



AGENDA

Town of Hooksett Town Council

Wednesday, May 24, 2023 at 5:30 PM

A meeting of the Town Council will be held Wednesday, May 24, 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. Annual Update from the Heritage Commission - Tony LaCasse, Chair 5
[Staff Report - SR-23-043 - Pdf](#)
 - 11.2. Annual Update from the Economic Development Advisory Committee - David Scarpetti & Alden Beauchemin 7
[Staff Report - SR-23-074 - Pdf](#)
 - 11.3. Annual Update from the Historical Society - James Sullivan & Bob Thinnes 9
[Staff Report - SR-23-051 - Pdf](#)
12. **CONSENT AGENDA**
13. **NOMINATIONS AND APPOINTMENTS**
14. **BRIEF RECESS**
15. **OLD BUSINESS**
 - 15.1. Proposed Amendments to Roadway Excavation Ordinance #00-13 11 - 13
[Staff Report - SR-23-081 - Pdf](#)
 - 15.2. Town Council Goals Update 15 - 16
[Staff Report - SR-23-045 - Pdf](#)
16. **NEW BUSINESS**

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

16.1.	2023-2024 Town Council Meeting Schedule / Charter Amendment Timeline / Budget Timeline Staff Report - SR-23-046 - Pdf	17 - 21
16.2.	Quarterly Financial Report as of March 31, 2023 Staff Report - SR-23-072 - Pdf	23 - 31
16.3.	Disposal of Surplus Materials Policy Staff Report - SR-23-073 - Pdf	33 - 35
16.4.	2023 Resurfacing Staff Report - SR-23-079 - Pdf	37 - 67
16.5.	Track & Tennis Court Surface Repair RFP Staff Report - SR-23-080 - Pdf	69 - 80
16.6.	Town Wide Road Line Striping Staff Report - SR-23-082 - Pdf	81 - 88
16.7.	Safety Center Roof & Drainage Review & Design RFP Staff Report - SR-23-083 - Pdf	89 - 99
16.8.	Town Personnel Plan Update - Add New Policy for Non-Union Longevity Bonus Staff Report - SR-23-066 - Pdf	101 - 104
16.9.	Unsealing of Council Non-Public session minutes (a) (b) (c) (d) (e) (i) (l) (June 2022 - May 2023), if in the opinion of a majority of members, the circumstances that sealed the minutes no longer apply in accordance with RSA 91A:3 III	
17.	APPROVAL OF MINUTES	
17.1.	Public: 5/10/23 TC Minutes 05102023	105 - 116
17.2.	Non-Public: 5/10/23	
18.	TOWN ADMINISTRATOR'S REPORT	
19.	TOWN COUNCIL FUTURE AGENDA ITEMS	
20.	INFORMATIONAL ITEMS AND CORRESPONDENCE	
21.	SUB-COMMITTEE REPORTS	
22.	PUBLIC INPUT	
23.	NON-PUBLIC SESSION NH RSA 91-A:3 II	
24.	ADJOURNMENT	
	PUBLIC INPUT	
1.	Two 15-minute Public Input sessions will be allowed during each Council Meeting. Time will be divided equally among those wishing to speak, however, no person will be allowed to speak for more than 5 minutes.	
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.	

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

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: Annual Update from the Heritage Commission - Tony LaCasse, Chair
Meeting: Town Council - 24 May 2023
Department: Administration
Staff Contact: Wendy Baker, Executive Assistant

BACKGROUND INFORMATION:

Hooksett's Town Charter requires Town Boards and Committees to come before Town Council annually and report on their activity. The Heritage Commission have requested May 24th to formally brief the council on the Commission's efforts, answer questions, and promote coordination between the two bodies.

RECOMMENDATION:

Listen to an update from the Heritage Commission.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Annual update provided by the Heritage Commission

Town Council
STAFF REPORT



To: Town Council
Title: Annual Update from the Economic Development Advisory Committee - David Scarpetti & Alden Beauchemin
Meeting: Town Council - 24 May 2023
Department: Administration
Staff Contact: Wendy Baker, Executive Assistant

BACKGROUND INFORMATION:

Hooksett's Town Charter requires Town Boards and Committees to come before Town Council annually and report on their activity. The Economic Development Advisory Committee Chair, David Scarpetti & Alden Beauchemin, have requested May 24th to formally brief the Council on the Economic Development Advisory Committee's efforts, answer questions and promote coordination between the two bodies.

RECOMMENDATION:

Listen to an update from the Economic Development Advisory Committee Chair David Scarpetti

TOWN ADMINISTRATOR'S RECOMMENDATION:

Annual update provided by the Economic Development Advisory Committee

Town Council
STAFF REPORT



To: Town Council
Title: Annual Update from the Historical Society - James Sullivan & Bob Thinnes
Meeting: Town Council - 24 May 2023
Department: Administration
Staff Contact: Wendy Baker, Executive Assistant

BACKGROUND INFORMATION:

Hooksett's Town Charter requires Town Boards and Committees to come before Town Council annually and report on their activity. The Historical Society has requested May 24th to formally brief the council on their efforts, answer questions, and promote coordination between the two bodies.

RECOMMENDATION:

Listen to an update from The Historical Society

TOWN ADMINISTRATOR'S RECOMMENDATION:

Annual update provided by the Historical Society

Town Council
STAFF REPORT



To: Town Council
Title: Proposed Amendments to Roadway Excavation Ordinance #00-13
Meeting: Town Council - 24 May 2023
Department: Public Works
Staff Contact: Ben Berthiaume, Public Works Director

BACKGROUND INFORMATION:

At the last Town Council meeting, a Public Hearing was held to amend Roadway Excavation Ordinance #00-13.

FINANCIAL IMPACT:

None.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

To adopt the proposed amendments to Roadway Excavation Ordinance #00-13 effective May 24, 2023.

SUGGESTED MOTION:

Motion to adopt the proposed amendments to Roadway Excavation Ordinance #00-13 effective May 24, 2023.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion to adopt the proposed amendments to the Roadway Excavation ordinance.

ATTACHMENTS:

[EXCAVATION Ordinance](#)

**ROADWAY EXCAVATION
ORDINANCE # OO-13**

~~To see if Town will adopt the following ordinance requiring a permit and bond as a precondition to excavating in public roadway.~~

Be it ordained, by the Hooksett Town Council as follows:

ROADWAY EXCAVATION PERMITS

- A. No person shall make or cause any excavation within the right-of-way of any public street without first obtaining an excavation permit from the ~~Town of Hooksett Department of Public Works Board of Selectmen or its designee (hereinafter called the Enforcement Authority)~~ as provided in this ordinance.
- B. Application for an excavation permit shall be made two working days (at least 48 hours) prior to the start of work on a form provided by the ~~Enforcement Authority~~Department of Public Works.
- C. Upon application, the applicant shall pay a fee of ~~\$25.00~~100.00 to the Town.
- D. ~~The Enforcement Authority~~Department of Public Works shall not issue such excavation permit unless:
 - 1. the applicant ~~shall post~~ a bond to the order of the Town by means of cash, certified check or corporate surety licensed by the New Hampshire Insurance Department to provide against the failure of the applicant to complete the excavation as per permit. Unless, in the opinion of the ~~Enforcement Authority~~Town Engineer and because of special conditions, a bond in a greater amount is required, such bond shall be in the sum of ~~\$30.00 per linear foot of excavation~~5,000 for a period of 30 months.
 - 2. the applicant shall establish an escrow account for the Town Engineer's inspection fees. Unless, in the opinion of the Town Engineer and because of special conditions, a lesser/greater escrow amount is required, such escrow shall be in the sum of \$800.00.
 - 2.3. the applicant shall have obtained the written consent on the application from the superintendent or authority representative of any municipal utility Town of Hooksett's Police Department, Fire Department, Sewer Department and Water Department which has mains or other underground structures in the vicinity to which the permit pertains.
 - 3. ~~the applicant shall verify that it has given notice of intention to excavate to every other utility which has main or other underground structures in the vicinity to which the permit pertain.~~
 - 4. the applicant shall submit with his permit form, a suitable traffic maintenance plan and shall verify that it has arranged for any police traffic control, traffic control devices and warning lights as shall be deemed necessary by the ~~Enforcement Authority~~Police and/or Fire departments.

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5. except in emergency and with proper provisions for warning lights, no excavation in a Town street right-of-way shall be open earlier than 7:30 am nor closed later than dusk or 5:00 pm, whichever is earlier.
6. in the case of emergency, a municipal or public utility may excavate within the right-of-way of a public street without prior application provided it gives notice to the ~~Enforcement Authority~~Department of Public Works and to the superintendents of any affected municipal utilities as soon as practicable but, in any case, before closing the excavation.
7. any violation of this ordinance shall be punishable by a fine not to exceed \$1,000.00. Each day a violation continues shall be deemed a separate offense. ~~F~~ines assessed hereunder shall be payable to the Town for the benefit of the general fund.

ADOPTED: 03/02/88

AMENDED:

Town Council STAFF REPORT



To: Town Council
Title: Town Council Goals Update
Meeting: Town Council - 24 May 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:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Give any updates on the four goals

SUGGESTED MOTION:

N/A

TOWN ADMINISTRATOR'S RECOMMENDATION:
Fund Balance proposal input

Town Council STAFF REPORT



To: Town Council
Title: 2023-2024 Town Council Meeting Schedule / Charter Amendment Timeline / Budget Timeline
Meeting: Town Council - 24 May 2023
Department: Administration
Staff Contact: Wendy Baker, Executive Assistant

BACKGROUND INFORMATION:

The Town Council meeting schedule is based on the fiscal year. Per Town Charter Section 3.5 c "regular meetings (minimum one per month". Per Town Council Rules of Procedure Section 3.a (The Council shall meet in regular session on the 2nd and 4th Wednesday of every month, except as noted on Town Calendar, at 6:00pm."

July 1st falls on a Saturday in 2023. Per Town Council Rules of Procedure Section 2.a "The Town Administrator shall act in the role of Council Chair from July 1st until such time the new Town Council has their first meeting to choose their Chair, Vice Chair and a Secretary. The Town Administrator, as acting Council Chair, shall lead this meeting through Town Council Reorganization - Part I." The first meeting in July will be July 12, 2023.

Per Town Council Rules of Procedure Section 3.e "The Council may meet for an informal workshop session or special meeting by Council vote on an as needed basis, in accordance of Section 3.5 C of the Town Charter. The Place of meeting shall be the Council Chambers." A Workshop is scheduled for August 9, 2023.

Additional meetings occur in September, January and February due to budgets/warrants.

Meetings in November and December scheduled in accordance with holiday season.

**The Finance Director also created the additional timelines for the Council showing Charter Amendment Timeline and Budget Timeline.

FINANCIAL IMPACT:

N/A

POLICY IMPLICATIONS:

N/A

RECOMMENDATION:

Approve Town Council meeting schedule for July 2023 - June 2024 as presented. The Charter Amendment & Budget Timelines do not need to be approved.

SUGGESTED MOTION:

Motion to approve the Town Council meeting schedule for July 2023 - June 2024 as presented.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the recommendation and suggested motion

ATTACHMENTS:

[TOWN COUNCIL MEETING SCHEDULE 23-24](#)

[Timeline - Charter Admendment](#)

[Timeline - Budget](#)

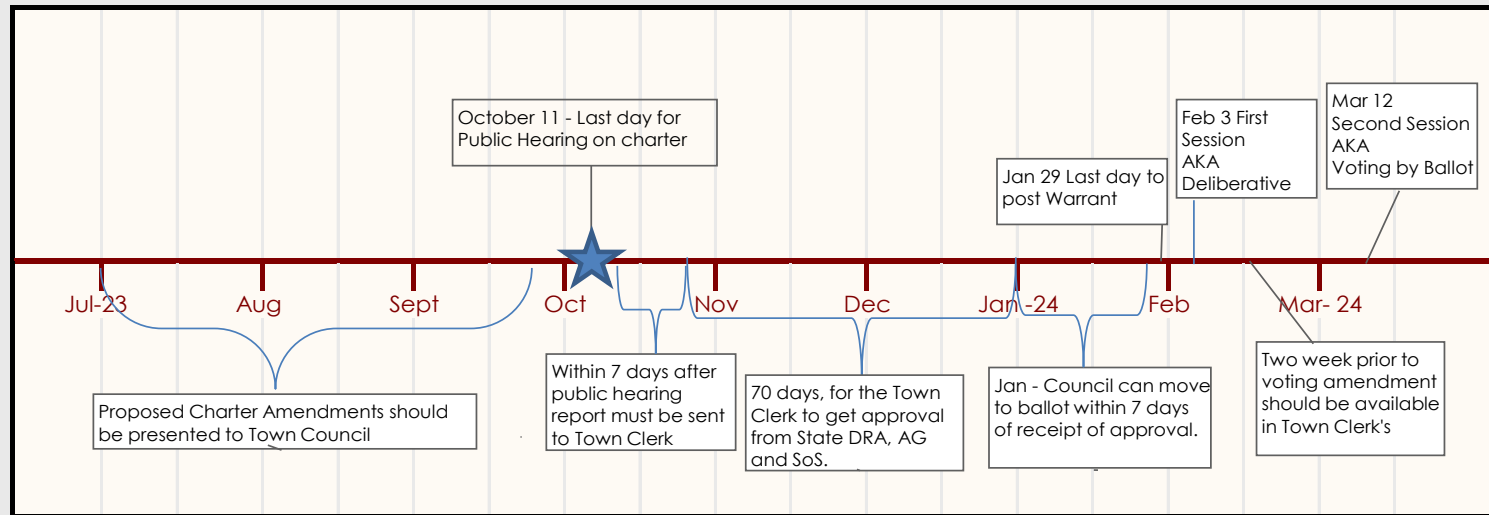
TOWN COUNCIL MEETING SCHEDULE @ 6:00 PM
July 2023 – June 2024

July 12, 2023	Regular Meeting	Council Chambers
July 26, 2023	Regular Meeting	Council Chambers
August 9, 2023	Workshop	Council Chambers
August 23, 2023	Regular Meeting	Council Chambers
*Submit to iCompass by 8/10 for proposed language on Charter Amendments		
September 6, 2023	Budget Review	Council Chambers
September 13, 2023	Regular Meeting	Council Chambers
*Send proposed language of Charter Amendments to Atty to review by 9/14		
September 20, 2023	Budget Review	Council Chambers
September 27, 2023	Regular Meeting	Council Chambers
October 11, 2023	Regular Meeting	Council Chambers
*Submit to iCompass by 9/28 for a Public Hearing on Atty Approved language on Charter Amendments		
*10/12 send Charter Amendments to State offices for approval		
October 25, 2023	Regular Meeting	Council Chambers
November 1, 2023	Regular Meeting	Council Chambers
November 15, 2023	Regular Meeting	Council Chambers
December 13, 2023	Regular Meeting (Including Union Contracts)	Council Chambers
January 9, 2024	Special Meeting (Monetary Warrant Items)	Council Chambers
January 10, 2024	Regular Meeting	Council Chambers
*Submit to iCompass by 12/28 for a motion to place approved language on Charter Amendments on March Ballot		
January 24, 2024	Regular Meeting	Council Chambers
February 3, 2024	Town Meeting	Cawley School 9:00am
February 3, 2024	Special Meeting (Amended Warrants from Town Meeting)	Cawley School Immediately after Town Meeting
February 14, 2024	Regular Meeting	Council Chambers
February 28, 2024	Regular Meeting	Council Chambers
March 12, 2024	Town Election	Cawley School 6:00am – 7:00pm
March 13, 2024	Regular Meeting	Council Chambers
March 27, 2024	Regular Meeting	Council Chambers
April 10, 2024	Regular Meeting	Council Chambers
April 24, 2024	Regular Meeting	Council Chambers
May 8, 2024	Regular Meeting	Council Chambers
May 22, 2024	Regular Meeting	Council Chambers
June 12, 2024	Regular Meeting	Council Chambers
June 26, 2024	Regular Meeting	Council Chambers

*Meetings are subject to change with at least a week's notice.

Town of Hooksett

Charter Amendment Timeline



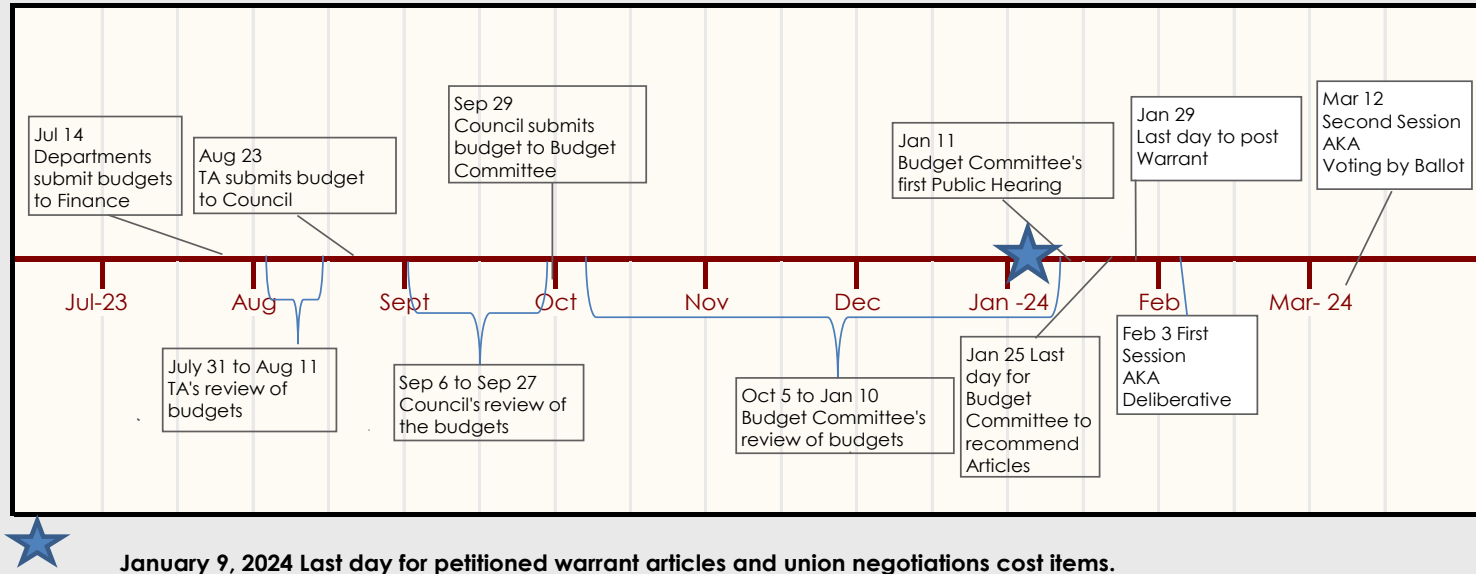
October 11th - Last day for Public Hearing on charter amendments.

