%, which is higher than the benchmark of 50%. The Tax Collector believes most of this increase is related to timing for fleet registrations. One larger fleet has changed from a June registration to September, which helps explain why last years collection was lower than anticipated.

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## Interest & Penalties on Tax Revenues

Interest & Penalties on Taxes			
Year	Budget	Actual	%
2022-23	\$ 230,000	\$ 33,529	15%
2021-22	250,000	43,239	17%
2020-21	200,000	110,663	55%
2019-20	280,000	77,961	28%



This interest comes from property taxes not being paid on time, and the penalties are fees to execute liens and notices. Many property owners pay off delinquent taxes either to avoid the town deeding their property (generally in the spring) or when they want to sell their property.

Collections for the last four years are as follows:

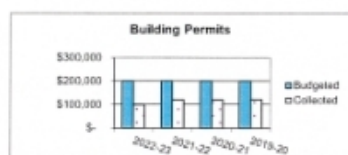
June 2022	\$225,111
June 2021	\$287,072
June 2020	\$188,143
June 2019	\$304,891

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2/6/2023

## Building Permit Revenues

Building Permits			
Year	Budget	Actual	%
2022-23	\$ 200,000	\$ 97,632	49%
2021-22	200,000	120,421	60%
2020-21	200,000	119,652	60%
2019-20	200,000	121,249	61%



These fees are generated by residential and commercial construction. Collections are below the benchmark in the current year, which is consistent with the drop in last year's collection rate.

FY 2021-22 \$196,585

FY 2020-21 \$258,593

FY 2019-20 \$222,545

FY 2018-19 \$214,159

Number of permits issued in the first half of the year are as follows:

7/1/22 to 12/31/22 766

7/1/21 to 12/31/21 770

7/1/20 to 12/31/20 852

7/1/19 to 12/31/19 630

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## State of NH Revenues

State Revenues			
Year	Budget	Actual	%
2022-23	\$1,577,072	\$ 1,452,896	92%
2021-22	1,382,735	1,262,660	91%
2020-21	1,198,726	1,078,971	90%
2019-20	1,213,075	1,111,362	92%



In 2021 the State reduced the town's share of Meals & Rooms Tax from 40% down to 30%, but the State has funded the full 30%. In FY 2022-23 the town's share of Meals and Rooms Tax is over \$1.2 million.

Highway Block Grant is \$300,187 in FY 2022-23.

The State allocated one-time payments of \$261,202 for road project(s) and \$284,293 for Bridge Aid. Both payments do not lower taxes or supplant the budget, unlike the \$110,208 received from the State to help with the cost of retirements which Council applied to the November 2022 tax rate.

FY 2020-21 reflects approximately \$150,000 in Municipal Aid from the State. This payment was a one-time allocation.

No State Shared Revenues have been received since FY 2009-10.

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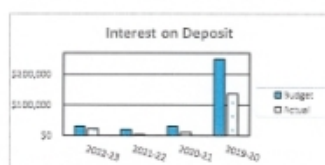
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2/6/2023

## Interest on Deposit Revenues

Interest on Deposit			
Year	Budget	Actual	%
2022-23	\$30,000	\$22,775	76%
2021-22	20,000	3,239	16%
2020-21	30,000	10,271	34%
2019-20	250,000	136,466	55%



This revenue is the interest the town earns on the cash in our bank accounts. The Treasurer invests excess cash in accordance with the town's investment policy. With interest rates increasing the town is already seeing higher returns for FY 2022-23.

Collections have drastically declined over the last four years to finish each year as follows:

June 2022	\$9,506
June 2021	\$20,406
June 2020	\$196,697
June 2019	\$256,393

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## Ambulance Service Fund

The Ambulance Service Fund is reported separately from the Town's General Fund as approved by the voters at the May 2011 Town Meeting. It is the expectation that the fees from the users of the ambulance will cover the direct cost of the Ambulance Service.

Calls for Service				
	2019	2020	2021	2022
Elliot Hospital	636	629	783	693
CMC Hospital	344	283	419	309
Concord Hospital	113	104	113	142
Non-Transport	543	567	662	793
<b>Total Calls for Service</b>	<b>1636</b>	<b>1583</b>	<b>1967</b>	<b>1937</b>

In 2020, calls dropped slightly by 2%. In 2021 and 2022, calls increased 24% from 2020. The average calls per month pre-pandemic was 128 compared to the average calls of 161 per month in 2022.

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2/6/2023

## Ambulance Service Fund, continued

The Town uses Comstar Inc. to issue bills to users and collect payments. Billing rates were increased in June 2021 as part of an annual review of rates.