RSA 49-B:5 I
 RSA 49-B:4-a
 RSA 49-B:4-a
 RSA 49-B:5 (b)
 RSA 40:13, II-a (d), 39:5
 RSA 40:13 III
 RSA 40-B:6 III (b)
 RSA 40:13 VII

Charter Amendments require a Public Hearing.
 Within 10 days of receiving report of charter amendment, municipal clerk shall file a certified copy with State.
 Within 60 days of receipt of report, DRA, AG and SOS will approve or disapprove.
 Within 7 days after State Approval, Council may move amendment to ballot.
 Last day to post warrant, budget and default; On or before the last Monday in January
 First Session - Deliberative; between 1st and 2nd Saturdays following the last Monday in January
 Two weeks prior to voting, copies of the charter amendments shall be available to voters in Clerk's office,
 Second Session - Voting; Second Tuesday in March

Town of Hooksett

Budget Development Timeline



RSA 40:13, II-a (b), 33:8-a
 RSA 40:13, II-a (a), 32:5,I
 RSA 40:13, II-a (a), 33:8-a
 RSA 40:13, II-a (b)
 RSA 40:13, II-a (b), 273-A:1, III
 RSA 40:13, II-a (c)
 RSA 40:13, II-a (c)
 RSA 40:13, II-a (c), 32:16,IV
 RSA 40:13, II-a (d), 39:5
 RSA 40:13 III
 RSA 40:13 VII

Final date for submission of petitioned bond articles; Friday before the 2nd Tuesday in January
 Last day to post notice of budget hearing; 2nd Tuesday in January
 Last day to post notice of bond hearing; 2nd Tuesday in January
 Final date for submission of petitioned articles; 2nd Tuesday in January
 Last day for negotiated cost items to be finalized; 2nd Tuesday in January
 Last day to hold at least one budget hearing; On or before the 3rd Tuesday in January
 Modifies RSA 33:8-a time line to be held on or before 3rd Tuesday in January
 Last day for BC to deliver budget recommendations; Thursday before the last Monday in January
 Last day to post warrant, budget and default; On or before the last Monday in January
 First Session - Deliberative; between 1st and 2nd Saturdays following the last Monday in January
 Second Session - Voting; Second Tuesday in March

Town Council
STAFF REPORT



To: Town Council
Title: Quarterly Financial Report as of March 31, 2023
Meeting: Town Council - 24 May 2023
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

TOWN ADMINISTRATOR'S RECOMMENDATION:

Quarterly update provided by the Finance Department

ATTACHMENTS:

[Quarterly Financial Report for March 31, 2023](#)

4/19/2023

Quarterly Financial Report for March 31, 2023

THIRD 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 3/31/2023 and has until 12/31/2024 to obligate the remaining \$489,061.86.

Projects	Obligated	Spent as of 3/31/23	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	74,163.62	8,836.38
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
Totals	\$ 1,033,335.00	\$ 100,746.57	\$ 932,588.43

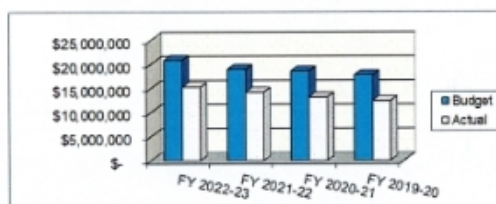
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4/19/2023

General Fund Operating Budget

Year	Budget	Actual	Remaining Budget	%
FY 2022-23	\$ 20,863,711	\$ 15,239,917	5,623,794	73%
FY 2021-22	18,935,848	14,199,904	4,735,944	75%
FY 2020-21	18,572,284	13,150,757	5,421,527	71%
FY 2019-20	17,750,209	12,406,162	5,344,047	70%

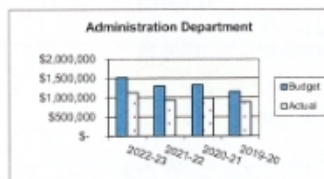


1) Budget amounts include encumbrances, transfers, grants and donations approved by Council as of March 31st of each year.

3

Administration Department Expenditure

Administration Department			
Year	Budget	Actual	%
2022-23	\$ 1,513,406	\$ 1,124,489	74%
2021-22	1,293,017	934,297	72%
2020-21	1,328,932	995,389	75%
2019-20	1,146,823	883,336	77%



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

The budget has increased just over \$366,000 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.

The legal line can be very volatile. Current actuals are 79% spent. This compares to last March which was 54% and March of 2021 which was 85% spent.

4

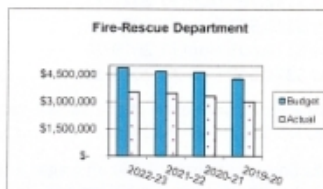
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4/19/2023

Fire-Rescue Department Expenditure

Fire-Rescue Department			
Year	Budget	Actual	%
2022-23	\$ 4,859,150	\$ 3,535,923	73%
2021-22	4,677,064	3,459,243	74%
2020-21	4,610,081	3,296,783	72%
2019-20	4,255,331	2,995,462	70%

Over the last four fiscal years, this budget has increased \$603,819 or 14%. The 14% breaks down as follows: wages and overtime increased 7.5%; employer share of NH Retirement and health insurance costs increased 5.5% and general operations increased 1% for items such as hydrant rentals, vehicle maintenance and new equipment.



Spending is below the March benchmark of 75%. Since COVID-19 the department found it is most efficient to have seven employees on staff when possible. This year the department has experienced five staff turnovers, with each position being vacant an average of 3.6 months. Currently there is one vacancy and one employee out long-term.

5

Police Department Expenditure

Police Department			
Year	Budget	Actual	%
2022-23	\$ 5,341,398	\$ 3,955,328	74%
2021-22	5,028,990	3,836,319	76%
2020-21	4,855,904	3,329,792	69%
2019-20	4,709,950	3,202,563	68%

The overall increase in the Police budget for the last four fiscal years was just over \$631,000 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 has been vacant for three months before being filled and a second position is currently vacant for three months.

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.

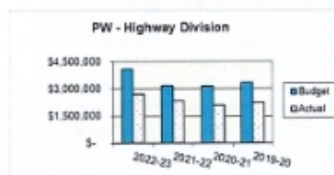
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3

4/19/2023

PW – Highway Division Expenditures

PW - Highway Division			
Year	Budget	Actual	%
2022-23	\$ 4,107,772	\$ 2,685,581	65%
2021-22	3,170,220	2,332,830	74%
2020-21	3,147,900	2,084,833	66%
2019-20	3,317,103	2,216,414	67%



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 \$972,448 or 33% over the four years.

The \$972,448 or 33% breaks down as follows: 3.5% on wages and overtime; a 0.5% increase in health insurance; a 1% increase in employer share of NH Retirement and \$830,698 or 28% in general operations.

7

PW – Highway Division Expenditures, continued

General operations increased \$830,698 over the four budget years due to one-time funding from the State in FY 2022-23 of \$284,293 for Bridge Aid and \$261,202 for Highway Block Grants, to be used for bridge and road projects.

If you remove the State funding from FY 2022-23 the increase over the four years was \$285,203 in general operations of the highway division. This increase includes \$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 65% of the budget. 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 five positions vacant for an average of 3.6 months each during in the current year.

There were 22 winter storm events this season, that is three less than last winter. The weather events have been long in duration and very wet, which caused the salt usage to be about 100 tons more than the prior year.

8

4

4/19/2023

PW – Recycling & Transfer Division Expenditures

PW - Recycling & Transfer Division			
Year	Budget	Actual	%
2022-23	\$ 1,310,940	\$ 905,714	69%
2021-22	1,262,096	825,465	65%
2020-21	1,240,522	707,662	57%
2019-20	1,213,158	699,173	58%



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 to the FY 2020-21 budget as approved by the voters. Health insurance has increased 1.5% and the town's share of NH Retirement has increased 1%. General operations have increased by \$25,000 or 2%, largely due to tipping fees.

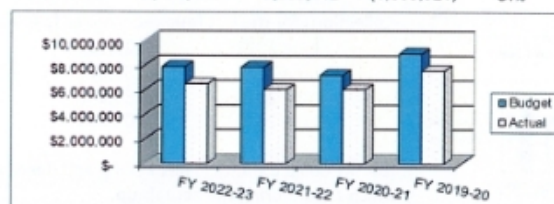
Actual spending is below the March benchmark due to the timing of tipping fees. Trash is removed from the Transfer Station during the month and the invoice is paid the following month.

Currently all full-time positions have been filled all year.

9

General Fund Revenues

Year	Budget	Actual	Uncollected	
			Budget	%
FY 2022-23	\$ 7,865,770	\$ 6,478,314	\$ (1,387,456)	82%
FY 2021-22	7,831,274	6,019,808	(1,811,466)	77%
FY 2020-21	7,180,822	6,021,311	(1,159,511)	84%
FY 2019-20	8,934,463	7,539,442	(1,395,021)	84%



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

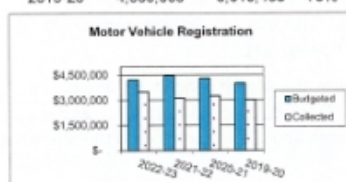
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4/19/2023

Motor Vehicle Registration Revenues

Motor Vehicle Registration			
Year	Budget	Actual	%
2022-23	\$4,200,000	\$ 3,486,576	83%
2021-22	4,450,000	3,128,918	70%
2020-21	4,300,000	3,244,464	75%
2019-20	4,000,000	3,010,493	75%



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

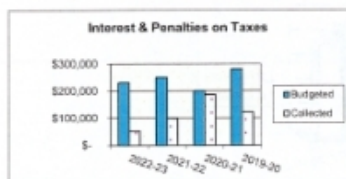
The actuals collected are at 83%, which is higher than the benchmark of 75%. The Tax Collector believes most of this increase is related to timing for fleet registrations. One larger fleet has changed from a June registration to September, which helps explain why last year's collection was lower than anticipated.

Conservatively, I would anticipate this line to be over collected about \$200,000 at year end.

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Interest & Penalties on Tax Revenues

Interest & Penalties on Taxes			
Year	Budget	Actual	%
2022-23	\$ 230,000	\$ 51,789	23%
2021-22	250,000	97,920	39%
2020-21	200,000	185,954	93%
2019-20	280,000	121,319	43%



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 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

The Tax Collector anticipates liening and deeding in May 2023, which should bring the actuals up.

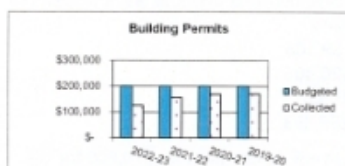
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4/19/2023

Building Permit Revenues

Year	Building Permits		
	Budget	Actual	%
2022-23	\$ 200,000	\$ 125,203	63%
2021-22	200,000	155,804	78%
2020-21	200,000	169,512	85%
2019-20	200,000	170,477	85%



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

FY 2021-22 \$196,585

FY 2020-21 \$258,593

FY 2019-20 \$222,545

Number of permits issued as of March 31st of each year are as follows:

7/1/22 to 3/31/23 1064

7/1/21 to 3/31/22 1072

7/1/20 to 3/31/21 1242

While the number of building permits issued remains level, the Town has seen a drop in single-family home permits from over 60 last fiscal year to just 20 this fiscal year.

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State of NH Revenues

Year	State Revenues		
	Budget	Actual	%
2022-23	\$1,838,274	\$ 1,776,181	97%
2021-22	1,384,666	1,324,628	96%
2020-21	1,198,728	1,138,848	95%
2019-20	1,213,075	1,174,694	97%



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.

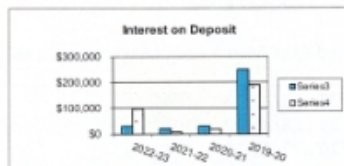
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4/19/2023

Interest on Deposits

Year	Interest on Deposit		
	Budget	Actual	%
2022-23	\$30,000	\$97,199	324%
2021-22	20,000	6,647	33%
2020-21	30,000	17,021	57%
2019-20	250,000	190,269	76%



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

It's anticipated the Town will collect another \$70,000 for the year in interest earnings.

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Town Council
STAFF REPORT



To: Town Council
Title: Disposal of Surplus Materials Policy
Meeting: Town Council - 24 May 2023
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

Back in March 2010 then Administrator Carol Granfield established a Surplus Materials Administrative Regulation. The regulation was updated in 2019 by Acting Administrator Donald Winterton.

Attached is the updated policy, which explains the process for departments to follow when they are disposing of surplus material(s).

RECOMMENDATION:

Review and adopt the policy. The policy will be added to the Administrative Code and distributed in July 2023.

SUGGESTED MOTION:

Motion to adopt the "Disposal of Surplus Materials Policy" and add it to the Administrative Code.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the recommendation and suggested motion.

ATTACHMENTS:

[Disposal of Surplus Materials Policy 2023](#)

SURPLUS MATERIAL POLICY

Section 1: Purpose

The purpose of this policy is to provide a uniform and useful format for the disposition of surplus material owned by the Town of Hooksett. It is an objective of the Town to secure the greatest financial return, and the highest level of integrity such that the disposal processes are open and fair to all concerned.

From time to time, material that has lost value and serviceability to the Town should be removed at the least possible expense, in a timely manner.

Specialized Fire and Law Enforcement items are covered under this policy. Due to the specific use and safe disposal needs of these items, all items will be handled for disposal under the direct supervision of the Fire Chief or Police Chief.

Section 2: Definitions

- A. Surplus Material – Any property, item, equipment or vehicle owned or held by the Town of Hooksett and used by Town Departments in completion of work, which retains value or usefulness after it is replaced or is no longer needed.
- B. Specialized Fire and Law Enforcement Items – Any property, item, equipment or vehicle that is utilized by the Fire or the Police Departments, which retains value or usefulness after it is replaced or is no longer needed. Items shall include but not be limited to: fire suppression vehicles, police firearms, weapons, two-way radios, radar and emergency warning lights & sirens, etc.
- C. Evidence held by the Police Department – Evidence is not covered by this policy, which is governed by Statute & Court rules.

Section 3: Procedures

- A. Valuation Determination – The Department will determine the value of the item that is to be taken out of service after consultation with the Finance Department.
- B. Transfer of Surplus Between Departments – All Town Departments will have the first refusal option on surplus goods prior to disposal. Town Administration will periodically circulate a list with all available surplus materials listed and described. Interested departments will reply in writing to the Town Administration requesting the item(s).

Section 4: Disposal

- A. Public Notification – The Administration Department will ensure that no material is sold without ample public notification and an open, equitable process.
- B. Notices –Seven-day notice shall be posted on the Town's website; notice shall include materials and method of disposal.
 - a. Posting of notice in Town Buildings.
 - b. Town, State or County Auction with an advertised sale preview.

- c. Newspaper advertisements are required for sealed bids or RFP.
- C. Methods of Disposal – The method shall be in accordance with approval by the Town Administrator:
 - a. By advertised sealed bid or RFP.
 - b. By State, County or Town Auction or Public Auction Sites, such as GovDeals.com.
 - c. By soliciting three Sealed Bids or RFP responses to vendors in our regions for specialized Fire and Law Enforcement items.
 - d. By trade in, if the item has a higher value to use as a trade to reduce the purchase for like new equipment, vehicles, property, etc.
 - e. Scrap (see Section 5.).
- D. Accounting – The Department disposing of material by any method, except for Scraping, shall notify the Town Administrator. The following information must be provided:
 - a. Item Description – include year, serial number, registration for vehicles, service hours on equipment, mileage on vehicles.
 - b. Original Cost – To the best of the department ability, provide the year of the purchase and original cost of purchase.
 - c. Suggested Method of Disposal – By auction, public sale, sealed bid or RFP.
 - d. Date of Availability – Date when the property will be available for disposal.
 - e. Department Sale/Purchase/Transfer – Indicate the department selling the item, the department purchasing the item and approximate amount to be charged as an expense. If the property is to be transferred, indicate which department the property will be transferred to.
 - f. Approximate Value – The department shall provide documentation as to the suggested value of the property.

Section 5: Scrap

Material that remains after the above procedure can be classified as scrap. Scrap should be recycled, sold or donated to charity, if possible. Material that cannot be recycled, sold or donated to charity shall be given to the Recycling and Transfer Department for hauling away. Please use the Scrapping Materials Form to document how the material was disposed of. Completely unwanted items cannot be thrown away; they must be given to the Recycling and Transfer Department. The Recycling and Transfer Department will not accept any item(s) without an authorized Scrapping Materials Form.

Section 6: Conclusions & Exceptions

The Town Administrator or Town Council may waive the requirements of this policy if the Town's interests are better served through other negotiations or processes.

Town Council

STAFF REPORT



To: Town Council
Title: 2023 Resurfacing
Meeting: Town Council - 24 May 2023
Department: Public Works
Staff Contact: Ben Berthiaume, Public Works Director

BACKGROUND INFORMATION:

The Department released a Request for Proposals for 2023 Resurfacing project which included, Kerri Lane, Susan Avenue, Labonville Avenue, Cate Road, Royal Oaks, Fieldstone Drive, Debbie Street, Francis Avenue, Castle Drive, Knights Avenue, Beauchesne Drive, Elmer Avenue, Dundee Avenue, Pine Street and Clough Avenue. Bids were opened on April 27, 2023. Bids were received from the following:

Advanced Excavating & Paving, LLC	\$1,413,626.95
GMI Asphalt, LLC	\$1,250,918.68
The Hatch Group	\$1,465,355.57
Pike Industries, Inc.	\$1,600,692.50

Total funds available for paving is \$960,309.66. It was decided that Royal Oaks, Francis Avenue, Beauchesne Drive and Elmer Avenue will be taken off the list for now. Total bids without said roads are as follows:

Advanced Excavating & Paving, LLC	\$1,094,157.80
GMI Asphalt, LLC	\$965,100.09
The Hatch Group	\$1,096,467.81
Pike Industries, Inc.	\$1,235,091.25

FINANCIAL IMPACT:

\$60,309.66 to come from FY 2022-2023 budget and the balance to come from FY 2023-2024 paving budget, currently at \$900,000.00.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

Approve and consent to award the 2023 Resurfacing Project to GMI Asphalt, LLC for a total of \$965,100.09. This total includes 10% contingencies, which are not expected to be used. \$60,309.66 to come from FY 2022-2023 budget and the balance to come from FY 2023-2024 budget currently at \$900,000.00.

SUGGESTED MOTION:

Motion to approve and consent to award the 2023 Resurfacing Project to GMI Asphalt, LLC for a total of \$965,100.09. This total includes 10% contingencies, which are not expected to be used. \$60,309.66 to come from FY 2022-2023 budget and the balance to come from FY 2023-2024 budget currently at \$900,000.00.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the recommendation and suggested motion. The proposal is \$5,100.09 over the amount available for the resurfacing. The anticipated **non-use** of the contingency funds, within the current bid of \$965,100.09, brings the total amount of the project well within the budget.

ATTACHMENTS:

[Paving Bids](#)
[RFP 23-11 Resurfacing](#)

2023 PAVING BIDS

	GMI	Advanced Exc. & Paving	The Hatch Group	Pike Ind.
Kerri Lane	\$ 32,617.86	\$ 47,271.95	\$ 43,250.52	\$ 44,522.50
Susan Avenue	\$ 13,044.96	\$ 17,458.60	\$ 13,444.31	\$ 19,541.50
Labonville Avenue	\$ 13,908.95	\$ 18,743.40	\$ 14,561.58	\$ 20,399.50
Cate Road	\$ 76,048.94	\$ 83,529.60	\$ 107,705.68	\$ 96,406.75
Royal Oaks	\$ 35,619.27	\$ 46,311.65	\$ 47,415.67	\$ 48,078.25
Fieldstone Drive	\$ 213,163.12	\$ 251,728.40	\$ 219,392.53	\$ 284,781.75
Debbie Street	\$ 67,406.79	\$ 75,518.30	\$ 87,607.30	\$ 91,080.00
Francis Avenue	\$ 69,519.40	\$ 76,704.10	\$ 95,042.20	\$ 86,735.00
Castle Drive	\$ 271,924.84	\$ 294,863.25	\$ 270,860.15	\$ 326,166.50
Knights Avenue	\$ 41,981.56	\$ 43,835.00	\$ 61,138.39	\$ 55,060.50
Beauchesne Drive	\$ 55,241.23	\$ 58,084.95	\$ 73,388.54	\$ 70,669.50
Elmer Avenue	\$ 125,438.72	\$ 138,368.45	\$ 153,041.35	\$ 160,088.50
Dundee Avenue	\$ 76,775.93	\$ 81,929.65	\$ 95,384.30	\$ 92,001.25
Pine Street	\$ 126,577.17	\$ 140,802.75	\$ 149,455.35	\$ 160,966.00
Clough Avenue	\$ 31,649.97	\$ 38,476.90	\$ 33,667.70	\$ 44,165.00
Total	\$ 1,250,918.71	\$ 1,413,626.95	\$ 1,465,355.57	\$ 1,600,662.50
Total w/out 4 highlighted roads	\$ 965,100.09	\$ 1,094,157.80	\$ 1,096,467.81	\$ 1,235,091.25
Total on Bid (if different)	\$ 1,250,918.68			\$ 1,600,692.50

Town of Hooksett



Prepared by:

DEPARTMENT OF PUBLIC WORKS
35 MAIN STREET
HOOKSETT, NH 03106
(603) 485-8471

REQUEST FOR BIDS

HOOKSETT 2023 RESURFACING
Bid #23-11

Acceptance Date: 2:00 PM, Thursday, April 27, 2023

Sealed bid proposals, plainly marked, "Hooksett 2023 RESURFACING Bid #23-11" on the outside of the mailing envelope as well as the sealed bid envelope, address to Administration Department – Hooksett Town Hall; 35 Main Street; Hooksett, New Hampshire 03106 **will be accepted until Thursday, April 27, 2023 at 2:00 pm** when all bids will be publicly opened and read aloud.

This bid is for: 2023 Resurfacing to: Kerri Lane, Susan Avenue, Labonville Avenue, Cate Road, Royal Oaks Drive, Fieldstone Drive, Debbie Street, Francis Avenue, Castle Drive, Knights Avenue, Beauchesne Drive, Elmer Avenue, Dundee Avenue, Pine Street, Clough Avenue.

Bid packages may be obtained from the town's web site: www.hooksett.org, or by contacting the Administration Department at the above address, or by calling (603) 485-8472.

The Town of Hooksett reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the Town.

HOOKSETT 2023 RESURFACING
Bid #23-11

Contract Documents – Town of Hooksett 2023 RESURFACING

Introduction

The Town of Hooksett is seeking bids to perform Resurfacing to: 394 If Kerri Lane, 187 If Susan Avenue, 209 If Labonville Avenue, 1,375 If Cate Road, 541 If Royal Oaks Drive, 3,550 If Fieldstone Drive, 918 If Debbie Street, 1,278 If Francis Avenue, 3,525 If Castle Drive, 610 If Knights Avenue, 629 If Beauchesne Drive, 2,336 If Elmer Avenue, 977 If Dundee Avenue, 2,220 If Pine Street, 439 If Clough Avenue.

Scope of Work

The resurfacing scope of work on the towns roadways contains any of the following items; full depth reclaim, milling of roadway, regrading crown of road, compacting sub base material, asphalt paving consisting of 2" base and 1" wearing course, raising or lowering of manhole frame and covers, raising or lowering of catch basin frame and covers, raising and lowering of valve box's, and asphalt curbing and swale work. All work to be done per NH DOT Specifications and details. See bid tabulation forms for specific items each roadway includes as scope of work. There will be a contingency line item in each bid form in the event that any unforeseen conditions are encountered during the progress of the work.

The Town may elect to award any or all of the parts listed depending upon available funds and whatever is in the best interest of the Town.

Contract Requirements:

A typical Standard Contract is attached to this Request for Bids. The contractor shall provide at the time of the contract signing Performance and Payment Bonds and a Certificate of Insurance with requirements as specified in this RFP naming the Town as additional insured. The Town will retain 10% of the contract amount until after the final contract is completed and will retain 2% of the contract amount for the one-year warranty period. The bidder shall provide a construction schedule at the time of the preconstruction meeting.

The Contractor, at the time of the preconstruction meeting, will be responsible to provide a detailed approach to complete the project including the staging area as part of the contract. In addition the Contractor shall complete a Town Excavation Permit prior to the start of construction for each street. The application fee will be waived for the Contractor.

The Town of Hooksett, Department of Public Works will oversee the proposals and construction of the project.

Vendor Qualifications

The Bidder shall list qualifications and financial stability and references on similar projects.

Criteria for Reviewing Proposals

In reviewing proposals, the Town will carefully weigh the following in making a determination which bid to award which will be in the best interests of the TOWN:

1. Vendor's qualifications
2. Municipal experience

3. Pricing
4. Delivery of services

Bids shall be valid for a 60-day period after the date of the bid opening. It is expected that a contract approval will be made by May 10, 2023, allowing the contract approval and start of construction date to be effective July 1, 2023, depending upon the available funding and whatever is in the best interests of the Town.

Construction Schedule and Completion

The Resurfacing shall start after June 30, 2023, and shall be complete by October 20, 2023.

Construction work shall be limited to Monday to Friday, 7:00 am to 5:00 pm excluding holidays.

Submission

Pricing must be inclusive, clear, and concise, including such other information as requested or required. Be sure the proposal envelope is completely and properly identified. The face of the envelope shall indicate the title of the RFP “**Bid 23-11 Hooksett 2023 RESURFACING**”. Proposals must be received by the Town of Hooksett ON or BEFORE THE HOUR SPECIFIED ON THE ACCEPTANCE DATE. Proposals may be either mailed or hand delivered to the Town Hall, 35 Main Street, Hooksett, NH 03106, Attn: Town Administrator.

Inquiries

Inquiries pertaining to the Request for Proposal must cite the RFP title and acceptance date and be directed to Public Works Director, Ben Berthiaume at bberthiaume@hooksett.org.

Competition

It is the town’s intent that this RFP shall permit competition. It shall be the respondent’s responsibility to advise the Town Administrator, in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received not later than ten (10) days prior to the proposal acceptance date.

Reservation of Rights

The Town of Hooksett reserves the right to reject all or any part of any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the Town.

Firm Pricing

Proposed fees must be firm for the Town acceptance for 60 days from acceptance date of proposals.

Pricing must be inclusive, clear and concise, including such other information as requested or required.

Insurance

The awarded vendor at their cost will be required to provide a certificate of liability insurance before installation can commence naming the Town of Hooksett as additional insured. The following standard insurance shall be required:

Umbrella Insurance Coverage

Per Occurrence \$1,000,000

Commercial General Liability Insurance

Each Occurrence Limit \$1,000,000
 General Aggregate Limit \$2,000,000
 Products/Completed Operations Aggregate Limit \$2,000,000
 Personal and Advertising Limit \$1,000,000

Commercial Automobile Insurance (for Owned, Hired, and Non-owned Autos:

Bodily Injury and Property Damage Liability
 Combined Single Limit (Per Occurrence) \$1,000,000

Workers Compensation/Employers Liability Insurance

Bodily Injury by Accident Each Accident
 (Coverage B – Employer's Liability) \$500,000
 Bodily Injury by Disease Aggregate Limit \$500,000
 Bodily Injury by Disease- Each Employee
 (Coverage A – Statutory) \$500,000

Items Addressed

The bid should address all the points outlined in the request for proposals. The proposal should be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects and questions must be addressed:

- a) Name, address, telephone number, fax number and e-mail address of the company
- b) Three (3) copies of the proposal must be submitted
- c) Name of contact person and telephone number for purposes of following up on proposal.
- d) Narrative including the qualifications of the company and municipal experience.
- e) Has the company been in bankruptcy, reorganization, or receivership in the last five years? If so, please explain under what circumstances this disqualification or termination occurred.

Submission

The proposal container must be completely and properly identified. The face of the container shall be marked "**Hooksett 2023 RESURFACING Bid #23-11**".

Prospective bidders must monitor the Town's website for any addendums.

Proposals must be received by the Town of Hooksett ON or BEFORE the hour specified on the acceptance date. Proposals may be either mailed to Town Administrator, 35 Main Street, Hooksett, NH 03106, or hand delivered to the Municipal Center, 35 Main Street, Hooksett, NH, Attention: Town Administrator

LATE BIDS WILL NOT BE ACCEPTED

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TOWN OF HOOKSETT and CONTRACTOR AGREEMENT

In Re: Project: #23-11 Hooksett 2023 RESURFACING

THIS CONTRACT AGREEMENT is made and entered into at **Hooksett, NH** this ____th day of _____, 2023 by and between the Town of Hooksett, NH hereinafter designated TOWN, and _____ herein after designated CONTRACTOR, as follows:

1. SCOPE OF WORK. CONSULTANT agrees to furnish professional services to prepare preliminary design services, final design services and bidding services necessary for performance of the following portion of the work described in the Contract titled “**Bid #23-11 Hooksett 2023 RESURFACING**” between TOWN and the CONTRACTOR.

2. SPECIAL CONDITIONS:

3. SCHEDULING. Time is of the essence of this Contract. CONTRACTOR shall start and complete its work under this Contract in accordance with the RFP's proposed Schedule. CONTRACTOR shall reimburse TOWN for any costs accumulated or penalties levied against TOWN due to the negligence or non-performance of the CONTRACTOR, and such costs or penalties may be deducted from the amount due to CONTRACTOR under this Contract.

4. TAXES, INSURANCE, PERMITS AND LICENSES. CONTRACTOR shall take out and pay for Workers' Compensation insurance as required by the State of New Hampshire. CONTRACTOR shall pay all sales taxes, excise taxes, old age benefit and unemployment compensation taxes on labor and material furnished under this Contract. CONTRACTOR shall obtain and comply with any permits or licenses necessary for the performance of its work under this Contract.

5. PRICE AND PAYMENT. TOWN shall pay CONTRACTOR for its performance of this Contract in accordance with the proposed scope of work as outlined for the sum of \$ _____. Progress payments on this Contract will be made once a month, based upon the Contractor's estimate of the percentage of the Contract performed, less **10% to be retained until the completion of CONTRACTOR's work and approval thereof by the TOWN.** Completion shall be defined as completion of the final overlay. Retention's shall be paid to CONTRACTOR within 30 days after CONTRACTOR's work has been completed and approved by the TOWN and upon receipt of a one-year Guaranty (see item 8 below). No payments other than on or about the 15th of each month unless expressly provided for here. **A 2% retainage shall be held by the Town for the one-year warranty period.**

6. EXTRA WORK. No claims for extra work beyond the scope of this Contract will be honored unless first authorized in writing by TOWN prior to the performance of any such extra work.

7. GUARANTY. The CONTRACTOR hereby provides a twelve (12) month guaranty to TOWN with respect to CONTRACTOR's work under this Contract after the date of final acceptance by the TOWN.

8. DEFAULTS AND TERMINATION. In the event CONTRACTOR interferes with the general progress of the general contract by negligence or delay, or CONTRACTOR abandons this contract, fails, or refuses to complete the project required under the terms of this Contract, the TOWN may at its election terminate the contract. The CONTRACTOR agrees to reimburse the TOWN for any loss sustained thereby.

9. INDEMNITY. To the fullest extent of the law, CONTRACTOR agrees to defend, indemnify, and hold TOWN harmless and, if requested by TOWN, their CONTRACTORS, agents and employees or any of them, from and against any and all claims, suits, losses or liability, including attorney's fees and litigation expenses, for or on account of injury to or death of persons, including CONTRACTOR's employees, CONTRACTOR's Subcontractors or their employees, or damage to or destruction of property, or any bond obtained for same, as a result of contractors operations or completed operations, or by the operations of those acting on behalf of contractor. CONTRACTOR's indemnification and defense obligations hereunder shall extend to Claims occurring after this Agreement is terminated as well as while it is in force and shall continue until it is finally adjudicated that any and all actions against the Indemnified Parties for such matters which are indemnified hereunder are fully and finally barred by applicable Laws.

10. ASSIGNMENT. CONTRACTOR may not assign this Contract.

11. SAFETY: CONTRACTOR acknowledges and represents that he/she has made an on-site inspection of the Premises and the work area so as to be familiar with all conditions, which may affect the safety and health of its employees as well as those of its subcontractors. CONTRACTOR and all of its employees shall follow all applicable safety and health laws and requirements pertaining to its work and the conduct thereof, but not limited to, compliance and all applicable laws, ordinances, rules, regulations, and orders issued by a public authority, whether federal, state or local, including OSHA and any safety measures required by TOWN. TOWN reserves the right, but not the obligation, to inspect the safety work performance of CONTRACTOR is to ascertain their compliance with these applicable safety provisions. Notwithstanding the forgoing, CONTRACTOR, as an independent contractor, is solely responsible for controlling the manner and means by which it performs the Work pursuant to this Agreement. Unless otherwise agreed to by the parties in writing, CONTRACTOR shall provide all safety equipment, materials, tools and personal protection equipment necessary to perform the work in a safe, healthful and workmanlike manner. CONTRACTOR shall immediately report to the TOWN all accidents, occupational injuries, and illness involving its employees or those of its subcontractors, relating to the Work of which cause any injury to a third party or which cause damage to the property of TOWN or a third party. CONTRACTOR shall promptly furnish to TOWN copies of any worker's compensation report of injury or illness forms filed by any of its employees or those of its subcontractors and when requested, assist TOWN in any investigation it may conduct of any such accident, injury or illness. CONTRACTOR shall give prompt written notice to the TOWN of any accident involving bodily injury requiring a physician's care, any property damage exceeding Five Hundred Dollars (\$500) in value, or any failure that could result in serious bodily injury, whether or not such an injury was sustained.

12. INSURANCE AND LICENSE INFO:

Prior to starting work the CONTRACTOR shall provide a Certificate of Insurance confirming acceptable terms and limits of insurance (see below). This Certificate of Insurance will confirm that the TOWN is named as an Additional Insured on the CONTRACTOR's Comprehensive General Liability Insurance policy. The CONTRACTOR's policies must contain standard contractual liability insurance coverage with respect to contract agreements. The policy shall

include "Continued Products and Completed Coverage" to remain in force for 2 years following completion of the construction.

The CONTRACTOR shall sign the Contract Insurance Requirements form with the Town. Insurance coverage and limits required by the CONTRACTOR are as follows:

Umbrella Insurance Coverage \$1,000,000 Per Occurrence

Commercial General Liability Insurance

Each Occurrence Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000
Personal and Advertising Limit	\$1,000,000

Workers Compensation/Employers Liability Insurance

Bodily Injury by Accident	\$500,000	Each Accident
Bodily Injury by Disease	\$500,000	Aggregate Limit
Bodily Injury by Disease	\$500,000	Each Employee

Commercial Automobile Insurance (for Owned, Hired, and Non-owned Autos)

Bodily Injury and Property Damage Liability	
Combined Single Limit	\$1,000,000 Each Accident

The CONTRACTOR shall also provide a copy of its current NEW HAMPSHIRE CONTRACTOR's License; and Federal Id # (if a Corporation or Partnership) or Social Security # (if a sole proprietor).

13. PAYMENT TERMS: Application for Payment shall be submitted by the 30th of each month in order to facilitate payment on or about the 10th of the following month. Any payments due under this contract shall be subject to TOWN's receipt of all requirements in Paragraphs #'s 5 and 12. No payment shall be made unless TOWN is in receipt of same, or if TOWN should receive notice of cancellation of any required coverage. **No faxed invoices will be accepted.**

The CONTRACTOR shall provide a Release of Lien stating that payment to all subcontractors/vendors/suppliers have been paid in full prior to the TOWN releasing the final payment.

14. WORK TIME FRAMES: The CONTRACTOR shall provide a detailed schedule of the proposed work. Construction work to be started after June 30, 2023 and shall be completed by October 20th, 2023. **Work shall be performed Monday to Friday, 7 am to 5 pm only, excluding holidays. Weekend work shall not be permitted.**

15. BOND: **The CONTRACTOR shall provide a Performance Bond and a Payment Bond as part of this contract agreement.**

16. ATTORNEY FEES: In the event that any suit or action is commenced by either party to enforce the terms or conditions of the Agreement, or for damages arising from breach of the Agreement, the prevailing party in such a suit or action shall be entitled to its reasonable attorney's fees, including fees incurred in investigating the basis for such an action or the grounds of a defense, prosecuting or defending such an action and enforcing any judgment rendered in such an action. A prevailing party under this provision will also be entitled to recover its costs and disbursements in bringing or defending such an action.

This Contract is accepted:

CONTRACTOR: _____

By: _____

Title: _____ Date: _____

Address: _____

Telephone #: _____ Fax#: _____ Mobile#: _____

Town of Hooksett, 35 Main Street, Hooksett NH 03106

By: _____ Date: _____
Town Administrator

CONTRACT INSURANCE REQUIREMENTS FOR THE TOWN OF HOOKSETT, NH:

1. The Consultant shall maintain insurance coverage in the following amounts on an ISO Occurrence Form or equivalent during the duration of this contract or any other subcontracts this year.

Umbrella Insurance Coverage

Per Occurrence	\$1,000,000
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Commercial General Liability Insurance

Each Occurrence Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000
Personal and Advertising Limit	\$1,000,000

Commercial Automobile Insurance (for Owned, Hired, and Non-owned Autos:

Bodily Injury and Property Damage Liability Combined Single Limit (Per Occurrence)	\$1,000,000
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Workers Compensation/Employers Liability Insurance

Bodily Injury by Accident Each Accident (Coverage B – Employer's Liability)	\$500,000
Bodily Injury by Disease Aggregate Limit	\$500,000
Bodily Injury by Disease- Each Employee (Coverage A – Statutory)	\$500,000

2. Additionally, the Consultant shall carry, at his sole expense, all risk insurance for the full insurable value for damage or loss of personal property of contractor or under the control of or in the possession of contractor, including but not limited to materials, equipment, tools, supplies, scaffolding, and machinery.
3. Certificates of insurance shall be filed with the Consultant prior to the commencement of any work at the project location. The contractor's insurance policies under this provision must name the Town of Hooksett (TOWN) as an additional insured and must provide that such policies cannot be modified, cancelled or not renewed with less than thirty (30) day notice of such action by mail to the TOWN.
4. Failure to maintain adequate insurance coverage shall be deemed to be a material breach of this Contract and the TOWN shall be entitled to withhold any and all further payments claimed to be due or owing pursuant to this contract.
5. Consultant's general liability insurance policy shall provide that it affords primary insurance and that the insurance company's liability shall not be reduced by the existence of other insurance carried by the Consultant applicable to the loss. Certificates for the contractor's general liability coverage shall be written on an "occurrence" basis.
6. To the fullest extent permitted by law, the Consultant hereby acknowledges and agrees that it shall defend, indemnify and hold harmless the TOWN and any of its officers, directors, employees, agents, affiliates, subsidiaries, and partners from and against all claims, damages, judgments liability, losses and expenses, including attorney's fees arising out of or resulting from, in whole or in part, any act

or omission of the Consultant, its employees, agents, and subcontractors, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, provided that any such claim, damage, judgment liability, loss or expense is attributable to bodily injury, sickness, disease or death or to injury to or destruction of tangible property (other than services itself) including loss of use.

7. INCLUDE ON CERTIFICATE OF INSURANCE UNDER "DESCRIPTION OF OPERATIONS":

Town of Hooksett, New Hampshire, 35 Main Street 03106 is included as an additional insured on the General Liability Policy for various work throughout the policy term.

Signed and entered by duly authorized representatives of Town of Hooksett and Contractor as of the date first written.