Billing and Collection Data				
	2019	2020	2021	2022
Gross Commitments	1,098,758.74	1,153,646.23	1,418,709.34	1,335,435.17
Contractual Allowances	(495,624.70)	(499,710.49)	(562,567.67)	(644,800.10)
Net Commitments	\$ 603,134.04	\$ 653,935.74	\$ 856,141.67	\$ 690,635.07
<b>Total Collected</b>	<b>\$ 499,977.27</b>	<b>\$ 524,743.38</b>	<b>\$ 599,800.45</b>	<b>\$ 612,012.46</b>
% Collected	83%	80%	70%	89%
Total Uncollected for the period	\$ 103,156.77	\$ 129,192.36	\$ 256,341.22	\$ 78,622.61
% Uncollected for the period	17%	20%	30%	11%
Total Uncollected (all years)				\$903,009.16

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## Ambulance Service Fund, continued

Expenses				
	2019	2020	2021	2022
Full-time Employees	\$ 135,477.72	\$ 147,026.18	\$ 125,263.05	\$ 142,723.52
Overtime	1,056.77	-	-	-
Health Insurance	39,199.83	22,639.24	12,129.80	16,067.74
Dental Insurance	771.14	206.28	34.18	269.54
Life & Disability Insurance	1,252.08	1,802.19	1,125.11	1,769.71
FICA Taxes	1,941.05	2,143.96	1,908.23	2,099.85
NI Retirement	41,170.55	40,316.36	37,261.41	44,756.59
Unemployment	1,683.83	353.53	225.49	231.90
Workers Compensation	5,513.94	7,984.30	7,212.73	8,313.06
Uniforms	191.70	-	334.16	-
Training & Dues	24,120.50	26,753.55	7,868.28	15,542.73
Banking Services	-	39.00	81.52	148.54
Professional Services	104,873.15	106,160.04	103,066.56	111,626.97
Software & Programs	554.12	113.70	-	1,200.00
Equipment Maintenance	9,523.32	13,188.83	12,090.27	14,290.01
Vehicle Maintenance	22,038.33	10,083.94	20,522.76	12,590.53
Telephone	976.61	1,670.58	1,493.73	2,069.14
Office Supplies	31.98	26.99	66.76	5.13
Medical Supplies	31,370.63	65,410.72	48,592.45	46,563.37
Fuel	10,079.47	8,012.17	11,429.73	20,865.16
New Equipment	12,162.65	14,362.52	12,295.25	73,870.87
Vehicle & Related Equipment	304,047.30	-	695.70	60,789.00
Overpayment Refunds	1,754.36	1,757.84	1,654.26	553.91
<b>Total Expenses</b>	<b>\$ 749,231.03</b>	<b>\$ 470,071.92</b>	<b>\$ 405,381.45</b>	<b>\$ 576,367.31</b>

18

9

**Town of Hooksett  
Town Council Special Meeting Minutes  
Saturday, February 4, 2023**

The Hooksett Town Council met on Saturday, February 4, 2023 at 9:00 am in the Cawley Middle School, 89 Whitehall Road, Hooksett, NH

**CALL TO ORDER**

Vice-Chair Tsantoulis called the Special Meeting to order at 11:50am

**PROOF OF POSTING**

Executive Assistant, Wendy Baker provided proof of posting.

**ROLL CALL**

Present: Vice-Chair Tim Tsantoulis, Councilor Randall Lapierre, Councilor Alex Walczyk, Councilor David Ross, Councilor John Durand, Councilor Roger Duhaime, Councilor Keith Judge and Councilor David Boutin.

Absent: Chair James Sullivan.

**PUBLIC INPUT**

None

**OLD BUSINESS**

Warrant amendment from the 2/4/23 Deliberative Session, motion from Alan Brennan (29 Pleasant Street) to remove \$3,500 from the Administration Uniforms line of the Operating Budget, seconded by Alyssa Ehl (27 Barberry Street). Motion passed 21 yes and 5 no.

Councilor Lapierre motioned to approve the amendment to Warrant Article 4, Operating Budget, as presented and approved at the Deliberative Session, removing \$3,500 from the Administration Uniforms line. Councilor Judge seconded the motion.

**Roll Call Vote**

R. Duhaime – Aye

J. Durand – Aye

R. Lapierre – Aye

A. Walczyk – Aye

D. Boutin – Aye

T. Tsantoulis – Aye

D. Ross – Aye

K. Judge – Aye

J. Sullivan – Absent

Voted in Favor (8-0)

Town Council's Attorney Matt Serge stated that there was no statute requirement for Town Council to place a vote count on the Warrant/Ballot for Articles 2 & 3.

Councilor Boutin motioned to not add Town Council vote on Articles 2 & 3 on the Town Warrant/Ballot. Vice-Chair Tsantoulis seconded the motion.  
Vote failed (4-4)

Councilor Ross motioned to add Town Council vote on Articles 2 & 3 on the Town Warrant/Ballot. Councilor Durand seconded the motion.  
Vote failed (5-3)

**PUBLIC INPUT**

None

**ADJOURNMENT**

Vice-Chair Tsantoulis motioned to adjourn at 12:01 pm. Councilor Boutin seconded the motion.  
Voted unanimously in favor (8-0)

Respectfully submitted,  
*Wendy A Baker*  
Wendy A. Baker

**Town of Hooksett  
Town Council Meeting Minutes  
Wednesday, February 8, 2023**

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The Hooksett Town Council met on Wednesday, February 8, 2023, at 6:00 in the Hooksett Municipal Building.

**CALL TO ORDER**

Chair Sullivan called the meeting of 08 Feb 2023 to order at (6:01) pm.

**PROOF OF POSTING**

Human Resource Coordinator Donna Fitzpatrick provided proof of posting.

**ROLL CALL**

**In Attendance:** Councilor James Sullivan, Councilor Timothy Tsantoulis, Councilor Alex Walczyk, Councilor Randall Lapierre, Councilor David Boutin, and Councilor John Durand, Councilor Roger Duhaime, Councilor David Ross (arrived at 7:13 and left at 7:47).

**Absent:** Councilor Keith Judge

**PLEDGE OF ALLEGIANCE**

**AGENDA OVERVIEW**

**SPECIAL RECOGNITION**

A. Garron- No New hires and no departures.

**PUBLIC INPUT - 15 MINUTES**

David Smith- representing the Martins Ferry Coalition- 26 Martins Ferry Road- we have jersey barriers on the road and am wondering why they've been there for 10 months. In my opinion there was work that was done that was done incorrectly. I don't understand why we paid for bad work. Why has this been drawn out, why was it not overseen? I don't think that we need a new bridge. The guardrail can be fixed. Anyone can fix it. Bruce and I had a long conversation and why we need it and I do not agree with him. Why did the speed calming measures get removed? Did you ask why they were asked to be removed? They were there for a reason to reduce speed. We have a no thru trucking that does not get enforced. We have a weight limit that is not enforced, and I don't even know that we have the means to weight the truck. As I see it we bring down a weight limit. The weight limit is based on the bridge and how much weight it can handle. If we enforce the posting that we have on the road we are going to negate the issues that we have. what do we need on that road, we need the jersey barriers removed and my reason for the phone call is why is it taking so long. It has been over 10 months.

J. Sullivan- we may not be able to answer all your questions as this is just public comment. The initial work was due to a wash out. There has been discussion on removing the speed bump from a councilor, but we have not voted on that yet, as we were asked to review the area in full first. Please reach out to

the town administrator for further questions. We are addressing this topic later and some of your questions may be answered later.

D. Smith- do we have a figure on what it cost for the landscaping and guardrail work?

A. Garron- it was a 1-part fix that led to a 2-part fix. The erosion control is what we paid for. What we are going to be talking about later is the rest of the fix.

D. Smith- who spoke against the speed bump?

J. Durand raised his hand.

D. Smith- the speed bump works our traffic count went up like 300% from a July study to a October study. They speed, and we suffer from noise, safety and it is dangerous.

D. Smith- I and my neighbors will come again and tell you that we need and want the speed bumps. My closing comment is that we all have a job to be responsible and to be careful with our money. We need to look long and hard on how we spend our money. I am really bothered. I am here to plant the seed that we are all very surprised by the situation.

J. Durand- I agree with you, the speed table down there is not doing any good where it is, and it should be moved.

J. Sullivan- if you have any additional questions, please reach out to Andre for him to address your concerns.

#### **SCHEDULED APPOINTMENTS**

**9.1- Martins Ferry Road/North River Road Intersection - Request approval of the Council to permit the Town Administrator to sign a contract with GM2 Associates, Inc. to conduct the Design and provide Construction Administration for improvements to this intersection. The contract amount will be \$261,091.**

A. Garron – the erosion issue that happened here brought other issues. There was decking issues that prohibited the guardrails from being attached and couldn't be certified by an engineer. The guardrail issue is that it keeps getting hit due to the alignment of the road. Council didn't want to piece this and wished to take a more comprehensive look at this. We put out an RFQ to address the road, and tonight we have the engineering firm here to discuss.