Signature of Town of Hooksett's
authorized representative

Signature of Contractor's
authorized representative

Name (print or type)
Town Administrator/ (603)-485-8472

Name (print or type)

Title/Telephone number

PART A BID – Kerri Lane, 394 Linear feet**Bid Sheet of Unit Prices**

(Prices written in word shall govern. Unit Prices shall govern over extended total when discrepancies occur)

Description: Kerri Lane - Reclaim and re-grade roadway, grade roadway, increase crown keeping road edges as to not affect drainage. At Town's discretion, any excess material is to be loaded by the contractor and transported to DPW at 210 West River Road (Hooksett); if not desired by town, any excess material to be disposed of by contractor at proper disposal facility. Include driveway aprons up to 3 feet off edge of pavement. Install 3 inch new pavement (2 inch base 1 inch top). Shoulder work to be performed as soon as possible after top course is placed.					
ITEM	UNIT	ESTIMATED QUANTITY	UNIT BID PRICE DESCRIPTION	UNIT BID PRICE	TOTAL
306.108	S.Y.	1313	Reclaimed Stabilized Base Processed In Place 8 inch Deep Dollars and Cents		
403.11	TON	153	Bituminous Pavement Base Course - 2 Inch Thickness - Machine Method Dollars and Cents		
403.11	TON	76	Permanent Bituminous Wearing Course - 1 Inch Thickness - Machine Method Dollars and Cents		
604	EA	1	Lower and Raise Sewer Manhole Covers Dollars and Cents		
	EA	0	Lower and Raise Water Shutoff and Gas Valve Boxes Dollars and Cents		
	EA	7	Driveway Aprons - Up To 3 Ft Into Apron Dollars and Cents		
618.7	HR	16	Traffic Flaggers - Certified Dollars and Cents		
	FT	800	Shoulder Stone Placed and Compacted - Up to 18" Wide 6" Deep Dollars and Cents		
692	LS	1	Mobilization & Clean Up Including Dust Control, and All Other Miscellaneous Items Dollars and Cents		
1001	LS	10%	Contingencies as Ordered and Approved By Town Dollars and Cents		

Part A BID AMOUNT: _____
(NUMERALS)

Part A BID AMOUNT: _____
(WRITE OUT IN WORDS)

PART B BID – Susan Avenue, 187 Linear feet**Bid Sheet of Unit Prices**

(Prices written in word shall govern. Unit Prices shall govern over extended total when discrepancies occur)

Description: Susan Avenue - Reclaim and re-grade roadway, grade roadway, increase crown keeping road edges as to not affect drainage. At Town's discretion, any excess material is to be loaded by the contractor and transported to DPW at 210 West River Road (Hooksett); if not desired by town, any access material to be disposed of by contractor at proper disposal facility. Include driveway aprons up to 3 feet off edge of pavement. Install 3 inch new pavement (2 inch base 1 inch top). Shoulder work to be performed as soon as possible after top course is placed.					
ITEM	UNIT	ESTIMATED QUANTITY	UNIT BID PRICE DESCRIPTION	UNIT BID PRICE	TOTAL
306.108	S.Y.	374	Reclaimed Stabilized Base Processed In Place 8 inch Deep Dollars and Cents		
403.11	TON	43	Bituminous Pavement Base Course - 2 Inch Thickness - Machine Method Dollars and Cents		
403.11	TON	22	Permanent Bituminous Wearing Course - 1 Inch Thickness - Machine Method Dollars and Cents		
604	EA	0	Lower and Raise Sewer Manhole Covers Dollars and Cents		
	EA	0	Lower and Raise Water Shutoff and Gas Valve Boxes Dollars and Cents		
	EA	3	Driveway Aprons - Up To 3 Ft Into Apron Dollars and Cents		
618.7	HR	16	Traffic Flaggers - Certified Dollars and Cents		
	FT	380	Shoulder Stone Placed and Compacted - Up to 18" Wide 6" Deep Dollars and Cents		
692	LS	1	Mobilization & Clean Up Including Dust Control, and All Other Miscellaneous Items Dollars and Cents		
1001	LS	10%	Contingencies as Ordered and Approved By Town Dollars and Cents		

Part B BID AMOUNT: _____
(NUMERALS)

Part B BID AMOUNT: _____
(WRITE OUT IN WORDS)

PART C BID – Labonville Avenue , 209 Linear feet**Bid Sheet of Unit Prices**

(Prices written in word shall govern. Unit Prices shall govern over extended total when discrepancies occur)

Description: Labonville Avenue - Reclaim and re-grade roadway, grade roadway, increase crown keeping road edges as to not affect drainage. At Town's discretion, any excess material is to be loaded by the contractor and transported to DPW at 210 West River Road (Hooksett); if not desired by town, any access material to be disposed of by contractor at proper disposal facility. Include driveway aprons up to 3 feet off edge of pavement. Install 3 inch new pavement (2 inch base 1 inch top). Shoulder work to be performed as soon as possible after top course is placed.					
ITEM	UNIT	ESTIMATED QUANTITY	UNIT BID PRICE DESCRIPTION	UNIT BID PRICE	TOTAL
306.108	S.Y.	418	Reclaimed Stabilized Base Processed In Place 8 inch Deep Dollars and Cents		
403.11	TON	49	Bituminous Pavement Base Course - 2 Inch Thickness - Machine Method Dollars and Cents		
403.11	TON	24	Permanent Bituminous Wearing Course - 1 Inch Thickness - Machine Method Dollars and Cents		
604	EA	0	Lower and Raise Sewer Manhole Covers Dollars and Cents		
	EA	0	Lower and Raise Water Shutoff and Gas Valve Boxes Dollars and Cents		
	EA	2	Driveway Aprons - Up To 3 Ft Into Apron Dollars and Cents		
618.7	HR	16	Traffic Flaggers - Certified Dollars and Cents		
	FT	420	Shoulder Stone Placed and Compacted - Up to 18" Wide 6" Deep Dollars and Cents		
692	LS	1	Mobilization & Clean Up Including Dust Control, and All Other Miscellaneous Items Dollars and Cents		
1001	LS	10%	Contingencies as Ordered and Approved By Town Dollars and Cents		

Part C BID AMOUNT: _____
(NUMERALS)

Part C BID AMOUNT: _____
(WRITE OUT IN WORDS)

PART D BID – Cate Road , 1,375 Linear feet**Bid Sheet of Unit Prices**

(Prices written in word shall govern. Unit Prices shall govern over extended total when discrepancies occur)

Description: Cate Rd - Reclaim and re-grade roadway, grade roadway, increase crown keeping road edges as to not affect drainage. At Town's discretion, any excess material is to be loaded by the contractor and transported to DPW at 210 West River Road (Hooksett); if not desired by town, any access material to be disposed of by contractor at proper disposal facility. Include driveway aprons up to 3 feet off edge of pavement. Install 3 inch new pavement (2 inch base 1 inch top). Shoulder work to be performed as soon as possible after top course is placed.					
ITEM	UNIT	ESTIMATED QUANTITY	UNIT BID PRICE DESCRIPTION	UNIT BID PRICE	TOTAL
306.108	S.Y.	3361	Reclaimed Stabilized Base Processed In Place 8 inch Deep Dollars and Cents		
403.11	TON	391	Bituminous Pavement Base Course - 2 Inch Thickness - Machine Method Dollars and Cents		
403.11	TON	195	Permanent Bituminous Wearing Course - 1 Inch Thickness - Machine Method Dollars and Cents		
604	EA	0	Lower and Raise Sewer Manhole Covers Dollars and Cents		
	EA	0	Lower and Raise Water Shutoff and Gas Valve Boxes Dollars and Cents		
	EA	6	Driveway Aprons - Up To 3 Ft Into Apron Dollars and Cents		
618.7	HR	32	Traffic Flaggers - Certified Dollars and Cents		
	FT	2750	Shoulder Stone Placed and Compacted - Up to 18" Wide 6" Deep Dollars and Cents		
692	LS	1	Mobilization & Clean Up Including Dust Control, and All Other Miscellaneous Items Dollars and Cents		
1001	LS	10%	Contingencies as Ordered and Approved By Town Dollars and Cents		

Part D BID AMOUNT: _____
(NUMERALS)

Part D BID AMOUNT: _____
(WRITE OUT IN WORDS)

PART E BID – Royal Oaks Drive, 541 Linear Feet**Bid Sheet of Unit Prices**

(Prices written in word shall govern. Unit Prices shall govern over extended total when discrepancies occur)

Description: Royal Oaks Drive - Reclaim and re-grade roadway, grade roadway, increase crown keeping road edges as to not affect drainage. At Town's discretion, any excess material is to be loaded by the contractor and transported to DPW at 210 West River Road (Hooksett); if not desired by town, any access material to be disposed of by contractor at proper disposal facility. Include driveway aprons up to 3 feet off edge of pavement. Install 3 inch new pavement (2 inch base 1 inch top). Shoulder work to be performed as soon as possible after top course is placed.					
ITEM	UNIT	ESTIMATED QUANTITY	UNIT BID PRICE DESCRIPTION	UNIT BID PRICE	TOTAL
306.108	S.Y.	1443	Reclaimed Stabilized Base Processed In Place 8 inch Deep Dollars and Cents		
403.11	TON	168	Bituminous Pavement Base Course - 2 Inch Thickness - Machine Method Dollars and Cents		
403.11	TON	84	Permanent Bituminous Wearing Course - 1 Inch Thickness - Machine Method Dollars and Cents		
604	EA	0	Lower and Raise Sewer Manhole Covers Dollars and Cents		
	EA	0	Lower and Raise Water Shutoff and Gas Valve Boxes Dollars and Cents		
	EA	8	Driveway Aprons - Up To 3 Ft Into Apron Dollars and Cents		
618.7	HR	24	Traffic Flaggers - Certified Dollars and Cents		
	FT	1050	Shoulder Stone Placed and Compacted - Up to 18" Wide 6" Deep Dollars and Cents		
692	LS	1	Mobilization & Clean Up Including Dust Control, and All Other Miscellaneous Items Dollars and Cents		
1001	LS	10%	Contingencies as Ordered and Approved By Town Dollars and Cents		

Part E BID AMOUNT: _____
(NUMERALS)

Part E BID AMOUNT: _____
(WRITE OUT IN WORDS)

PART F BID – Fieldstone Drive, 3,550 Linear Feet**Bid Sheet of Unit Prices**

(Prices written in word shall govern. Unit Prices shall govern over extended total when discrepancies occur)

Description: Fieldstone Drive - Full depth mill of roadway, re-grade sub base and compact to increase crown keeping water flow towards existing stone curbing. At Town's discretion, any excess material is to be loaded by the contractor and transported to DPW at 210 West River Road (Hooksett); if not desired by town, any access material to be disposed of by contractor at proper disposal facility. Include driveway aprons up to 3 feet off edge of pavement. Include replacement of two fire department cistern asphalt parking (large apron). Install 3 inch new pavement (2 inch base 1 inch top). Keep existing stone curbing and replace if damaged during work. Adjust catch basin frame and covers to match new asphalt grade.					
ITEM	UNIT	ESTIMATED QUANTITY	UNIT BID PRICE DESCRIPTION	UNIT BID PRICE	TOTAL
	S.Y.	9467	Full Depth Mill, re-grade and compact sub base to Increase crown for 2% pitch to curb Dollars and Cents		
403.11	TON	1101	Bituminous Pavement Base Course - 2 Inch Thickness - Machine Method Dollars and Cents		
403.11	TON	550	Permanent Bituminous Wearing Course - 1 Inch Thickness - Machine Method Dollars and Cents		
604	EA	15	Lower and Raise Sewer Manhole Covers Dollars and Cents		
	EA	0	Lower and Raise Water Shutoff and Gas Valve Boxes Dollars and Cents		
	EA	31	Driveway Aprons - Up To 3 Ft Into Apron Dollars and Cents		
618.7	HR	60	Traffic Flaggers - Certified Dollars and Cents		
692	LS	1	Mobilization & Clean Up Including Dust Control, and All Other Miscellaneous Items Dollars and Cents		
1001	LS	10%	Contingencies as Ordered and Approved By Town Dollars and Cents		

Part F BID AMOUNT: _____
(NUMERALS)

Part F BID AMOUNT: _____
(WRITE OUT IN WORDS)

PART G BID – Debbie Street, 918 Linear Feet**Bid Sheet of Unit Prices**

(Prices written in word shall govern. Unit Prices shall govern over extended total when discrepancies occur)

Description: Debbie Street - Full depth mill of roadway, re-grade sub base and compact to increase crown keeping water flow towards existing stone curbing. At Town's discretion, any excess material is to be loaded by the contractor and transported to DPW at 210 West River Road (Hooksett); if not desired by town, any access material to be disposed of by contractor at proper disposal facility. Include driveway aprons up to 3 feet off edge of pavement. Include replacement of two fire department cistern asphalt parking (large apron). Install 3 inch new pavement (2 inch base 1 inch top). Keep existing stone curbing and replace if damaged during work. Adjust catch basin frame and covers to match new asphalt grade.					
ITEM	UNIT	ESTIMATED QUANTITY	UNIT BID PRICE DESCRIPTION	UNIT BID PRICE	TOTAL
	S.Y.	2652	Full Depth Mill, re-grade and compact sub base to Increase crown for 2% pitch to curb Dollars and Cents		
403.11	TON	308	Bituminous Pavement Base Course - 2 Inch Thickness - Machine Method Dollars and Cents		
403.11	TON	154	Permanent Bituminous Wearing Course - 1 Inch Thickness - Machine Method Dollars and Cents		
604	EA	6	Lower and Raise Sewer Manhole Covers Dollars and Cents		
	EA	2	Lower and Raise Water Shutoff and Gas Valve Boxes Dollars and Cents		
	EA	8	Driveway Aprons - Up To 3 Ft Into Apron Dollars and Cents		
618.7	HR	60	Traffic Flaggers - Certified Dollars and Cents		
	FT	200	Shoulder Stone Placed and Compacted - Up to 18" Wide 6" Deep Dollars and Cents		
692	LS	1	Mobilization & Clean Up Including Dust Control, and All Other Miscellaneous Items Dollars and Cents		
1001	LS	10%	Contingencies as Ordered and Approved By Town Dollars and Cents		

Part G BID AMOUNT: _____
 (NUMERALS)

Part G BID AMOUNT: _____
 (WRITE OUT IN WORDS)

PART H BID – Francis Avenue, 1,278 Linear Feet**Bid Sheet of Unit Prices**

(Prices written in word shall govern. Unit Prices shall govern over extended total when discrepancies occur)

Description: Francis Avenue - Reclaim and re-grade roadway, grade roadway, increase crown keeping road edges as to not affect drainage. At Town's discretion, any excess material is to be loaded by the contractor and transported to DPW at 210 West River Road (Hooksett); if not desired by town, any excess material to be disposed of by contractor at proper disposal facility. Include driveway aprons up to 3 feet off edge of pavement. Install 3 inch new pavement (2 inch base 1 inch top). Shoulder work to be performed as soon as possible after top course is placed.					
ITEM	UNIT	ESTIMATED QUANTITY	UNIT BID PRICE DESCRIPTION	UNIT BID PRICE	TOTAL
306.108	S.Y.	2556	Reclaimed Stabilized Base Processed In Place 8 inch Deep Dollars and Cents		
403.11	TON	297	Bituminous Pavement Base Course - 2 Inch Thickness - Machine Method Dollars and Cents		
403.11	TON	149	Permanent Bituminous Wearing Course - 1 Inch Thickness - Machine Method Dollars and Cents		
604	EA	8	Lower and Raise Sewer Manhole Covers Dollars and Cents		
	EA	1	Lower and Raise Water Shutoff and Gas Valve Boxes Dollars and Cents		
	EA	10	Driveway Aprons - Up To 3 Ft Into Apron Dollars and Cents		
618.7	HR	60	Traffic Flaggers - Certified Dollars and Cents		
	FT	1400	Shoulder Stone Placed and Compacted - Up to 18" Wide 6" Deep Dollars and Cents		
	FT	410	Cape Cod Asphalt Curbing Dollars and Cents		
692	LS	1	Mobilization & Clean Up Including Dust Control, and All Other Miscellaneous Items Dollars and Cents		
1001	LS	10%	Contingencies as Ordered and Approved By Town Dollars and Cents		

Part H BID AMOUNT: _____
(NUMERALS)

Part H BID AMOUNT: _____
(WRITE OUT IN WORDS)

PART I BID – Castle Drive, 3,525 Linear Feet**Bid Sheet of Unit Prices**

(Prices written in word shall govern. Unit Prices shall govern over extended total when discrepancies occur)

Description: Castle Drive - Reclaim and re-grade roadway, grade roadway, increase crown keeping road edges as to not affect drainage. At Town's discretion, any excess material is to be loaded by the contractor and transported to DPW at 210 West River Road (Hooksett); if not desired by town, any access material to be disposed of by contractor at proper disposal facility. Include driveway aprons up to 3 feet off edge of pavement. Install 3 inch new pavement (2 inch base 1 inch top). Keep existing stone curbing and replace if damaged during work. Replace as necessary existing asphalt curbing. Adjust catch basin frame and covers to match new asphalt grade. Shoulder work to be performed as soon as possible after top course is placed.					
ITEM	UNIT	ESTIMATED QUANTITY	UNIT BID PRICE DESCRIPTION	UNIT BID PRICE	TOTAL
306.108	S.Y.	10967	Reclaimed Stabilized Base Processed In Place 8 inch Deep Dollars and Cents		
403.11	TON	1275	Bituminous Pavement Base Course - 2 Inch Thickness - Machine Method Dollars and Cents		
403.11	TON	638	Permanent Bituminous Wearing Course - 1 Inch Thickness - Machine Method Dollars and Cents		
604	EA	21	Lower and Raise Sewer Manhole Covers Dollars and Cents		
	EA	2	Lower and Raise Water Shutoff and Gas Valve Boxes Dollars and Cents		
	EA	35	Driveway Aprons - Up To 3 Ft Into Apron Dollars and Cents		
618.7	HR	60	Traffic Flaggers - Certified Dollars and Cents		
	FT	2600	Shoulder Stone Placed and Compacted - Up to 18" Wide 6" Deep Dollars and Cents		
	FT	3600	Cape Cod Asphalt Curbing Dollars and Cents		
	TON	4	Asphalt Swale / Handwork Dollars and Cents		
692	LS	1	Mobilization & Clean Up Including Dust Control, and All Other Miscellaneous Items Dollars and Cents		
1001	LS	10%	Contingencies as Ordered and Approved By Town Dollars and Cents		

Part I BID AMOUNT: _____
(NUMERALS)

Part I BID AMOUNT: _____
(WRITE OUT IN WORDS)

PART J BID – Knights Avenue, 610 Linear Feet**Bid Sheet of Unit Prices**

(Prices written in word shall govern. Unit Prices shall govern over extended total when discrepancies occur)

Description: Knights Avenue - Reclaim and re-grade roadway, grade roadway, increase crown keeping road edges as to not affect drainage. At Town's discretion, any excess material is to be loaded by the contractor and transported to DPW at 210 West River Road (Hooksett); if not desired by town, any excess material to be disposed of by contractor at proper disposal facility. Include driveway aprons up to 3 feet off edge of pavement. Install 3 inch new pavement (2 inch base 1 inch top). Replace swale to catch basin at corner of Granite St. Shoulder work to be performed as soon as possible after top course is placed.					
ITEM	UNIT	ESTIMATED QUANTITY	UNIT BID PRICE DESCRIPTION	UNIT BID PRICE	TOTAL
306.108	S.Y.	1627	Reclaimed Stabilized Base Processed In Place 8 inch Deep Dollars and Cents		
403.11	TON	189	Bituminous Pavement Base Course - 2 Inch Thickness - Machine Method Dollars and Cents		
403.11	TON	95	Permanent Bituminous Wearing Course - 1 Inch Thickness - Machine Method Dollars and Cents		
604	EA	3	Lower and Raise Sewer Manhole Covers Dollars and Cents		
	EA	0	Lower and Raise Water Shutoff and Gas Valve Boxes Dollars and Cents		
	EA	7	Driveway Aprons - Up To 3 Ft Into Apron Dollars and Cents		
618.7	HR	32	Traffic Flaggers - Certified Dollars and Cents		
	FT	1200	Shoulder Stone Placed and Compacted - Up to 18" Wide 6" Deep Dollars and Cents		
692	LS	1	Mobilization & Clean Up Including Dust Control, and All Other Miscellaneous Items Dollars and Cents		
1001	LS	10%	Contingencies as Ordered and Approved By Town Dollars and Cents		

Part J BID AMOUNT: _____
(NUMERALS)

Part J BID AMOUNT: _____
(WRITE OUT IN WORDS)

PART K BID – Beauchesne Drive, 630 Linear Feet

Bid Sheet of Unit Prices

(Prices written in word shall govern. Unit Prices shall govern over extended total when discrepancies occur)

Description: Beauchesne Drive - Reclaim and re-grade roadway, grade roadway, increase crown keeping road edges as to not affect drainage. At Town's discretion, any excess material is to be loaded by the contractor and transported to DPW at 210 West River Road (Hooksett); if not desired by town, any access material to be disposed of by contractor at proper disposal facility. Include driveway aprons up to 3 feet off edge of pavement. Install 3 inch new pavement (2 inch base 1 inch top). Approximately 120 ft of asphalt swale to be replaced. Shoulder work to be performed as soon as possible after top course is placed.					
ITEM	UNIT	ESTIMATED QUANTITY	UNIT BID PRICE DESCRIPTION	UNIT BID PRICE	TOTAL
306.108	S.Y.	1957	Reclaimed Stabilized Base Processed In Place 8 inch Deep Dollars and Cents		
403.11	TON	228	Bituminous Pavement Base Course - 2 Inch Thickness - Machine Method Dollars and Cents		
403.11	TON	114	Permanent Bituminous Wearing Course - 1 Inch Thickness - Machine Method Dollars and Cents		
604	EA	9	Lower and Raise Sewer Manhole Covers Dollars and Cents		
	EA	0	Lower and Raise Water Shutoff and Gas Valve Boxes Dollars and Cents		
	EA	9	Driveway Aprons - Up To 3 Ft Into Apron Dollars and Cents		
618.7	HR	60	Traffic Flaggers - Certified Dollars and Cents		
	FT	1200	Shoulder Stone Placed and Compacted - Up to 18" Wide 6" Deep Dollars and Cents		
	TON	4	Asphalt Swale / Handwork Dollars and Cents		
692	LS	1	Mobilization & Clean Up Including Dust Control, and All Other Miscellaneous Items Dollars and Cents		
1001	LS	10%	Contingencies as Ordered and Approved By Town Dollars and Cents		

Part K BID AMOUNT: _____
(NUMERALS)

Part K BID AMOUNT: _____
(WRITE OUT IN WORDS)

PART L BID – Elmer Avenue, 2,336 Linear Feet**Bid Sheet of Unit Prices**

(Prices written in word shall govern. Unit Prices shall govern over extended total when discrepancies occur)

Description: Elmer Avenue - Reclaim and re-grade roadway, grade roadway, increase crown keeping road edges as to not affect drainage. At Town's discretion, any excess material is to be loaded by the contractor and transported to DPW at 210 West River Road (Hooksett); if not desired by town, any access material to be disposed of by contractor at proper disposal facility. Include driveway aprons up to 3 feet off edge of pavement. Install 3 inch new pavement (2 inch base 1 inch top). Shoulder work to be performed as soon as possible after top course is placed.					
ITEM	UNIT	ESTIMATED QUANTITY	UNIT BID PRICE DESCRIPTION	UNIT BID PRICE	TOTAL
306.108	S.Y.	5191	Reclaimed Stabilized Base Processed In Place 8 inch Deep Dollars and Cents		
403.11	TON	604	Bituminous Pavement Base Course - 2 Inch Thickness - Machine Method Dollars and Cents		
403.11	TON	302	Permanent Bituminous Wearing Course - 1 Inch Thickness - Machine Method Dollars and Cents		
604	EA	8	Lower and Raise Sewer Manhole Covers Dollars and Cents		
	EA	5	Lower and Raise Water Shutoff and Gas Valve Boxes Dollars and Cents		
	EA	29	Driveway Aprons - Up To 3 Ft Into Apron Dollars and Cents		
618.7	HR	60	Traffic Flaggers - Certified Dollars and Cents		
	FT	4400	Shoulder Stone Placed and Compacted - Up to 18" Wide 6" Deep Dollars and Cents		
692	LS	1	Mobilization & Clean Up Including Dust Control, and All Other Miscellaneous Items Dollars and Cents		
1001	LS	10%	Contingencies as Ordered and Approved By Town Dollars and Cents		

Part L BID AMOUNT: _____
(NUMERALS)

Part L BID AMOUNT: _____
(WRITE OUT IN WORDS)

PART M BID – Dundee Avenue, 977 Linear Feet**Bid Sheet of Unit Prices**

(Prices written in word shall govern. Unit Prices shall govern over extended total when discrepancies occur)

Description: Dundee Avenue - Reclaim and re-grade roadway, grade roadway, increase crown keeping road edges as to not affect drainage. At Town's discretion, any excess material is to be loaded by the contractor and transported to DPW at 210 West River Road (Hooksett); if not desired by town, any access material to be disposed of by contractor at proper disposal facility. Include driveway aprons up to 3 feet off edge of pavement. Install 3 inch new pavement (2 inch base 1 inch top). Shoulder work to be performed as soon as possible after top course is placed.					
ITEM	UNIT	ESTIMATED QUANTITY	UNIT BID PRICE DESCRIPTION	UNIT BID PRICE	TOTAL
306.108	S.Y.	2388	Reclaimed Stabilized Base Processed In Place 8 inch Deep Dollars and Cents		
403.11	TON	278	Bituminous Pavement Base Course - 2 Inch Thickness - Machine Method Dollars and Cents		
403.11	TON	139	Permanent Bituminous Wearing Course - 1 Inch Thickness - Machine Method Dollars and Cents		
604	EA	15	Lower and Raise Sewer Manhole Covers Dollars and Cents		
	EA	3	Lower and Raise Water Shutoff and Gas Valve Boxes Dollars and Cents		
	EA	9	Driveway Aprons - Up To 3 Ft Into Apron Dollars and Cents		
618.7	HR	60	Traffic Flaggers - Certified Dollars and Cents		
	FT	750	Shoulder Stone Placed and Compacted - Up to 18" Wide 6" Deep Dollars and Cents		
	FT	1040	Cape Cod Asphalt Curbing Dollars and Cents		
	TON	2	Asphalt Swale / Handwork Dollars and Cents		
692	LS	1	Mobilization & Clean Up Including Dust Control, and All Other Miscellaneous Items Dollars and Cents		
1001	LS	10%	Contingencies as Ordered and Approved By Town Dollars and Cents		

Part M BID AMOUNT: _____
(NUMERALS)

Part M BID AMOUNT: _____
(WRITE OUT IN WORDS)

PART N BID – Pine Street, 2,220 Linear Feet**Bid Sheet of Unit Prices**

(Prices written in word shall govern. Unit Prices shall govern over extended total when discrepancies occur)

Description: Pine Street - Reclaim and re-grade roadway, grade roadway, increase crown keeping road edges as to not affect drainage. At Town's discretion, any excess material is to be loaded by the contractor and transported to DPW at 210 West River Road (Hooksett); if not desired by town, any access material to be disposed of by contractor at proper disposal facility. Include driveway aprons up to 3 feet off edge of pavement. Install 3 inch new pavement (2 inch base 1 inch top). Approximately 200 ft of asphalt swale to be replaced. Shoulder work to be performed as soon as possible after top course is placed.					
ITEM	UNIT	ESTIMATED QUANTITY	UNIT BID PRICE DESCRIPTION	UNIT BID PRICE	TOTAL
306.108	S.Y.	5427	Reclaimed Stabilized Base Processed In Place 8 inch Deep Dollars and Cents		
403.11	TON	631	Bituminous Pavement Base Course - 2 Inch Thickness - Machine Method Dollars and Cents		
403.11	TON	316	Permanent Bituminous Wearing Course - 1 Inch Thickness - Machine Method Dollars and Cents		
604	EA	0	Lower and Raise Sewer Manhole Covers Dollars and Cents		
	EA	0	Lower and Raise Water Shutoff and Gas Valve Boxes Dollars and Cents		
	EA	24	Driveway Aprons - Up To 3 Ft Into Apron Dollars and Cents		
618.7	HR	160	Traffic Flaggers - Certified Dollars and Cents		
	FT	3500	Shoulder Stone Placed and Compacted - Up to 18" Wide 6" Deep Dollars and Cents		
	TON	4	Asphalt Swale / Handwork Dollars and Cents		
692	LS	1	Mobilization & Clean Up Including Dust Control, and All Other Miscellaneous Items Dollars and Cents		
1001	LS	10%	Contingencies as Ordered and Approved By Town Dollars and Cents		

Part N BID AMOUNT: _____
(NUMERALS)

Part N BID AMOUNT: _____
(WRITE OUT IN WORDS)

PART O BID – Clough Avenue, 440 Linear Feet**Bid Sheet of Unit Prices**

(Prices written in word shall govern. Unit Prices shall govern over extended total when discrepancies occur)

Description: Clough Avenue - Full depth mill of roadway, re-grade sub base and compact to increase crown keeping water flow towards existing stone curbing. At Town's discretion, any excess material is to be loaded by the contractor and transported to DPW at 210 West River Road (Hooksett); if not desired by town, any access material to be disposed of by contractor at proper disposal facility. Include driveway aprons up to 3 feet off edge of pavement. Include replacement of two fire department cistern asphalt parking (large apron). Install 3 inch new pavement (2 inch base 1 inch top). Keep existing stone curbing and replace if damaged during work. Adjust catch basin frame and covers to match new asphalt grade.					
ITEM	UNIT	ESTIMATED QUANTITY	UNIT BID PRICE DESCRIPTION	UNIT BID PRICE	TOTAL
	S.Y.	1024	Full Depth Mill, re-grade, and compact sub base to Increase crown for 2% pitch to curb Dollars and Cents		
403.11	TON	119	Bituminous Pavement Base Course - 2 Inch Thickness - Machine Method Dollars and Cents		
403.11	TON	60	Permanent Bituminous Wearing Course - 1 Inch Thickness - Machine Method Dollars and Cents		
604	EA	6	Lower and Raise Sewer Manhole Covers Dollars and Cents		
	EA	0	Lower and Raise Water Shutoff and Gas Valve Boxes Dollars and Cents		
	EA	8	Driveway Aprons - Up To 3 Ft Into Apron Dollars and Cents		
618.7	HR	32	Traffic Flaggers - Certified Dollars and Cents		
692	LS	1	Mobilization & Clean Up Including Dust Control, and All Other Miscellaneous Items Dollars and Cents		
1001	LS	10%	Contingencies as Ordered and Approved By Town Dollars and Cents		

Part O BID AMOUNT: _____
(NUMERALS)

Part O BID AMOUNT: _____
(WRITE OUT IN WORDS)

Bid A Bid Amount "Kerri Lane":

Bid B Bid Amount "Susan Avenue":

Bid C Bid Amount "Labonville Avenue":

Bid D Bid Amount "Cate Road":

Bid E Bid Amount "Royal Oaks":

Bid F Bid Amount "Fieldstone Drive":

Bid G Bid Amount "Debbie Street":

Bid H Bid Amount "Francis Avenue":

Bid I Bid Amount "Castle Drive":

Bid J Bid Amount "Knights Avenue":

Bid K Bid Amount "Beauchesne Drive":

Bid L Bid Amount "Elmer Avenue":

Bid M Bid Amount "Dundee Avenue":

Bid N Bid Amount "Pine Street":

Bid O Bid Amount "Clough Avenue":

TOTAL PART's A, B, C, D, E, F, G, H, I, J, K, L, M, N, and O – Bid Amount:

DATE SUBMITTED: _____

SUBMITTED BY: _____
(PLEASE PRINT BIDDER / CONTRACTOR'S NAME)

Print Representative's Name and Title

Signature

Address / Street-City-Zip Code

Telephone Number and E-Mail Address

Person signing proposal must be a person in your company authorized to sign a contract with the Town of Hooksett, NH

Notes to Bidders:

- All work included in this bid is dependent upon the bid amounts and available funding.
- Actual quantities are subject to change and will be based upon actual field measurements taken during construction.
- The Town may elect to award any or all parts of the bid depending upon available funds and whatever is in the best interest of the Town.

End of Request for Proposal

Town Council

STAFF REPORT



To: Town Council
Title: Track & Tennis Court Surface Repair RFP
Meeting: Town Council - 24 May 2023
Department: Public Works
Staff Contact: Ben Berthiaume, Public Works Director

BACKGROUND INFORMATION:

The Department released a Request for Proposals for the Track & Tennis Court Surface Repair. Bids were opened on May 4, 2023. One bid was received from Beaverbrook Tennis, LLC for the following:

Donati Tennis Court	\$23,192.00
Fraser Tennis Court	\$21,820.00
Donati Track	<u>\$32,930.00</u>
Total	\$77,942.00

FINANCIAL IMPACT:

At last year's Town Election, the voters approved a Warrant Article for Parks Upgrades for \$53,600.00. Balance to be funded from Parks & Rec Facilities Development Capital Reserve account.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

Approve and consent to award the Track & Tennis Court Surface Repair RFP to Beaverbrook Tennis, LLC for \$77,942.00 to be funded from the voters' approved Parks Upgrades Warrant Article for \$53,600.00 and balance to be funded from Parks & Rec Facilities Development Capital Reserve account.

SUGGESTED MOTION:

Motion to approve and consent to award the Track & Tennis Court Surface Repair RFP to Beaverbrook Tennis, LLC for \$77,942.00 to be funded from the voters' approved Parks Upgrades Warrant Article for \$53,600.00 and balance to be funded from Parks & Rec Facilities Development Capital Reserve account.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the recommendation and suggested motion

ATTACHMENTS:

[RFP 23-13 Track & Tennis Court Surface Repair](#)

TOWN OF HOOKSETT



DEPARTMENT OF PUBLIC WORKS
35 MAIN STREET
HOOKSETT, NH 03106
(603) 485-8471

REQUEST FOR PROPOSALS

TRACK AND TENNIS COURT SURFACE REPAIR
Proposal #23-13

Acceptance Date: Thursday, May 4, 2023, 2:00 pm

Sealed proposals, plainly marked, “**Track and Tennis Court Surface Repair**” on the outside of the mailing envelope as well as the sealed proposal envelope, address to Administration Department, Hooksett Town Hall, 35 Main Street, Hooksett, New Hampshire 03106 **will be accepted until Thursday, May 4, 2023, 2:00 pm** when all proposals will be publicly opened and read aloud.

This proposal is for Tennis Court Surface Repair at Donati Park and Fraser Field and Surface Repair at the Donati Park Running Track. Proposal packages may be obtained from the town’s web site, www.hooksett.org, or by contacting the Administration Department at the above address, or by calling (603) 485-8472.

The Town of Hooksett reserves the right to reject any or all Proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the Town.

INTRODUCTION

The Town of Hooksett is seeking Proposals to repair the Tennis Court Surfaces at Donati Park and Fraser Field, and repair the Running Track at Donati Park.

SCOPE OF WORK

The CONTRACTOR will provide the services needed for the following:

1. Prep surfaces as required to meet manufacturers surface prep requirements as detailed in the coatings product data for proper adhesion.
2. Clean and fill structural cracks with concrete fortified with acrylic binder.
3. Fill hairline cracks with liquid filler.
4. Clean area with compressed air.
5. Resurface total area and fill surface voids.
6. Apply stain blocker to help with rust stains.
7. Apply Surface coats with first coat including a sand additive to act as a wearing base and top coat to have pigment selected by Town of Hooksett.
8. Apply running track lines and court lines.

WARRANTY

At project closeout, provide to Owner or Owners Representative an executed copy of the manufacturer's Total-System warranty, outlining its terms, conditions, and exclusions from coverage.

CLEAN UP

Perform daily clean-up to collect all wrappings, empty containers, paper, and other debris from the project site. Upon completion, all debris must be disposed of in a legally acceptable manner.

CONTRACT REQUIREMENTS

A typical Standard Contract is attached to this Request for Proposals. The contractor shall provide at the time of the contract signing Performance and Payment Bonds and a Certificate of Insurance with requirements as specified in this RFP naming the Town as additional insured. The Proposer shall provide a construction schedule at the time of the preconstruction meeting.

The Contractor, at the time of the preconstruction meeting, will provide a detailed approach to complete the project including the staging area as part of the contract.

The Town of Hooksett, Department of Public Works will oversee the proposals and construction of the project.

VENDOR QUALIFICATIONS

The Proposer shall list qualifications and financial stability and references on similar projects.

CRITERIA FOR REVIEWING PROPOSALS

In reviewing proposals, the Town will carefully weigh the following in making a determination which Proposal to award which will be in the best interests of the TOWN (not necessarily the lowest proposal):

1. Vendor's qualifications
2. Municipal experience
3. Pricing
4. Delivery of services

Proposal #23-13 Donati Park and Fraser Field Track and Tennis Court Repair

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Proposals shall be valid for a 60 day period after date of the Proposal opening. It is expected that a contract approval will be made within that 60 day period and award following town council approval, depending upon the availability of funding and whatever is in the best interests of the Town.

CONSTRUCTION SCHEDULE AND COMPLETION

The Contractor will start within 30 days of the award.

Construction work shall be limited to Monday to Friday, 7:00 am to 5:00 pm excluding holidays.

SUBMISSION

Pricing must be inclusive, clear, and concise, including such other information as requested or required. Be sure the proposal envelope is completely and properly identified. The face of the envelope shall indicate the title of the RFP, “**Track and Tennis Court Surface Repair**”. Proposals must be received by the Town of Hooksett **ON or BEFORE THE HOUR SPECIFIED ON THE ACCEPTANCE DATE**. Proposals may be either mailed or hand delivered to the Town Hall, 35 Main Street, Hooksett, NH 03106, Attn: Town Administrator.

INQUIRIES

Inquiries pertaining to the Request for Proposal must cite the RFP title and acceptance date and be directed to Department of Public Works, Director, Ben Berthiaume at BBerthiaume@hooksett.org or 603-668-8019.

COMPETITION

It is the town’s intent that this RFP shall permit competition. It shall be the respondent’s responsibility to advise the Town Administrator, in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received not later than ten (10) days prior to the proposal acceptance date.

RESERVATION OF RIGHTS

The Town of Hooksett reserves the right to reject all or any part of any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the Town.

FIRM PRICING

Proposed fees must be firm for the Town acceptance for 60 days from acceptance date of proposals.

Pricing must be inclusive, clear and concise, including such other information as requested or required.

INSURANCE

The awarded vendor at their cost will be required to provide certificate of liability insurance before installation can commence naming the Town of Hooksett as additional insured. The following standard insurance shall be required:

Umbrella Insurance Coverage

Per Occurrence	\$1,000,000
----------------	-------------

Commercial General Liability Insurance

Each Occurrence Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000

Proposal #23-13 Donati Park and Fraser Field Track and Tennis Court Repair

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Personal and Advertising Limit \$1,000,000

Commercial Automobile Insurance (for Owned, Hired, and Non-owned Autos:

Bodily Injury and Property Damage Liability
Combined Single Limit (Per Occurrence) \$ 1,000,000

Workers Compensation/Employers Liability Insurance

Bodily Injury by Accident Each Accident
(Coverage B – Employer’s Liability) \$500,000
Bodily Injury by Disease Aggregate Limit \$500,000
Bodily Injury by Disease- Each Employee
(Coverage A – Statutory) 500,000

ITEMS ADDRESSED

The Proposal should address all the points outlined in the request for proposals. The proposal should be prepared simply and economically, providing a straightforward, concise description of the firm’s capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects and questions must be addressed:

1. Name, address, telephone number, fax number and e-mail address of the company.
2. Three (3) copies of the proposal must be submitted.
3. Name of contact person and telephone number for purposes of following up on proposal.
4. Narrative including the qualifications of the company and municipal experience.
5. Has the company been in bankruptcy, reorganization, or receivership in the last five years? If so, please explain under what circumstances this disqualification or termination occurred.

Prospective Proposers must monitor the Town’s website for any addendums.