B. Thomas- here with me is Seth Hill from GM2. Martins Ferry Road/North River Road Intersection – we request approval of the Council to permit the Town Administrator to sign a contract with GM2 Associates, Inc. to conduct the Design and provide Construction Administration for improvements to this intersection. The contract amount will be \$261,091. The Consultant was selected through a thorough Qualifications Selection Process. The project would include the design of the reconfiguration of the intersection to allow the safe flow of traffic through the area, and the design of a new bridge installed a few hundred feet east of the intersection crossing Martins Ferry Road. The design schedule will be such that the entire design will be complete, and project bid in the fall/winter. I have been

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90 dragging my feet as I have been waiting for funding sources to come in. Expends \$261,091 from the SB  
 91 401 Block Grant funds recently received from the State of New Hampshire. There is currently \$261,202  
 92 in this block grant. After construction, \$111,000 will remain. It is likely that the construction for this  
 93 project may cost up to \$1,000,000. This may be funded through recently received bridge funds of about  
 94 \$214,000, Impact Fee funds of about \$300,000 (subject to the approval of the Town Attorney, with the  
 95 balance funded by a future Warrant Article.  
 96  
 97 D. Boutin- can you explain the design.  
 98  
 99 B. Thomas- we've revised the intersection to make the curve a little smoother. Right now, it's almost  
 100 like a stop sign intersection. In this the radius longer. It will make it easier for trucks to go through there.  
 101  
 102 B. Thomas- it is a no thru trucking and a weight limit on the road.  
 103  
 104 D. Boutin- do we have an issue with trucks?  
 105  
 106 B. Thomas- yes in regard to the weight and the wheelbase being too large for them to make the turn.  
 107  
 108 A. Garron- there is a weight limit and a no thru trucking posted on the road. The no thru trucking is for  
 109 those that do not have business in town. If they are going to SNHU and have business, then they are  
 110 allowed to go thru.  
 111  
 112 B. Thomas- not exactly because we won't design it for the large tractor trailers to go through there, and  
 113 if the box trucks are overweight, they can't go through there.  
 114  
 115 D. Boutin- does law enforcement deal with the trucks if they are going down the road and they should  
 116 not be?  
 117  
 118 B. Thomas- they should be enforcing it.  
 119  
 120 D. Boutin- what is the issue here is it the weight of the vehicle?  
 121  
 122 B. Thomas- there are 2 issues. The weight limit, so heavy trucks can't go over it, and a new bridge  
 123 would fix that, and the other is that the way the intersection is configured. Trucks cannot make that  
 124 corner without sideswiping the guardrail.  
 125  
 126 D. Boutin – would this new configuration help?  
 127  
 128 B. Thomas- it would completely eliminate the issue and eliminate the issue with the guardrail. If we  
 129 move the bridge, there will be bridge rail and the rest will be filled in and no guardrail in the other areas.  
 130  
 131 B. Thomas- if we have new bridge there will be bridge rails to protect the stream. The stream will move  
 132 and that area filled in where the bride is will be normal rails.  
 133

134 R. Duhaime- why don't we just go thru the bullets that Bruce has given us. We are asking about  
135 guardrails, and we are not at the point to guardrails yet. This will protect the intersection, but we have  
136 not addressed the speed control yet.

137  
138 R. Duhaime- you have a sharp curve at the bottom of the hill. So, I'd imagine that we wouldn't want that  
139 sharp of a return at the bottom of the hill. People usually pick up speed coming down a hill. So, it's not a  
140 good scenario.

141  
142 S. Hill- as part of the design process will be addressing the speed. As you stated it is at the bottom of a  
143 hill so you may not be able to completely address the concerns but as part of the design process is  
144 looking at all of that.

145  
146 T. Tsantoulis- I think we have jumped ahead of ourselves here. Aren't the jersey barriers there because  
147 the guardrail is failing and are there to protect drivers. One way or another we have to have a bridge or  
148 culverts to allow the water to flow thru.

149  
150 J. Durand- if there is a sign that says no thru trucking then there should be no thru trucking. The other  
151 part is there has been a lot over the years where SNHU has purchased homes and removed homes  
152 and have changed the area and eventually want to take over that area and have it all to themselves.  
153 They have an idea of building a road so they can have that area. We maybe should be talking to SNHU  
154 to see their intentions as we may be spending all this money for nothing.

155  
156 B. Thomas- before we sent out the RFQ I spoke with SNHU and they made no indication of wishing to  
157 help pitch in for the costs.

158  
159 J. Durand- if we are redesigning this I'd hate for us to redesign this to a point where trucks can go thru  
160 and the residents don't seem to want the additional traffic going through.

161  
162 A. Garron- we haven't abandoned the topic with SNHU. It is noted that there is indeed a no thru  
163 trucking on Main St, but as long as they have a destination within Hooksett they are allowed to travel  
164 thru.

165  
166 R. Duhaime- this has always been an intersection. It would be nice to see this all resolved.

167  
168 J. Durand- has anybody thought of instead of making it a curve, to make it a stop and then a turn?

169  
170 B. Thomas- the design phase is like a study, and we will look at all of the options.

171  
172 B. Thomas- the existing culvert is relatively small, and it can get clogged up easily. If we make it 10 feet  
173 wide, it qualifies as a bridge and we will be able to potentially get more funding.

174  
175 R. Duhaime- the erosion is a reoccurring problem. As soon as we get it addressed, we won't have this  
176 issue anymore.