LATE PROPOSALS WILL NOT BE ACCEPTED

STANDARD SPECIFICATIONS

The following specifications are provided as a minimal requirement only. The Town will consider any product/service that meets or exceeds the minimum requirements. Contractor to provide all necessary services and materials for the tennis courts and running track listed and located in Hooksett, New Hampshire per the following specifications.

- A. EXAMINATION OF SITE AND SPECIFICATIONS Before submitting a bid, each Bidder must;
 1. Examine the specifications and scope of work thoroughly;
 2. Visit the site to familiarize themselves with conditions at the site that may affect the performance of the work;
 3. Familiarize themselves with all local laws, ordinances, rules and regulations affecting the performance of the work;
 4. Carefully correlate observations with the requirements of the specifications.
- B. RESURFACING MATERIALS AND APPLICATIONS At least five (5) business days prior to start of work, Contractor shall identify the manufacturer of the product chosen and submit the manufacturer's product data, including surface and crack preparations, application instructions, and color samples.
 1. Approved materials must meet the United States Tennis Association (USTA) Standards. All acrylic materials must be the products of a single manufacturer. Only collegiate/professional-grade acrylic color coatings with an ITF speed rating will be accepted. Acrylic color mixed with locally-purchased sand is not acceptable.
 2. Delivery, Storage, and Handling
 - a. Deliver materials to site in manufacturer's original, unopened containers and packaging with labels clearly identifying product name and manufacturer. Tennis Court Resurfacing ITB pg. 5 of 12
 - b. Store and handle materials in accordance with manufacturer's instructions.
 - c. Keep materials in manufacturer's original, unopened containers and packaging until application.
 - d. Store materials in clean, dry areas, out of direct sunlight and prevent from freezing.
 - e. Protect materials during storage, handling, and application to prevent contamination or damage. Close containers when not in use.
 3. Do not apply asphalt tennis court surface color coating when air or surface temperatures are below 50 degrees F during application or within 24 hours after application.
 4. Do not apply asphalt tennis court surface color coating when rain is expected during application or within 24 hours after application.
 5. All courts will be resurfaced with colors chosen by Owner. White lines painted for courts.

Proposal #23-13 Donati Park and Fraser Field Track and Tennis Court Repair

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6. All surfaces shall be thoroughly cleaned with pressure, loose material scraped and removed. The surface shall be free of oil, grease, dirt, debris, tool marks, ridges, and valleys.
 7. Repairs
 - a. Depressions – prior to applying material, level any depressions 1/8” or deeper with patch binder in accordance with manufacturer’s instructions using one or more coats of asphalt emulsion filler course.
 - b. Cracks – Cracks less than 1/4” wide shall be repaired and sealed as follows:
 - i. Cracks are first cleaned, all loose material removed and dried.
 - ii. An approved and sufficient asphalt acrylic emulsion crack filler is applied and worked into the crack with pressure to insure that all spaces are filled with material.
 - iii. Excess material is removed and once dried the crack is smoothed to remove any ridges.
 - c. Cracks – Cracks greater than 1/4” wide shall be repaired and sealed as follows:
 - i. Cracks shall be cleaned and filled with court patch, a mixture of sand, Portland cement and acrylic binder.
 - ii. Excess material is removed and once dried the crack is smoothed to remove any ridges.
 8. Asphalt acrylic emulsion color coating material shall be applied on the clean, dry underlying surface with a minimum of two (2) applications in accordance with manufacturer’s instructions.
 9. Allow material drying times in accordance with manufacturer’s instructions before applying materials or opening completed surface to foot traffic.
 10. The finished surface shall be smooth and free of any ridges, valleys and tool marks.
- C. PLAYING LINES
1. After the surface has thoroughly cured, layout tennis court line markings in accordance with USTA Rules of tennis. Apply line markings in two (2) inch wide playing lines, masked and painted with two (2) coats of approved line paint.
 2. Layout Pickleball courts in accordance with United States Pickleball Association (USAPA) Rules and Dimensions.
- D. CLEAN UP Upon completion of the work day, all tools, materials, and debris should be properly stored or disposed of, and any damage or spills repaired or cleaned up.
- E. PROTECTION Allow a minimum of 24 hours curing time before opening tennis courts for play.
- F. Do not install tennis court crack repair system on cracks that emit moisture.
- G. Do not install tennis court crack repair system using asphalt emulsion.

END OF SECTION

Proposal #23-13 Donati Park and Fraser Field Track and Tennis Court Repair

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PART A BID – Donati Tennis Court Resurfacing

(Prices written in word shall govern. Unit Prices shall govern over extended total when discrepancies occur)

Donati Field Tennis Courts Surface Repair
Two (2) courts on a 108 ft x 120 ft playing surface
Pressure wash entire court surface to remove any solids for proper adhesion following manufacturers surface preparation. Clean and fill structural and hairline cracks, clean entire surface and apply 1 coat of resurfacer, one surface texture coat, and one surface top coat with green pigment, apply two sets of hand painted regulation tennis lines with white textured paint, apply two sets of hand painted regulation pickle ball lines color to be yellow.

Part A BID AMOUNT:

(NUMERALS)

Part A BID AMOUNT:

(WRITE OUT IN WORDS)

Proposal #23-13 Donati Park and Fraser Field Track and Tennis Court Repair

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PART B BID – Donati Track Resurfacing

(Prices written in word shall govern. Unit Prices shall govern over extended total when discrepancies occur)

Donati Field Track Surface Repair
One track field 950 ft x 17ft
Pressure wash entire court surface to remove any solids for proper adhesion following manufacturers surface preparation. Clean and fill structural and hairline cracks, clean entire surface and apply 1 coat of resurfacer, one surface texture coat, and one surface top coat with green pigment, apply running track lines with white textured paint.

Part B BID AMOUNT:

(NUMERALS)

Part B BID AMOUNT:

(WRITE OUT IN WORDS)

Proposal #23-13 Donati Park and Fraser Field Track and Tennis Court Repair

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PART C BID – Fraser Tennis Court Resurfacing

(Prices written in word shall govern. Unit Prices shall govern over extended total when discrepancies occur)

Fraser Field Tennis Courts Surface Repair
Two (2) courts on a 102 ft x 102 ft playing surface
Pressure wash entire court surface to remove any solids for proper adhesion following manufacturers surface preparation. Clean and fill structural and hairline cracks, clean entire surface and apply 1 coat of resurfacer, one surface texture coat, and one surface top coat with green pigment, apply two sets of hand painted regulation tennis lines with white textured paint, apply two sets of hand painted regulation pickle ball lines color to be yellow.

Part C BID AMOUNT:

(NUMERALS)

Part C BID AMOUNT:

(WRITE OUT IN WORDS)

Totals Bid Part A, B, C BID AMOUNT: _____

(NUMERALS)

BID AMOUNT: _____

(WRITE OUT IN WORDS)

Time and Material Rates for Extra/Un-seen Work:

Labor: _____

Materials: _____

Name of Firm: _____

Business Address: _____

Telephone Number: _____

E-mail: _____

Print Representative's Name and Title

Signature

Proposal #23-13 Donati Park and Fraser Field Track and Tennis Court Repair

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AGREEMENT

Project: #23-13 Donati Park Running Track Repair

THIS CONTRACT AGREEMENT is made and entered into at Hooksett, NH this ____ day of _____ 2023 by and between the Town of Hooksett, NH, hereinafter designated as “TOWN”, and _____ herein after designated as “CONTRACTOR”, as follows:

1. The CONTRACTOR will commence and complete the performance of work as outlined in the document entitled “**Request for Proposals for Donati Park Running Track Repair**”, hereinafter referred to as the “CONTRACT DOCUMENTS”, which is incorporated as an integral component of this AGREEMENT.
2. The CONTRACTOR will furnish all the materials, supplies, tools, equipment, labor, and other services necessary to perform the work outlined in the CONTRACT DOCUMENTS in a manner satisfactory to the TOWN.
3. The CONTRACTOR will commence the work required by the CONTRACT DOCUMENTS on _____.
4. The CONTRACTOR agrees to perform all the WORK described in the CONTRACT DOCUMENTS in accordance with the price structure established in the QUOTE SUMMARY.
5. The TOWN reserves the right to terminate this AGREEMENT.

This AGREEMENT is accepted:

CONTRACTOR: _____

By: _____

Title: _____ Date: _____

Address: _____

Telephone: _____ Fax#: _____ Mobile#: _____

Town of Hooksett, NH, 35 Main Street 03106

By: _____

Title: Town Administrator Date: _____

Town Council
STAFF REPORT



To: Town Council
Title: Town Wide Road Line Striping
Meeting: Town Council - 24 May 2023
Department: Public Works
Staff Contact: Ben Berthiaume, Public Works Director

BACKGROUND INFORMATION:

The Department released a Request for Proposals for the Town Wide Road Line Striping. Bids were opened on May 10, 2023. One bid was received from K5 Corporation for \$36,907.67.

FINANCIAL IMPACT:

\$25,317.00 to be funded from FY 2022-2023 budget and the balance to be funded from FY 2023-2024 budget.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

Approve and consent to award the Town Wide Road Line Striping to K5 Corporation for \$36,907.67, \$25,317.00 to be funded from FY 2022-2023 budget and the balance to be funded from FY 2023-2024 budget.

SUGGESTED MOTION:

Motion to approve and consent to award the Town Wide Road Line Striping to K5 Corporation for \$36,907.67, \$25,317.00 to be funded from FY 2022-2023 budget and the balance to be funded from FY 2023-2024 budget.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion to award the Town Wide Road Line Striping to K5 Corporation for \$36,907.67

ATTACHMENTS:

[RFP 23-14 Town wide road line striping](#)

Town of Hooksett



Prepared by:
DEPARTMENT OF PUBLIC WORKS
35 MAIN STREET
HOOKSETT, NH 03106
(603) 485-8471

REQUEST FOR BIDS

Proposal for Town Wide Road Line Striping
Bid #23-14

Acceptance Date: Wednesday, May 10, 2023 @ 2:00 PM

Sealed bid proposals, plainly marked, "**Proposal for Town Wide Road Line Striping, Bid #23-14**" on the outside of the mailing envelope as well as the sealed bid envelope, addressed to the Administration, Town of Hooksett, 35 Main Street, Hooksett, New Hampshire, 03106, will be accepted until **Wednesday, May 10, 2023 at 2:00 PM** when all bids will be publicly opened and read aloud.

Bid packages may be obtained from the Town's website, www.hooksett.org, by contacting the Administration Department at the above address, or by calling 603-485-8472.

The Town of Hooksett reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the Town.

Inquiries

Inquiries pertaining to the request for proposal must cite the RFP title and acceptance date and be directed to the Department of Public Works, Director, Ben Berthiaume, BBerthiaume@hooksett.org.

Competition

It is the Town's intent that this RFP shall permit competition. It shall be the respondent's responsibility to advise the Town Administrator in writing if any language, requirement, specification etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notifications must be received no later than seven (7) days prior to the proposal acceptance date.

Introduction

The Town of Hooksett, Public Works Department, is seeking proposals from qualified vendors to perform line striping services for an estimated 88 miles of Town roads, to include crosswalks and arrows.

Background

The Town of Hooksett is home to an estimated 14,800 residents and is located in south-central New Hampshire.

Scope of Work

The Town of Hooksett is seeking proposals to provide a per foot price for the line striping of approximately 24+/- miles of double yellow centerline and approximately 17+/- miles of single white fog lines, 29 Crosswalks and 49 Arrows. Paint and application must meet provisions of NHDOT Specifications Section 708. All proposals must be submitted with the attached bid form. Awarded contractor will be provided with location map and listings, there will not be a town escort provided.

Vendor Qualifications

Please list all qualifications and financial stability and any references on similar projects.

Submission Requirements

Items Addressed:

The proposal should address all points outlined in the request for proposals. While additional data may be presented, the following subjects and questions must be addressed:

- a. Name, address, telephone number, fax number and e-mail address of the company
- b. Name of contact person and telephone number for purposes of the following up on the proposal.
- c. Narrative including the qualifications of the company and municipal experience.
- d. Has the company been in bankruptcy, reorganization, or receivership in the last five years? If so, please explain current status.
- e. Has the Company been disqualified or terminated by any public agency or Town? If so, explain.
- f. Three (3) copies of the proposal must be submitted.
- g. All tabulations and pricing must be submitted on the Line Striping Bid Form

Firm Pricing

Proposed fees must be firm for the Town acceptance for 90 days from the acceptance date of proposals.

Completion Date

All work performed must be completed by October 1, 2023.

Insurance

The awarded vendor at their cost will be required to provide certificate of liability insurance before work can commence naming the Town of Hooksett as **additional insured**. The following standard insurance shall be required:

General Liability:	\$1,000,000	per occurrence
	\$2,000,000	Aggregate
Automobile Liability	\$100,000	Bodily Injury per person
	\$300,000	per Occurrence
Workers Compensation	\$1,000,000	Per Occurrence (Coverage B-Employer's Liability)
	\$1,000,000	per Employee (Coverage A-Statutory)

Reservation of Rights

The Town of Hooksett reserves the right to reject all or any part of any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the Town.

Submission

Be sure the proposal envelope is completely and properly identified. The face of the envelope shall indicate the title of the RFP "Proposal for Town Wide Road Line Striping, Bid #23-14" and the acceptance date and time.

Prospective bidders must monitor the Town's website for any addendums.

Proposals must be received by the Town of Hooksett ON or BEFORE the hour specified on the acceptance date. Proposals may be either mailed or hand delivered to the Town of Hooksett, Town Hall, 35 Main Street, Hooksett, NH 03106, Attn: Administration.

LATE BIDS WILL NOT BE ACCEPTED

TOWN WIDE ROAD LINE STRIPING
Bid #23-14

ITEM UNIT PRICE

Double Yellow Centerline _____

Single white Line _____

Crosswalks _____

Arrows _____

BID AMOUNT: _____
(NUMERALS)

BID AMOUNT: _____
(WRITE OUT IN WORDS)

(Prices written in word shall govern. Unit Prices shall govern over extended total when discrepancies occur)

Name of Firm: _____

Business Address: _____

Telephone Number: _____

E-mail: _____

Print Representative's Name and Title

Signature

LINE STRIPING				
revised 7/1/2020				
STREETS	YELLOW DOUBLE LINES		WHITE LINES	
Technology Drive	x	1791	x	3744
Quality Drive	x	2904	x	1786
Goffstown Road	x	6801	x	13567
Hackett Hill Road	x	19446	x	38943
South Bow Road	x	5436	x	10879
Cross Road	x	4911	x	9771
Riverside Street	x	754	x	1389
Pine Street (from I-93 bridge to Bow Line)	x	2579	x	5125
Granite Street	x	2540		
Bert Street	x	437	x	882
Town Hall	x	206		
Donati Park	x	162		
Memorial Drive	x	739	x	1457
Industrial Park Drive	x	2983	x	5832
Safety Center	x	1788	x	3683
Lindsay Drive	x	3769	x	7605
Julia Drive	x	1438		
Benton Road	x	2342	x	4751
North River Road	x	2468	x	4726
Martin Ferry Road	x	3505	x	7156
Sherwood Drive	x	876		
Cawley School	x	2245		
Farmer Road	x	6977	x	14165
Auburn Road	x	5772	x	11315
Zapora Road (from Springwood to 28)	x	2000	x	4279
Morrill Road	x	4141	x	8339
Prescott Heights	x	4144		
Smyth Road	x	7162	x	14517
East Point Drive	x	1881		
Alice Ave	x	1217	x	2481
West Alice Ave	x	1828	x	3798
Donati Drive	x	2592		
Bicentennial Drive	x	4593	x	9186
Rae Brook			x	1045
clough Ave	x	383	x	766
Egawes	x	500	x	1045
Main Street	x	3214	x	6422
Post Road (So end)	x	100		
Depot Rd	x	165		
DPW Yard	x	500		
totals		117289		198654

5

Bid # 23-14 Town Wide Line Striping

CROSSWALKS

	Number	
Brookview	2	88
Main Street Grant	1	44
Main Street Grant	1	44
Main Street Donati	1	44
Main Street Bauch	1	44
Main Street College	1	308
Main Street LaFond	1	44
Martins Ferry McAllister	1	44
Martins Ferry Benton	1	88
Martins Ferry Cemetery 1	1	88
Martins Ferry Cemetery 2	1	88
Martins Ferry Depot		60
Martin Ferry Sherwood	1	60
Martins Ferry North River	2	44
University Circle campus	1	72
Crawford	1	72
LaFond	1	44
Cawley School	5	102
Underhill School	1	120
Memorial School	2	60
Rosedale	1	44
North River east	1	44
North River crossing light	1	968
Total	29	2614

ARROWS	TOTAL	ONE HEAD	TWO HEAD
Benton	2	1	1
Campus	2	2	
Legends	4	3	1
Post Road	4	4	
Quality	5	5	
Quality (Target side)	9	6	3
Technology	6	4	2
Industrial Dr	2	2	
Goonan	2	2	
Cawley School	2	2	
West Alice	3	2	1
Underhill School	6	6	
main St college	2	2	
Total	49	41	8

End of Request for Proposal

Town Council

STAFF REPORT



To: Town Council
Title: Safety Center Roof & Drainage Review & Design RFP
Meeting: Town Council - 24 May 2023
Department: Public Works
Staff Contact: Ben Berthiaume, Public Works Director

BACKGROUND INFORMATION:

The Department released a Request for Proposals for the Safety Center Roof & Drainage Review & Design. Bids were opened on April 25, 2023. One bid was received from Gale Associates, Inc.

Evaluation & Design Services	\$51,000.00
Bid Services	\$2,700.00
Construction Phase Services	<u>\$30,500.00</u>
Total	\$84,200.00

Estimated Masonry Contractor	\$3,500.00
Estimated Roofing Contractor	<u>\$4,000.00</u>
Additional Estimated Costs	\$7,500.00

FINANCIAL IMPACT:

Funding to come from the Building Maintenance Capital Reserve account.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

After evaluation of the bid submitted by Gale Associates, the Public Works Department has determined that the construction phase services and bid services costs are not needed and can be removed from the proposal and performed by the Town.

Approve and consent to award the Safety Center Roof & Drainage Review & Design RFP to Gale Associates, Inc for a total of \$58,500.00; \$51,000.00 for the Evaluation & Design Services plus \$7,500.00 in contingencies for testing and investigation of the existing masonry and roofing construction to be funded from the Building Maintenance Capital Reserve account.

SUGGESTED MOTION:

Motion to approve and consent to award the Safety Center Roof & Drainage Review & Design RFP to Gale Associates, Inc for a total of \$58,500.00; \$51,000.00 for Evaluation & Design Services plus \$7,500.00 contingencies for Masonry & Roofing Contractor costs to be funded from the Building Maintenance Capital Reserve account.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion to award the Safety Center Roof & Drainage Review & Design RFP to Gale Associates, Inc for a total of \$58,500.00

ATTACHMENTS:

[RFP 23-10 Safety Center Roof & Drainage Review & Design](#)

Town of Hooksett



Town of Hooksett
Department of Public Works
35 Main Street
Hooksett, NH 03106

REQUEST FOR PROPOSAL
RFP No. 23-10

Safety Center Roof and Drainage Review and Design
Acceptance Date: 2:00 pm, April 25, 2023

Sealed bid proposals, plainly marked, "**Safety Center Roof and Drainage Review and Design, RFP No. 23-10**" on the outside of the mailing envelope as well as the sealed proposal envelope, addressed to the Administration Department, Town Hall, 35 Main Street, Hooksett, New Hampshire, 03106, will be accepted until **2:00 pm, April 25, 2023.**

The RFP may be obtained from the Town's web site: www.hooksett.org, or by contacting the Administration Department at the above address, or by calling (603) 485-8472.

The Town of Hooksett reserves the right to reject any or all Proposals, to waive technical or legal deficiencies, and to accept any Proposal that it may deem to be in the best interest of the Town.