177  
178 S. Hill- generally water does not like to take 90 degree turns and results in erosion, if we go with this  
179 option, it will help reduce erosion as it gives it a different path to follow.

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4



180

181 J. Sullivan- do we need state approval?

182

183 B. Thomas- yes, we will need to get a wetlands permit.

184

185 S. Hill- the existing stream is very unnatural. One of the 1<sup>st</sup> steps that we would do is meet with the  
186 regulatory agencies to see how they feel about out proposed designs and get their input.

187

188 J. Sullivan- what about existing sidewalk bridge?

189

190 B. Thomas- it is kind of a bazar configuration and that will be addressed.

191

192 A. Garron- was that a donation from SNHU or put in from the town.

193

194 J. Sullivan- SNHU had some involvement in the foot bridge.

195

196 R. Duhaime- I believe during the Mother's Day flood they used relief money to build it.

197

198 B. Thomas- the state has a municipal Bridge Program, and they inspect all the bridges, and if we have  
199 issues we would qualify for future funding.

200

201 J. Durand- so what does the contract cover?

202

203 J. Durand- how much do you think this project will cost?

204

205 B. Thomas- I believe it will be close to 1 million dollars.

206

207 T. Tsantoulis- regardless of if we don't have all of the money to finish this project, we still need to  
208 address this. We can't keep kicking the can down the road. A lot of SNHU is in Hooksett and in  
209 Manchester. We have a responsibility to fix this, and we need to design it to know how to fix it.

210

211 D. Ross- I have not seen the other bids. Why are we choosing on qualifications and not the monetary  
212 bid. We are the ones who should be making decisions on contracts and not staff. The fact is the growth  
213 that has occurred on the inside of the culvert. We should not be signing off on our authority to make  
214 decisions on contracts and bids.

215

216 A. Garron- we followed the process in accordance with what has been adopted by this council. We  
217 followed direction by the council to look into this. This is not the design this is a concept. In order to  
218 move forward we need to put something in front of you based on the direction you give us. We have  
219 always followed this process. We went forward with a RFQ. There is a drainage factor and an  
220 intersection design factor and we wanted to make sure we went forward with a firm that would address  
221 both of those occasion. Ultimately what will come of this is a design will go out to bid from what we  
222 move forward with.

223

224 J. Sullivan- what was the other bids?

225

226

A. Garron- since we went through a request for qualifications, we only went with a bid request on the selected firm in accordance with our financial policy.

228

229

230

231

232

D. Ross- Again, definition of bid is a monetary offer, and we haven't seen it and that's not right. But to have the secret bidding process, which is what it is, strictly on qualifications that are judged by staff to not the Council, is improper to me. It's not how we award bids, not for 1/4 million of dollars. And I think it's wrong.

233

234

R. Lapierre- the block grant was a specific value how was that amount determined?

235

236

A. Garron- it is based off of population and another factor that I do not remember.

237

238

R. Lapierre- what were the stipulations of accepting the SB401 grant funds?

239

240

A. Garron- for highway projects.

241

242

243

R. Lapierre- the way I read the staff report is that they choose GM2 based on qualifications and then their bid was close to our block grant funds.

244

245

246

247

248

***J. Sullivan motioned to grant permission for the Town administrator to sign contract with GM2 Associates, Inc. for \$261,091 funds coming form the SB401 Block Grants for Design and Construction Administration for improvements of the Martins Ferry Road/North River Road Intersection, seconded by T. Tsantoulis.***

249

250

***Roll Call Vote #2***

251

***R. Duhaime Aye***

252

***J Durand Nay***

253

***D. Ross Nay***

254

***R. Lapierre Nay***

255

***A. Walczyk Nay***

256

***D. Boutin Nay***

257

***K. Judge NP***

258

***T. Tsantoulis Aye***

259

***J. Sullivan Aye***

260

261

***Vote fails 3-5***

262

263

J. Sullivan- so at this point we are not moving forward with this project.

264

265

**CONSENT AGENDA**

266

267

268

***T. Tsantoulis motioned to accept the consent agenda 10.1 as presented; seconded by A. Walczyk.***

269

270 **Vote in favor 8-0**

271

272 **10.1 To accept a donation totaling \$150.00 from George and Daniel Bureau to the Town of**  
 273 **Hooksett for the Family Services Department per RSA 31:95-b,III(b)**

274

275

276 **NOMINATIONS AND APPOINTMENTS**

277

278 J. Sullivan- we have 2 requests, Ron Ducharme seeking appointment to the Trash Collection  
 279 subcommittee as a regular member and Fred Bishop seeking appointment to the Trash Collection  
 280 subcommittee as a regular member.

281

282 T. Tsantoulis- I have concerns with individual stepping in at this point. Given how these 2 have already  
 283 tilted their hand on where they stand on this subject. They both live in condos and want to see trash  
 284 pickup in condo subdivisions. We should continue as we are with the subcommittee. They are welcome  
 285 to come to public input, but I don't think they should be on the subcommittee.

286

287 J. Sullivan- if we want to change the makeup of the committee, we need to make a vote on that.

288

289 D. Ross- just because someone has an interest you can't presume someone's intent. You can't  
 290 discriminate based on their perceived intent. It should be based on qualifications; you can't bar them for  
 291 their interest.

292

293 J. Sullivan- The administrator received 2 applications as members on a committee. In order for us to  
 294 entertain the application. We need to change the charge of the original motion to change the number of  
 295 members.

296

297 **NEW BUSINESS**

298

299 14.1 Hackett Hill Road/Rte. 3A intersection and the Main Street/Rte. 3A. intersection State Project  
 300 #43851. Provide the Town Administrator with a "Certificate of Authority" that provides him with the  
 301 authority to sign the Project Agreement Between the Town and the State of New Hampshire for the  
 302 Engineering and Construction of the Hackett Hill Road/Rte. 3A intersection and the Main Street/Rte.  
 303 3A. intersections.

304

305 ***R. Lapierre motioned to approve of the Town Administrator to sign the State Highway Aid and***  
 306 ***Federal Aid Programs Project Agreement for the Hackett Hill Road/Rte. 3A intersection and the***  
 307 ***Main Street/Rte. 3A intersection project also known as State Project #43851, and to provide a***  
 308 ***Certificate of Authority to that effect. Seconded by A. Walczyk.***

309

310 **Roll Call Vote #3**

311 ***D. Boutin Aye***

312 ***D. Ross NP***

313 ***A. Walczyk Aye***

314 ***J. Durand Aye***

315 **R. Duhaime Aye**  
 316 **T. Tsantoulis Aye**  
 317 **R. Lapierre Aye**  
 318 **K. Judge NP**  
 319 **J. Sullivan Aye**

320  
 321 **Vote 7-0**  
 322

323 B. Thomas- want to make you aware that. As part of this project process, we strictly follow the state  
 324 regulations of the bidding procedures, and step one is that we advertise for the qualifications and then  
 325 we pick a consultant based on those qualifications only. Then we negotiate with that consultant and  
 326 that's step one. This is not a bid. It's a request for qualifications just like Martins Ferry Rd. Approving  
 327 this project you're not approving because it's my idea but you're approving the state process and that's  
 328 how we have to award.

329  
 330 A. Garron- to follow up with what Bruce has said, the state has already compiled a pre-selected list of  
 331 consultants to use. It is a state project on the 10-year plan, but municipally managed. We do need to  
 332 follow their guidelines. When we do submit for qualifications we are submitting based on the list by  
 333 DOT.

334  
 335 A. Walczyk- do we only have to pick from the firms that are on that list?

336  
 337 A. Garron- correct.

338  
 339 R. Duhaime- what are we giving you authority for?

340  
 341 A. Garron- to start the project. That is why we gave you terms to read through. Those are requirements  
 342 from the state that they gave me a certificate of authority. I really want to try to get this project going.  
 343 Part of getting this project going is the certificate of authority to start to interview engineering firms. So,  
 344 we can start the ball rolling. Regards to what is going to ultimately lead to the improvement of Hackett  
 345 Hill Road and route 3A and Main St. This is a requirement from the state we go through this, and if  
 346 council want to be a part of that process the interview process you are more than welcome to.

347  
 348 D. Ross- have you all read thru this? I see a lot of work that is to be provided by town staff. I think  
 349 everyone needs to read all through this.

350  
 351 A. Garron- getting on the states 10-year plan is a big deal. The last time we were on the plan was back  
 352 in 2017/2018, but we failed to get our portion of the funding. We were lucky to get this back on the 10-  
 353 year plan. We were somewhat assured that there is adequate funding out there to get this done. The  
 354 portion that is the local share is already there and the developer at Hackett Hill has already dedicated 1  
 355 million dollars. This document from the state is standard documentation in regard to fair and equitable  
 356 trade and procurement of funds, and we do have to follow their rules and we need to start this process  
 357 with this letter of acknowledgement.

358  
 359 T. Tsantoulis- we have to be willing to make a commitment to move forward with looking at this.

360  
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8

361 J. Durand- when you talk about the 2017 when it was looked at before, was that the warrant article that  
362 was defeated for the roundabout.

363

364 A. Garron- what I understand is that the price kept escalating. Back then you were only talking about  
365 one intersection. This project includes both intersections. It was increased to 4 million as it is significant  
366 projects.

367

368 D. Ross- this needs more time we need to look through this and look at this more carefully. We can't  
369 make this decision right now. Again exit 11 is a state problem it is up to them to fix that problem. The  
370 only reason they have to take the other section up is because the other end will queue up. This needs  
371 more time, the state loves pushing you into things and not paying the bill. I will talk to Tommy and how  
372 DOT does things. We need more than 1 meeting.