Inquiries

Inquiries pertaining to the request for proposal must cite the RFP title and acceptance date and be directed to Ben Berthiaume, Public Works Director, (603) 668-8019 or BBerthiaume@hooksett.org.

Competition

It is the Town's intent that this RFP shall permit competition. It shall be the respondent's responsibility to advise the Public Works Director, Ben Berthiaume at BBerthiaume@hooksett.org in writing if any language, requirement, specification etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notifications must be received no later than ten (10) days prior to the proposal acceptance date.

SCOPE OF SERVICES:

The purpose of this Request for Proposals is to engage the services of a professional engineering firm to provide the services necessary to upgrade the roofing system at the Safety Center described below. The Apparatus Bay roof is a 45 mil EPDM ballasted type with tapered insulation that is approximately 25 years old. The office area of the Safety Center is a 24-gage standing seam metal roof system that is approximately 25 years old. The lower-level office metal roofs experience water infiltration during driving wind/rain events and the apparatus bay area roof experiences leaks due to age, ponding, and drainage issues. Exterior walls become saturated during rain events due to the lack of gutters and proper water mitigation control. The purpose of this work is to review the roofing systems, develop details and specifications for new roofing systems, and design improvements to direct water away from the building.

The work will include:

- Review Safety Center construction drawings from 1996 and conduct onsite visit to establish basis of design.
- Provide design for improved drainage system to existing structure that could include gutters, perimeter drains, storm water collection systems, and changes to apparatus bay roof drain system.
- Provide design for new flat roof system over the Apparatus Bay with a 30 year warranty.
- Review existing standing seam metal roof system and provide design for replacement roofs over the dispatch center and offices of the single floor section of the building.
- Review existing snow rakes and provide design for additional measures to eliminate ice and snow falls onto lower roofs.

Deliverables shall include specifications, plans, and details for the roofing and drainage improvements to the building. The work will include but may not be limited to the following:

Onsite visit(s) and investigation of the project:

- Conduct field visit(s) and investigation of the Safety Center
- Review of existing plans and information
- Meet with Town to discuss issues and expectations

Analysis and design:

- Perform drainage analysis, and calculations as necessary
- Prepare design plans, specifications, and details suitable for bidding the project
- Provide an estimate of the work
- Provide design responses to contractor inquiries and questions

Five sets of plans shall be provided in PDF format.

Vendor Qualifications

The proposal shall include the Firm's credentials, capabilities, past experience and a listing of projects similar to this project. The proposal shall also include a listing of the employees that will be assigned to key project management roles for the proposed work.

Consideration will be given to responses to this Notice without regard to race, color, creed, religion, ancestry, national origin, age, sex, marital status, or disability or other handicap.

Submission Requirements

Items Addressed

The proposal should address all the points outlined in the request for proposals. The proposal should be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects and questions must be addressed:

1. Name, address, telephone number, fax number and e-mail address of the company.
2. Name of contact person and telephone number for purposes of following up on proposal.
3. Narrative including the qualifications of the company and municipal experience.
4. The Firm's experience with similar work.
5. Has the company been in bankruptcy, reorganization, or receivership in the last five years? If so, please explain the current status.
6. Has the company been disqualified or terminated by any public agency or Town? If so, please explain under what circumstances this disqualification or termination occurred.

7. Three (3) copies of the “Proposal” must be submitted to Andre L. Garron, Town Administrator **no later than 2:00 p.m. on April 25, 2023.**

Firm Pricing

Proposed fees must be firm for Town acceptance for 365 days from acceptance date of proposals. Pricing must be inclusive, clear, and concise, including such other information as requested or required.

Compensation for professional services will be as follows:

- A. The Consultant shall develop a cost to complete the Scope of Work. A table must be provided that lists the cost for each discipline of work. Costs for overhead and profit must be included.

- B. Direct Expenses

Out-of-pocket cost items (direct expenses) such as telephone, tolls, sepi reproduction, and photocopying reproduction, will be compensated for at actual cost. The reimbursable costs for mileage rates shall be those allowed by the Consultant’s established policy, but subject to the approval of the Department. The Consultant should estimate these costs and include this estimated cost in their proposal.

- C. Day Rates

Costs for rented equipment will be compensated for at a daily rate. The Consultant should estimate these costs and include this estimated cost in their proposal.

- D. Hourly Rates

All salary costs will be based on hourly rates, which rates will include overhead and profit. The Consultant shall include in his proposal a schedule of hourly rates for all disciplines necessary to accomplish each Task identified in this Request for Proposals.

Submission

Proposals must be received by the Town of Hooksett ON or BEFORE the hour specified on the acceptance date. Proposals may be either mailed to Andre L. Garron, Town Administrator, 35 Main Street, Hooksett, NH 03106, or hand delivered to the Hooksett Municipal Center, 35 Main Street, Hooksett, NH, Attention: Andre L. Garron, Town Administrator.

Prospective proposers must monitor the Town’s website for any addendums.

INDEMNIFICATION AND INSURANCE REQUIREMENTS

CONSULTANT INDEMNIFICATION INSURANCE REQUIREMENTS FOR THE TOWN OF HOOKSETT, NH:

1. The CONSULTANT shall maintain insurance coverage in the following amounts on an ISO Occurrence Form or equivalent during the duration of this contract or any other subcontracts this year. The Town reserves the right to require different insurance or limit in its sole discretion, as projects and services may present different risks.

Umbrella Insurance Coverage

Per Occurrence	\$1,000,000
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Commercial General Liability Insurance

Each Occurrence Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000
Personal and Advertising Limit	\$1,000,000

Commercial Automobile Insurance (for Owned, Hired, and Non-owned Autos:

Bodily Injury and Property Damage Liability	
Combined Single Limit (Per Occurrence)	\$ 1,000,000

Professional Liability:

Aggregate Limit	\$3,000,000
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Workers Compensation/Employers Liability Insurance

(Coverage A – Workers Compensation)	Statutory
(Coverage B – Employer’s Liability)	\$500,000
Bodily Injury by Accident	\$500,000
Bodily Injury by Disease- Each Employee	\$500,000

2. Certificates of insurance shall be filed with the TOWN prior to the commencement of any work at the project location. The CONSULTANT’S insurance policies must include and name the Town of Hooksett (TOWN) as an additional insured and must provide that such policies cannot be modified, cancelled, or not renewed with less than thirty (30) days’ notice of such action by mail to the TOWN.

3. Failure to maintain adequate insurance coverage shall be deemed to be a material breach of this Contract and the TOWN shall be entitled to withhold any and all further payments claimed to be due or owing pursuant to this contract.
4. The CONSULTANT'S insurance policy shall provide that it affords primary insurance, and that the insurance company's liability shall not be reduced by the existence of other insurance applicable to the loss. The CONSULTANT'S professional liability coverage shall be written on an "occurrence" basis.
5. To the fullest extent permitted by law, Consultant shall protect, indemnify, save, defend and hold harmless the [Member], including its officials, agents, volunteers and employees ("Indemnified Parties"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified Parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, economic injury or loss of or damage to property, arising indirectly or directly under, out of, in connection with, or as a result of this Contract or the activities of Contractor or its agents, employees, contractors or subcontractors, and even if caused in part by any negligent act or omission of Indemnified Parties.
6. In addition, and regardless of respective fault, Consultant shall defend, indemnify and hold harmless the Indemnified Parties for any costs, expenses and liabilities arising out of a claim, charge or determination that Contractor's officers, employees, contractors, subcontractors or agents are employees of the Indemnified Parties, including but not limited to claims or charges for benefits, wages, fees, penalties, withholdings, damages or taxes brought in connection with laws governing workers compensation, unemployment compensation, social security, Medicare, state or federal taxation, and/or any other similar obligation associated with an employment relationship.
7. The Consultant's obligations to defend, indemnify and hold harmless the Indemnified Parties hereunder shall survive the term of this Contract. To the fullest extent permitted by law, Contractor shall protect, indemnify, save, defend and hold harmless the [Member], including its officials, agents, volunteers and employees ("Indemnified Parties"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified Parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, economic injury or loss of or damage to property, arising indirectly or directly under, out of, in connection with, or as a result of this Contract or the activities of Contractor or its agents, employees, contractors or subcontractors,

and even if caused in part by any negligent act or omission of Indemnified Parties.

8. In addition, and regardless of respective fault, Contractor shall defend, indemnify and hold harmless the Indemnified Parties for any costs, expenses and liabilities arising out of a claim, charge or determination that Contractor's officers, employees, contractors, subcontractors or agents are employees of the Indemnified Parties, including but not limited to claims or charges for benefits, wages, fees, penalties, withholdings, damages or taxes brought in connection with laws governing workers compensation, unemployment compensation, social security, Medicare, state or federal taxation, and/or any other similar obligation associated with an employment relationship.
9. The Consultant's obligations to defend, indemnify and hold harmless the Indemnified Parties hereunder shall survive the term of this Contract.
10. INCLUDE ON CERTIFICATE OF INSURANCE UNDER "DESCRIPTION OF OPERATIONS": Town of Hooksett, New Hampshire, 35 Main Street 03106 is included as an additional insured on the General Liability Policy for various work throughout the policy term on a primary and noncontributory basis.
11. CONSULTANT must provide proof of the Town's actual additional insured status by providing a policy endorsement (not just a certificate of insurance) or language from the underlying policy that automatically creates additional insured status when required by written contract.

Reservation of Rights

The Town of Hooksett reserves the right to reject all or any part of any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the Town.

LATE PROPOSALS WILL NOT BE ACCEPTED

Proposal Form

RFP 23-10 Safety Center Roof and Drainage Review and Design

Date: _____

PROPOSAL PHASE I

AMOUNT (FIELD VISIT(S), RECONNAISSANCE, AND INVESTIGATION OF THE PROJECT AREAS):

(NUMERALS)

PROPOSAL AMOUNT: _____
(WRITE OUT IN WORDS)

Unit price for cleaning and televising pipes: \$ _____/Span of Pipe

Unit price should be provided for test pits: \$ _____/Test Pit

Direct expense costs and day rental costs:

Equipment: _____ Cost: \$ _____

Equipment: _____ Cost: \$ _____

Equipment: _____ Cost: \$ _____

Equipment: _____ Cost: \$ _____

Available Start Date: _____

RESPECTIVELY SUBMITTED:

(PLEASE PRINT CONSULTANT'S NAME)

Print Representative's Name and Title

Signature

Address / Street-City-Zip Code

Telephone Number and E-Mail Address

Person signing proposal must be a person in your company authorized to sign a contract with the Town of Hooksett, NH.

Notes to Consultants:

- All work included in this proposal is dependent upon the cost amounts and available funding.
- Actual quantities are subject to change and will be based upon actual field measurements taken during construction.
- Responses in pencil will be considered invalid.

END OF REQUEST FOR PROPOSAL

Town Council

STAFF REPORT



To: Town Council
Title: Town Personnel Plan Update - Add New Policy for Non-Union Longevity Bonus
Meeting: Town Council - 24 May 2023
Department: Administration
Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

Town Charter Section 6.2 Personnel Plan:

There shall be a set of rules and regulations providing for the establishment of a system of personnel administration known as the "Personnel Plan". The Plan shall include provisions with regard to classification, compensation, selection, training, promotion, grievances, discipline, vacations, retirement and any other matters necessary to the maintenance of efficient services and proper working conditions. The Personnel Plan shall continue in force, subject to amendments submitted from time to time by the Administrator, which shall become effective upon Town Council's approval. The Personnel Plan shall not apply to any elected officials, board and commission members. Each employee shall be provided a written job description prepared by the Administrator.

Proposed amendment to the Town Personnel Plan:

Section 3 - Employment Conditions

- Add new policy - Longevity Bonus

FINANCIAL IMPACT:

Funded via the budget process

POLICY IMPLICATIONS:

New policy for non-union employees

RECOMMENDATION:

Approve the amendment to the Town Personnel Plan to add new policy on Longevity Bonus effective July 1, 2023.

SUGGESTED MOTION:

Motion to Approve the amendment to the Town Personnel Plan to add new policy on Longevity Bonus effective July 1, 2023..

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the motion to approve the amendment to the personnel plan. Longevity bonuses was supported by Town Council and approved by Town Meeting in the 2023-2024 budget.

ATTACHMENTS:

[TPP UPDATE TO TC 04262023](#)

TOWN OF HOOKSETT

PERSONNEL PLAN



This document supersedes all personnel policies previously established or approved by the Town Council.

Approved - February 17, 2010
Latest revision – ~~March 22, 2023~~ April 26, 2023

3. EMPLOYMENT CONDITIONS

The below new policy will be added after “Pay Increases” section

Longevity Bonus

Effective July 1, 2023, non-union employees are eligible to receive a one-time longevity bonus for completing 3 years of consecutive service with the Town:

Full-time employees who complete designated years of service with the Town

- 3 years = \$1,000
- 6, 9, 12, 15, 18, 21, 24, 27, 30...years = \$2,000

Part-time employees who complete designated years of service with the Town

- 3 years = \$500
- 6, 9, 12, 15, 18, 21, 24, 27, 30...years = \$1,000

With appropriate notice from the department head, this bonus is paid in the employee's paycheck the week following his/her anniversary. Longevity bonuses are not cumulative and subject to employment taxes.

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, May 10, 2023**

The Hooksett Town Council met on Wednesday, May 10, 2023, at 5:44 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 10 May 2023 to order at 6:18 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.

Absent: Councilor Roger Duhaime and Councilor Keith Judge.

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

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

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

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

Roll Call Vote #2

R. Duhaime NP

J Durand Aye

R. Lapierre Aye

A. Walczyk Aye

D. Boutin Aye

K. Judge NP

T. Tsantoulis Aye

J. Sullivan Aye

Vote in favor 6-0

Also, present Police Lt. Justin Sargent (5:59-6:07)

Councilor Boutin motioned for advice and consent for Hooksett Lieutenant Justin Sargent to be the new Hooksett Police Chief effective May 18, 2023. Chief to have a 3-year employment agreement (#6 non-work passenger to ride in Town vehicle to travel to & from work) (#15 hours of work Monday-Friday 7:30am-3:30pm). Seconded by Councilor Walczyk.

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Roll Call Vote #3

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

Vote in Favor 6-0

J. Sullivan motioned to leave non-public session of May 10, 2023, seconded by R. Lapierre.

Vote in favor 6-0

R. Lapierre motioned to seal the minutes of May 10, 2023; seconded by J. Durand.

Roll Call Vote #4

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

Vote in favor 6-0

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

Moment of Silence for James Connor who received the Boston Post Cane. He died at the age of 99.

AGENDA OVERVIEW- Given by Chair J. Sullivan.

PUBLIC HEARINGS

8.1 Public Hearing to discuss the proposed amendments to Roadway Excavation Ordinance # 00-13.

PH opened at 6:18 by Chair J. Sullivan.

B. Berthiaume- there's no real major changes to the ordinance. The ordinance still references Selectmen vs Town Council, and we updated the fees.

PH closed at 6:32 by Chair J. Sullivan.

SPECIAL RECOGNITION

TC MINUTES

5-10-2023

2

Police Chief Janet Bouchard Law Enforcement Retirement – 08/29/2005-05/18/2023

The Town of Hooksett recognized Janet Bouchard for her years of service with the Town of Hooksett.

J. Sullivan announced that the next Police Chief will be Justin Sargent a motion was made in non-public with a in favor vote.

Hooksett Municipal Employees –

A. Garron- we do not have any new hires we do have a list of departures.

Rockey Levander, Janet Bouchard, Mike Desaulniers, Jeffery Mayer, Cameron Perkins, William Porter, Stephen Sanchez .

PUBLIC INPUT - 15 MINUTES

Email from David Smith, Resident and Leader of “Martins Ferry Road Coalition” James Sullivan read his email and T. Tsantoulis read B. Thomas comments.

Below is an email From David Smith with my responses in red – Bruce A. Thomas, P.E.

From David Smith - Good evening Counselors, I and a number of Martins Ferry Rd and surrounding residences (Martins Ferry Rd coalition) are asking the sitting board members to halt the current plans and monies spent on the current plan for the replacement of the culvert to a new bridge project on Martins Ferry Rd.

1. The first issue is the lack of current culvert issues, which so far have only been expressed as a guard rail stanchion issue. This is not a reason to spend/add a \$ 1.4 million dollar project.
There are many issues related to this project including the condition of the culvert, erosion issues safety factors, etc.... The Town Council has expressed the need to address all of the intersection issues with this project, which it does.
2. The second issue is the local residents are against this project, we do not see the community's benefit, we also do not want the current road rules to be changed, again there are no community benefits to road rule changes, and we actually find it will directly affect our quality of living in our homes. I do not see the rules being changed. The existing culvert has been identified with a weight limit, and heavy vehicles should not cross it and this is a “need”. The Town can continue to not allow through truck traffic regardless of the weight limits. Regardless, it is unsafe to have a deficient structure in the roadway.
3. The third issue is we are all tax paying residents that feel our voices have not been heard and have actually been directly disregarded. It is unfortunate that residents feel this way and it is not the Town's intent. All of the Town Council meetings when this has been addressed, have been properly advertised with “Martins Ferry Road” in the agenda item title. We are open to an additional public meeting (s). I would be willing to keep this Coalition in the loop if requested.
4. The fourth issue is that a resident attended a recent meeting and spoke against this project and stated some very valid points for not building a new unneeded bridge. At which time the project was voted down by the majority. Only to be put back on the agenda undenounced to the Martins Ferry Rd coalition to have the opportunity to attend and speak against the bridge a second time.
As stated before, all Town Council meetings including those where Martins Ferry Road have

been addressed have been properly advertised with “Martins Ferry Road” in the agenda item title.

5. The fourth issue, since when does monies provided / available by the state of NH have to be spent on an unneeded bridge, where it is very possible that other projects are more detrimental to the town of Hooksetts updating, benefit, maintenance, and need. The specific funds that I believe you are referring to are SB 401 Bridge Aid funds that must be spent on bridge projects. We have two other bridge projects in mind as well. The Donati Park Pedestrian bridge where about \$40,000 will be spent, and the Lilac Pedestrian bridge inspection where about \$10,000 will be spent with \$30,000 anticipated for any repairs or maintenance. The remainder, about \$200,000 could be spent on the Martins Ferry Road bridge.
6. The fifth issue is that currently the town did not use its own mandated SOP,SOG to get 3 estimates/bids. How does this ring as good business for our town? I'm assuming that SOG means “Standard Operating Procedure”. I'm not sure what SOG. means. At any rate, I believe that I understand what the coalition is saying, and it appears that the statement is not true. At the February 8, 2023, Town Council meeting the project was turned down in part by an incorrect view of some Council members that the proper consultant selection procedures were not followed. This was discussed at the next Town Council meeting of February 22, 2023. The selection of the consulting engineer for this process followed the process laid out in section 5.3.6 of the Town’s Administrative Code and is a recognized process by the American Society of Civil Engineers, and the American Public Works Association. In fact, a similar process is required by the State for all State or Federally funding projects (although not in this case for this project due to the nature of the funding). Eventual selection of a contractor will be done through the bid process outlined in Section 5.3.5. The Administrative Code can be found at: https://www.hooksett.org/sites/g/files/vyhli4541/f/uploads/admin_code_tc_approved_04272022_amended_for_formatting_08242022.pdf
7. The sixth issue is the fact that many sitting members spoke about past memories concerning the stream flow and I believe a flood was even referenced as well (which has all been said off the cuff of a memory not a written fact). The recent addition of road calming and speed calming measures were implemented, and the lower speed bump was blamed as an issue/cause of erosion. Which was recently mitigated at the cost of approximately \$130,000.00. The road is very busy and the older houses on the street are very close to the road edge and are directly affected by the traffic from the SNHU college, Underhill schools and the commuter cut through to downtown Manchester and adjacent Towns. **To add to the issue the police department has negated to inform/ uphold the no through trucking restriction.** I am concerned about potential flooding of this area due to the nature of the stream (both the configuration of the stream’s u-turn, the ongoing erosion that may occur due to the excessive slope along Martins Ferry Road, the narrow culvert channel and a large sewer main crossing the inside of the drainage culvert. All of these issues could contribute to a flooding situation, thus the need to correct it.