373

374 R. Duhaime- looking at this paperwork we are sponsoring this, not the state?

375

376 A. Garron- the municipality will take the lead on the project but need to adhere to the DOT guidelines.

377

378 D. Boutin- Granite Hill is putting up the money not the town, correct?

379

380 A. Garron- right now we have the 1 million from Granite Hill and we have impact fees that we have set  
381 aside and need to spend.

382

383 D. Boutin- what's important to understand is that taxpayers' funds are not going to this project.

384

385 A. Garron- the best way that I can put it is that we have enough money put away in our possession to  
386 take care of our share.

387

388 A. Walczyk- Andre have you been involved in a project like this before? And what are your thoughts  
389 and experience on this project?

390

391 A. Garron- yes, I have. My experience is that once the agreement has been entered into you just want  
392 and need to follow by the DOT rules. Even though we are running it we are running it by their rules. The  
393 fact that we are on the 10-year plan and a majority of funding being paid for by the state. It's too  
394 important to not make this work.

395

396 J. Durand- years back we had plans for this roundabout. Can we still use the plans that we already paid  
397 for in the past.

398

399 A. Garron – keep in mind this is different from the last one. If one intersection has around about, then  
400 the 2<sup>nd</sup> one has to be looked at to see what options is better. The town will be involved in the end  
401 design. But what we were looking at 7 years ago is different as we are looking at 2 aspects vs one and  
402 how the 2 will work together.

403

404 R. Lapierre- how much money from the town does that commit the town to today?

405

406 A. Garron- I believe we are committing to the \$703,333 is what is known now and is our commitment  
407 today.

408

409 **14.2 Request to discuss potential Parks & Rec Projects**

410

411 *R. Lapierre moved to table the discussion until Mr. Janos can attend; seconded by D. Boutin.*

412

413 **Roll Call Vote #4**

414 *A. Walczyk Aye*

415 *R. Lapierre Aye*

416 *D. Ross NP*

417 *R. Duhaime Aye*

418 *J. Durand Aye*

419 *K. Judge NP*

420 *T. Tsantoulis Aye*

421 *D. Boutin Aye*

422 *J. Sullivan Aye*

423

424 *Vote in favor 7-0*

425

426 **APPROVAL OF MINUTES**

427

428 *T. Tsantoulis motioned to approve the public minutes of January 9, 2023; seconded by D.*  
429 *Boutin.*

430

431 *Line 74- "change their mailing address" should be "register or change the voting status" and*  
432 *Sumize should be surmise.*

433

434 *Vote in favor 7-0*

435

436 *D. Boutin motioned to approve the public minutes of January 18, 2022; seconded by A. Walczyk.*

437

438 *A. Walczyk left early, and motion #5 line 449 should be a NP and line 456 Vote in favor 7-0*

439

440 *J. Sullivan motioned to approve the non-public minutes of January 18, 2023; seconded by D.*  
441 *Boutin.*

442

443 *Vote in favor 7-0*

444

445 *J. Sullivan motioned to recommend article 4 for the operating budget in the amount of*  
446 *\$23,222,871 as amended at the 2023 Deliberative Session seconded by D. Boutin.*

447

448 **Roll Call Vote #5**

449 *T. Tsantoulis Aye*

450 *D. Ross NP*

451 *R. Duhaime Aye*

452 **A. Walczyk Aye**  
 453 **R. Lapierre Aye**  
 454 **K. Judge NP**  
 455 **J. Durand Aye**  
 456 **D. Boutin Aye**  
 457 **J. Sullivan Aye**

458  
 459 **Vote in favor 7-0**

460  
 461 **J. Sullivan motioned to recommend Article 12- Phase IV of the Merrimack Riverfront Trail as**  
 462 **amended at the 2023 Deliberative session; seconded by D. Boutin.**  
 463

464 **Roll Call Vote #6**

465 **J. Durand Aye**  
 466 **R. Lapierre Nay**  
 467 **K. Judge NP**  
 468 **D. Boutin Aye**  
 469 **D. Ross NP**  
 470 **T. Tsantoulis Aye**  
 471 **A. Walczyk Aye**  
 472 **R. Duhaime Aye**  
 473 **J. Sullivan Aye**  
 474