Incidentally, a Certified Wildlife Biologist from the New Hampshire Fish and Game Department just sent us an email stating that the bridge and realignment of the stream would be “an improvement to the health of the stream”.

I don't believe that the speed bump has caused the erosion and I'm not sure that anyone else believes that either. The other points are correct, although I can't address the reference to the Police Department.

Regarding the flooding referenced in the paragraph above, it's not surprising that flooding has occurred in the past. This project will significantly reduce the chance of flooding in the future.

8. The seventh issue is the increase of traffic and possible large trucks would directly affect our quality of life in our homes. I doubt that the traffic will increase as a direct result of this project. As stated before, The Town can continue to not allow through truck traffic regardless of the weight limits. Regardless, it is unsafe to have a deficient structure in the roadway. Desiring no trucks is not a good way to address a deficient structure. That being said, the project is being designed to accommodate a SU-40 vehicle that is essentially a box truck.
9. The eighth issue is the road had been resurfaced less than 8 yrs ago and is in a worn state already, to add traffic will only increase the Town's expenses to maintain the street/Rd. The Town's expenses will be less. The guardrail has been repaired multiple times before, probably in a manner not suitable for the location. The current culvert is in disrepair and the concrete is deteriorating on both sides of the street at the curb lines. The erosion, based on the current configuration of the area between the road and the stream will likely be an ongoing concern. With a bridge here, the State Department of Transportation will inspect the bridge every two years at no cost to the Town. Any work down will typically be paid for in part by the State. Their share is typically 80% of the cost.
10. The ninth issue is currently the Underhill school is a non-walking school and many buses use this as a staging area and the students are driven to school by parents and the street (Martins Ferry rd) gets backed up with these cars that are waiting to drop off and pick up their children. This new bridge will directly affect the safety of our area neighborhoods and will directly affect our children and school attendees. Not really sure what you are talking about here. The new bridge will be constructed with a sidewalk, appropriate bridge rails where necessary.
11. The tenth issue follows the above expressed problems, The SNHU college has purchased most of the surrounding properties to possibly change the traffic pattern to set up their campus as a auto free campus. This although a question or possibility, we as residents should know the college's future plans and aspiration of growth and safety to their campus. As a caveat to the college's future plans, We as a town do not have a direct contact and or relationship (liaison) with the SNHU college, in which they greatly affect all residents that abut and live in the adjacent area. SNHU has been informed of this project every step of the way. I have direct contact and liaison with the University. Based on my multiple communications with my liaison, I believe that the University supports this project.

Believe me, we can go on with many other issues. We have made some very strong points of why this bridge should not be undertaken and or happen. We all would like to express our disappointment in the counselors going against our town's best interests. We, as a group, plan on attending a future meeting to voice our opposition to the bridge, if the board chooses to keep the bridge project proceeding.

Cordially,

Martins Ferry Road Coalition

B. Thomas- we will have a public introductory meeting so that people can ask and answer questions.

SCHEDULED APPOINTMENTS

11.1 Annual Update from the Trustees of the Trust Funds - Claire Lyons, Donald Winterton and John Ward

D. Winterton- as you all know in terms of investments, they have been bad. Our trust funds are dictated by RSA The # 1 goal of the Trust funds is preservation of capital. We use 3 Barings to assist us in the

TC MINUTES

5-10-2023

5

trust funds. We have 2 trust funds the common trust is mainly for the cemetery Trustees. In the trust on January 1st there was \$199,440 and closed with \$207,583 in March. That account is doing fair. The capital reserve Trust which is where most of the Town's money is. In July 2022 there was \$12,137,826, March \$12,151,660, January \$12,474,000, March \$12,151,000.

11.2 Annual Update from the Conservation Commission - Cindy Robertson, Chair.

C. Robertson- we are on Phase IV of the Riverwalk Trail. Head's Pond Conservation Area the property has been surveyed and monuments set. At Pinnacle Park the trails have been blazed and signage posted. Unfortunately, signs were destroyed. We are on the process of creating and posting new maps at kiosk to coordinate with blazing. At Quimby Mountain we are in the process of removing invasive plants (primarily bittersweet). At Clay Pond there are reports of an illegal shooting range which has also appeared on Bear Paw monitoring reports in past. Beautify Hooksett Day- had about 15 volunteers including DPW, several boy scouts and leaders assist in clean up of "shooting range". Recovered numerous old tires, inner tubes, used gun shells, propane gas tanks, fire extinguishers. Placed large trees and other brush across opening as deterrent. Our strategy is to purchase and install at least one game camera to monitor the area.

A. Garron- the item below is just housekeeping that we do yearly, allowing me to sign documents that come forward.

11.3 RTP23-25 Town of Hooksett Contract Documents for the Regional Trails Program Grant

D. Boutin motioned that Town Administrator André Garron is duly authorized to enter into contracts or agreements on behalf of the Town of Hooksett with the State of New Hampshire, acting by and through the Department of Natural and Cultural Resources, and is further authorized to execute any documents on behalf of this Municipality which may be in his/her judgement desirable or necessary to affect the purpose of this resolution. Seconded by A. Walczyk.

Vote in favor 6-0

11.4 Annual Update from the Planning Board - Chris Stelmach

C. Stelmach- Planning Board Chair Chris Stelmach provided annual update to include: At the last Planning Board meeting Tom Walsh stepped down as member & Chair as he had too many other things going on. I am now the Chair. It has been an interesting and challenging year. The PB has remained committed to the purpose and Planning of Hooksett. Former Town Planner Nicholas Williams' absence has definitely impacted the Planning Board. He is missed for his knowledge and participation. We are looking for his replacement. We are focused on finalizing the master plan, the last section involved housing. At our last meeting we met with the Southern NH Planning Commission to review the data from the town's current housing supply and explain future needs. There is a statewide housing shortage. During the past year the Board reviewed 11 applications, they included lot line adjustment, residential developments, and commercial developments, etc. Several of our meetings have been met with frustration and disruption. The PB made a request to Town Council to consider who their appointment will be for Planning Board representative July 2023 to change their current rep.

D. Boutin requested details of why the Planning Board did not believe he acted appropriately at their last meeting and other meetings.

Chair Sullivan confirmed that the Council did receive a letter from the Planning Board requesting Councilor Boutin's removal and that it was provided to Mr. Boutin as well as read into the record.

304 **CONSENT AGENDA**

305

306 *T. Tsantoulis motioned to approve the consent agenda as presented for items 12.1 through 12.6.*
307 *seconded by D. Boutin.*

308

309 **Vote in favor 6-0**

310

311 **12.1 To accept the donation of four (4) planters of flowers to be placed on Veterans' Park side**
312 **and at the Robies side of the Lilac Bridge valued at under \$5,000.00 from the Hooksett Garden**
313 **Club to the Town of Hooksett per RSA 31:95-e, II.**

314

315 Bonnie Pierce- we are looking at whiskey barrel planters that are made in NH.

316

317 We are donating 4 containers to the areas that is indicated in the pictures, and we will have 2- 3
318 plantings throughout the year. The whiskey planters are well made and permanent. We also thank for
319 allowing us to get fill when we need it in the planters.

320

321 T. Tsantoulis- thank you for taking the opportunity to make Hooksett a better place.

322

323 **12.2 To accept a donation of supplies totaling \$202.61 from Walmart, to the Town of Hooksett**
324 **for the Hooksett Police Department per RSA 31:95-e, II for LEAD (Law Enforcement Against**
325 **Drugs) Graduation.**

326

327 **12.3 To allow the Hooksett Police Department to accept donations of food, drinks, paper**
328 **products, and entertainment with a combined estimated value less than \$5,000.00 from Hooksett**
329 **Residents, Hooksett Kiwanis, Hooksett Police Association and any other business or**
330 **association willing to donate to the Town of Hooksett for the Hooksett Police Departments**
331 **National Night Out event, per RSA 31:95-e:II.**

332

333 **12.4 To Accept Southeastern NH HazMat Mutual Aid District funds reimbursed to the Town of**
334 **Hooksett, NH in the amount of \$1,468.49 for Hooksett Fire-Rescue Department Haz Mat Team**
335 **members overtime costs and equipment reimbursement from Jan 1 2023 - March 31, 2023, per**
336 **NH RSA 31:95-b III(b).**

337

338 **12.5 To accept a donation totaling \$150.00 from George and Daniel Bureau to the Town of**
339 **Hooksett for the Family Services Department per RSA 31:95-b,III(b).**

340

341 **12.6 To accept a donation of a child's toy valued at \$50.00 from an anonymous donor to the**
342 **Town of Hooksett for the Family Services Department per RSA 31:95-e, II**

343

344

345 **12.7 Hemlock Hills Subdivision (1,200' of Laurel Road) - Request for Release of \$314,425.05**
346 **Cash Bond.**

347

348 *D. Boutin motioned the release of the \$314,425.05 Cash Bond - MBIA #0239 for Phase I of the*
349 *Hemlock Hills Subdivision. Seconded by T. Tsantoulis.*

350

351 **Vote in favor 6-0**

352

353 T. Tsantoulis- Mr. Thomas are you certain at this time everything that was required by the developer
354 has been completed and is to return the \$314,425.05?

355

356 B. Thomas- yes, the project is to my satisfaction.

357

358 **NOMINATIONS AND APPOINTMENTS**

359

360 **13.1 Jodi Pinard - Town Council At Large Seat**

361

362 *D. Boutin motioned to nominate and appoint Jodi Pinard to the Hooksett Town Council as the At*
 363 *Large seat with a term expiring June 30, 2024. Seconded by T. Tsantoulis.*

364

365 **Roll Call Vote #5**

366 *T. Tsantoulis Aye*

367 *R. Duhaime NP*

368 *A. Walczyk Aye*

369 *R. Lapierre Aye*

370 *K. Judge NP*

371 *J. Durand Aye*

372 *D. Boutin Aye*

373 *J. Sullivan Aye*

374

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

376

377 *J. Sullivan- as a result of the resignation of Tom Walsh as the Planning Board member, I'd like*
 378 *to motion to appoint Schena Gilbert as a Planning Board member for a term to expire June 30th,*
 379 *2026. Seconded by D. Boutin.*

380

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

382

383 **OLD BUSINESS**

384

385 **15.1 Donati Park Pedestrian Bridge Project - Award to the Lewco Company of Springfield, VT for**
 386 **\$29,025.00. (Tabled at 4/12/23 Meeting).**

387

388 *T. Tsantoulis motioned to remove from the table discussion on the Donati Park Pedestrian*
 389 *Bridge Project - Award to the Lewco Company of Springfield, VT for \$29,025.00. (Tabled at*
 390 *4/12/23 Meeting). Seconded by D. Boutin.*

391

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

393

394 D. Thomas- the reason we tabled this was because the question came up to have town staff remove
 395 the bridge. I was not in favor of the town removing the bridge. \$1,000 is a very reasonable cost for this
 396 work especially as the second bidder bid \$25,000 for the work. It would cost the Public Works
 397 Department more than twice as much to do this work (roughly \$2,100 based on the PWD's estimate). It
 398 would greatly increase liability for the Town. The bridge is over a fairly active stream. Taking the bridge
 399 down could damage the stream or embankments. Frankly, if the embankments were not protected at all
 400 times through the course of the bridge project for whatever reason, the Town could be on the hook for
 401 damages. I believe that by having the contractor do the work, he can incorporate it into the project
 402 much more efficiently, with a minimal amount of time without a bridge. I don't think that it's good
 403 practice to award partial bids in this manner. The Town could develop a reputation of "nickel and
 404 diming" contractors which may affect costs on future bids. Where I fully respect the intent of the Council
 405 to save taxpayer funds, for the reasons stated above, I continue to re

406

407 *D. Boutin motioned to approve the award of the Donati Park Pedestrian Bridge Project and allow*
 408 *the Town Administrator to sign the contract with the Lewco Company for the bid price of*
 409 *\$29,025.00 and pay for the project from SB 401 Bridge Aid account. Seconded by R. Lapierre.*

410
 411 **Roll Call Vote #6**

412 *J. Durand Nay*
 413 *R. Lapierre Aye*
 414 *K. Judge NP*
 415 *D. Boutin Aye*
 416 *T. Tsantoulis Aye*
 417 *A. Walczyk Aye*
 418 *R. Duhaime NP*
 419 *J. Sullivan Aye*

420
 421 *Vote in favor 5-1*

422
 423 **NEW BUSINESS**

424
 425 **16.1 Obligate Impact Fees for Martins Ferry Road Project**

426
 427 *D. Boutin motioned to obligate up to \$300,000 of impact fees on a continuous basis for the*
 428 *Martins Ferry Road Intersection project before the deadline to use funds expires. Seconded by*
 429 *T. Tsantoulis.*

430
 431 **Roll Call Vote #7**

432 *K. Judge NP*
 433 *R. Lapierre Aye*
 434 *R. Duhaime NP*
 435 *A. Walczyk Aye*
 436 *J. Durand Nay*
 437 *T. Tsantoulis Aye*
 438 *D. Boutin Aye*
 439 *J. Sullivan Aye*

440
 441 *Vote in favor 5-1*

442
 443 T. Tsantoulis- what I'd like to suggest is that during the process of the work we keep in contact with the
 444 residents who have shown concern, so that their concerns can be met along the way.

445
 446 **16.3 to approve the purchase of 24 Taser 7's with training and duty cartridges for one year, from**
 447 **Axon Enterprise, Inc.**

448
 449 *D. Boutin motioned to approve the purchase of 24 Taser 7's with training and duty cartridges for*
 450 *one year, from Axon Enterprise, Inc., to replace our front-line Patrol Officers, Sergeants, and the*
 451 *SRO older model tasers when the funds become available on July 1, 2023, for a total amount of*
 452 *\$67,168.60. The purchase was approved by the voters as warrant article #19 during annual town*
 453 *elections on March 28, 2023. Seconded by T. Tsantoulis.*

454
 455 **Roll Call Vote #8**

456 *R. Lapierre Aye*
 457 *R. Duhaime NP*

458 **T. Tsantoulis Aye**

459 **A. Walczyk Aye**

460 **J. Durand Aye**

461 **D. Boutin Aye**

462 **K. Judge NP**

463 **J. Sullivan Aye**

464

465 **Vote in favor 6-0**

466

467 J. Durand- do we trade in the old ones?

468

469 Captain Robie- no there is no trade in as there was a timing issue, our rep did give us the max discount
470 of 9% we will look into selling them a different way.

471

472 **16.4 Steel Guardrails Replacement Bid Acceptance**

473

474 **D. Boutin motioned to approve and consent to award the Steel Guardrails Replacement bid to**
475 **Premier Fence, LLC for \$61,938.80 to be funded out of 2022-2023 and 2023-2024 FY budgets.**

476 **Seconded by T. Tsantoulis.**

477

478 **Roll Call Vote #9**

479 **J. Durand Aye**

480 **D. Boutin Aye**

481 **R. Duhaime NP**

482 **K. Judge NP**

483 **A. Walczyk Aye**

484 **T. Tsantoulis Aye**

485 **R. Lapierre Aye**

486 **J. Sullivan Aye**

487

488 **Vote in favor 6-0**

489

490 J. Sullivan- I know close to the Edgewater Drive side they are working on the fish ladder; will that affect
491 the timing of the completion of their capacity to complete the fish ladder?

492

493 B. Berthiaume- I don't believe that it will impact them. They will have flaggers. The impact will only be
494 traffic.

495

496 T. Tsantoulis- the ends of guardrails have been an issue in the United States due to accidents. Are the
497 ones that we are using the best for occupancy safety.

498

499 B. Berthiaume- yes, we are using the NH DOT spec for that road and guardrail.

500

501 **16.5 Town Administrator Evaluation Review**

502

503 J. Sullivan- under the packet it indicates our current procedure. Do we want to continue on with that
504 process? If we do tonight is the time, we will receive the self-evaluation that Mr. Garron has provided,
505 and you may use it in your evaluation. We will email this out as well as a blank evaluation for, that
506 should be submitted to be before the 22nd.

507

508

APPROVAL OF MINUTES

D. Boutin motioned to approve the public minutes of April 12, 2023; seconded by T. Tsantoulis

Vote in favor 6-0

D. Boutin motioned to approve the non-public minutes of April 12, 2023; seconded by R. Lapierre.

Vote in Favor 6-0

TOWN ADMINISTRATOR'S REPORT given by Andre Garron

- Beautify Hooksett Day- it was a very successful event; we had a lot of volunteers.
- Kiwanis event- I did attend the award night last night. We had some Hooksett employees recognized last night.
- Volunteer Appreciation Night-
 - Thank you to all the volunteers for their time and commitment to Hooksett.
 - Thank you, Carrie Montoya and Wendy Baker, for their assistance in organizing the event.
 - Thanks to the Town Council for hosting the event-cudo to the Hooksett Library for offering the space.
- Seeking recipient recommendations for the Boston Post Cane by May 31, 2023- My understanding is the requirements is the eldest Hooksett resident.
- Use of Credit Cards for Town Services- The discussion has come up again. The Town allows the use of a credit card as payment for service as a convenience to Hooksett residents. Cash and checks are available if residents do not want to pay using a credit card. Credit cards are optional forms of payment at the Tax Office and Recycling and Transfer Station. The Town has been accepting in person credit card payments since 2012 in the Tax office and has recently expanded the use to recycling and transfer. Coming soon will be community development. Online credit card payments are available for tax, community development, town clerk and parks. Fees are posted in all areas that accept CC. The fees are paid directly to the CC processor. Each resident will receive 2 charges on their CC statement. One is to the town for services and the 2nd to the processor for the added fees associated with using the CC. Online transaction fees is \$1.75 per item previously \$ 1.50. CC processing fees is 2.99% previously 2.79%. The minimum CC processing fees is \$2.50 previously \$1.50. Fees are passed onto the residents that choose to use their CC as payment. Debit Cards- the Town does not offer the use of debit cards, because it would open the door to residents asking for cash back. The decision not to allow debit is an industry standard for governments. Over 150 communities do not offer the use of debit cards as a form of payment.
- Hooksett Fire Rescue Badge Pinning Ceremony- recognized were Jessica Colpoys, Matt Richter, Brian Rondeau, Scott Hebert, Joe Hurlburt.
- Safety Center Roof - RFP was put out we received bids; next step is to select bids so we can move forward with repairs.
- NHDOT-Hackett Hill/Rt.3A/Main Street Project- Interviewed Engineering Firms our selection was sent to DOT for approvals soon.
- Fund Balance Proposal for getting to 8%- I know that was submitted to the council for consideration, we are not under a time crunch. We will need a decision come end of year.

TOWN COUNCIL FUTURE AGENDA ITEMS

R. Lapierre- I do not know how we go about this but how do we play to cell phone companies to get into Hooksett to get better cell coverage in the town. Maybe there is a direct contact with a vendor that we can ask.

A. Garron- I can look into what other communities are doing. I did however sign a release of our mapping system to E911 so that they can get an idea of the cell phone coverage gaps in NH.

T. Tsantoulis- I suggest we have a follow up meeting in regard to the trash collection in condos and where we stand.

SUB-COMMITTEE REPORTS

R. Lapierre- we do have an ARPA subcommittee meeting this Friday if we have a quorum. I ask if any members have ideas for projects, please send them along to the committee.

ADJOURNMENT

J. Sullivan motioned to adjourn the meeting at 8:20 pm. Seconded by D. Boutin.

All in favor 6-0

Respectfully submitted,

Alicia Jipson

Alicia Jipson
Recording Clerk