475 **Vote in favor 6-1**  
 476

477 **TOWN ADMINISTRATOR'S REPORT**

478 Given by Andre Garron.

- 479 • Winter Carnival- 1/28/23-Donati Field-Recap- this event was well attended, and it was good to
- 480 see smiling happy faces, and well done by the Kiwanis.
- 481 • Deliberative Session and preparation for March 14, 2023, Town Meeting (Recap)
- 482 • Admin Budget reduced by \$3,500-Uniforms.
- 483 • Cons. Comm. Riverwalk Project-Now to be partially funded by undesignated Fund
- 484 Balance in the amount of \$125K (of \$250K project)
- 485 • Kiwanis Volunteer of the year nominations- they are seeking information from the TC on
- 486 employee of the year and volunteer of the year. If there are people you want considered please
- 487 get them to the TA.
- 488 • Plowing Pedestrian Bridge- we received a request the ability for the town to plow the bridge.
- 489 When Earl was here we determined to make it a 3 season bridge, as maintenance would
- 490 damage the decking and a travel at your own risk.
- 491 R. Duhaime- they have a brush attachment, that wont damage the deck, and now that it is lite
- 492 up it would be good to keep it maintained, and it'd help keep the snow off the wood.
- 493 T. Tsantoulis- one of the concerns was to keep snowmobiles off of the deck due to the damage
- 494 the sleds cause. You have to do it in a way that you don't build up snow.
- 495 • Police Department Award Ceremony- Outstanding Achievement Award given to Josh Preve and
- 496 Kevin Laliberte. The Chief's Achievement award was awarded to Angela Bergeron. Honorable
- 497 Service Commendation went to Brandon Carleton. Officer of the Year given to Kevin Laliberte.

- 498 • Cindy Drive- the parcel is seeking permission to build a 2 family on septic, in regard to the town  
 499 property I see no issues. It has been brought up in the past to seek input from the TC in regard  
 500 to being an abutter.
- 501 • Town Employee Luncheon- the proposed date is April 6, 2023. The proposal is to have the  
 502 council assist with the buffet style food. We'd like to bring back some games that we have  
 503 played in the past. The departments are seeking permission to close offices after the event  
 504 except emergency services.
- 505 D. Fitzgerald- yes, we do, but I however would discourage you from doing so as we have the  
 506 Boards and Committee acknowledgement the following week and they will be soliciting  
 507 donations. We also receive monies form HealthTrust for the wellness coordinator and there will  
 508 be sponsored events from that.
- 509 Town Council consensus:
- 510 ○ to host an employee appreciation luncheon on Thursday, April 6, 2023 at the Hooksett  
 511 Public Library
  - 512 ○ to allow all Town offices to close at noon for employees to participate in the luncheon  
 513 from 12-2
  - 514 ○ to allow Department Heads to make the decision for their department whether to remain  
 515 closed for the remainder of the day based on operation.
- 516 • JSJ Auction- we will have a nonpublic meeting on 2/22/23 to discuss how we want to move  
 517 forward.
- 518 • ARPA Subcommittee- reestablish the committee we still have around 400k that needs to be  
 519 allocated by December 31, 2024. The same with the charter subcommittee has been  
 520 established as well.

## SUB-COMMITTEE REPORTS

524 A. Walczyk- Recycling met and we are not going to have a meeting in February. The condos that had  
 525 barrels distributed to them were picked up 142 from Berry Hill and 130 from Brook Ridge. The new  
 526 truck chassis will be available end of May, earliest we will see on the road is June and after upfitting  
 527 closer to end of summer.

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

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

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

## Roll Call Vote #7

535 ***D. Ross NP***

536 ***K. Judge NP***

537 ***R. Lapierre Aye***

538 ***R. Duhaime Aye***

539 ***A. Walczyk Aye***

540 ***J. Durand Aye***

541 ***T. Tsantoulis NP***

542 ***D. Boutin Aye***

543 ***J. Sullivan Aye***

TC MINUTES

2-8-2023

12



544  
545 **Vote in favor 6-0**  
546  
547 ***R. Lapierre motioned to seal the minutes of February 8, 2023; seconded by T. Tsantoulis.***  
548  
549 **Roll Call Vote #8**  
550 ***R. Lapierre Aye***  
551 ***R. Duhaime Aye***  
552 ***T. Tsantoulis Aye***  
553 ***A. Walczyk Aye***  
554 ***J. Durand Aye***  
555 ***D. Ross NP***  
556 ***D. Boutin Aye***  
557 ***K. Judge NP***  
558 ***J. Sullivan Aye***  
559  
560 **Vote in favor 7-0**  
561  
562 ***J. Sullivan motioned that the Council, as recommended by the Town Administrator and per***  
563 ***Town Charter Section 4.6, advises and consents to Patricia “Trish” Caruso for a conditional***  
564 ***offer of employment as the new Family Services Director. Seconded by D. Boutin.***  
565  
566 **Vote in favor (6-0)**  
567  
568 **ADJOURNMENT**  
569  
570 ***R. Lapierre motioned to adjourn the meeting at 8:45 pm. Seconded by D. Boutin***  
571  
572 **All in favor 7-0**  
573  
574 Respectfully submitted,  
575  
576 *Alicia Jipson*  
577  
578 Alicia Jipson  
579 Recording Clerk