



AGENDA

Town of Hooksett Town Council

Wednesday, April 26, 2023 at 6:00 PM

A meeting of the Town Council will be held Wednesday, April 26, 2023 in the Hooksett Municipal Building commencing at **6:00 PM**.

	Page
1. CALL TO ORDER	
2. PROOF OF POSTING	
3. ROLL CALL	
4. PLEDGE OF ALLEGIANCE	
5. AGENDA OVERVIEW	
6. PUBLIC HEARINGS	
6.1. Public Hearing to discuss the proposed amendments to Roadway Excavation Ordinance # 00-13. Staff Report - SR-23-068 - Pdf	5 - 8
7. SPECIAL RECOGNITION	
7.1. Hooksett Municipal Employee - New Hire	
8. PUBLIC INPUT - 15 MINUTES	
9. SCHEDULED APPOINTMENTS	
9.1. Annual Update from the Cemetery Commission - Mike Horne, Chair Staff Report - SR-23-011 - Pdf	9
9.2. Annual Update from the Historical Society - James Sullivan & Bob Thinnies Staff Report - SR-23-051 - Pdf	11
9.3. March Election Update from Karina Towne and Todd Lizotte	
10. CONSENT AGENDA	
10.1. Motion to accept a donation of supplies totaling \$202.61 from Walmart, to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-e, II for LEAD (Law Enforcement Against Drugs) Graduation. Staff Report - SR-23-058 - Pdf	13
10.2. To accept a donation totaling \$150.00 from George and Daniel Bureau to the Town of Hooksett for the Family Services Department per RSA 31:95-b,III(b) Staff Report - SR-23-063 - Pdf	15
10.3. To accept a donation of a child's toy valued at \$50.00 from an anonymous donor to the Town of Hooksett for the Family Services Department per RSA 31:95-e, II Staff Report - SR-23-064 - Pdf	17

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

10.4.	Hemlock Hills Subdivision (1,200' of Laurel Road) - Request for Release of \$314,425.05 Cash Bond Staff Report - SR-23-067 - Pdf	19 - 25
11.	NOMINATIONS AND APPOINTMENTS	
12.	BRIEF RECESS	
13.	OLD BUSINESS	
13.1.	Donati Park Pedestrian Bridge Project - Award to the Lewco Company of Springfield, VT for \$29,025.00. (Tabled at 4/12/23 Meeting) Staff Report - SR-23-069 - Pdf	27 - 39
13.2.	Town Council Goals Update Staff Report - SR-23-045 - Pdf	41 - 42
14.	NEW BUSINESS	
14.1.	Obligate Impact Fees for Martins Ferry Road Project Staff Report - SR-23-070 - Pdf	43 - 46
14.2.	Motion to approve the purchase of 24 Taser 7's with training and duty cartridges for one year, from Axon Enterprise, Inc., to replace our front-line Patrol Officers, Sergeants, and the SRO older model tasers when the funds become available on July 1, 2023, for a total amount of \$67,168.60. The purchase was approved by the voters as warrant article #19 during annual town elections on March 28, 2023. Staff Report - SR-23-059 - Pdf	47 - 54
14.3.	Steel Guardrails Replacement Bid Acceptance Staff Report - SR-23-061 - Pdf	55 - 71
14.4.	Town Personnel Plan Update - Add New Policy for Non-Union Longevity Bonus Staff Report - SR-23-066 - Pdf	73 - 76
14.5.	2023-2024 Town Council Meeting Schedule / Charter Amendment Timeline / Budget Timeline Staff Report - SR-23-046 - Pdf	77 - 81
14.6.	Town Administrator Evaluation Review Staff Report - SR-23-065 - Pdf	83 - 84
15.	APPROVAL OF MINUTES	
15.1.	Public: 4/12/23 TC Minutes 04122023	85 - 96
15.2.	Non-Public: 4/12/23	
16.	TOWN ADMINISTRATOR'S REPORT	
17.	TOWN COUNCIL FUTURE AGENDA ITEMS	
18.	INFORMATIONAL ITEMS AND CORRESPONDENCE	
19.	SUB-COMMITTEE REPORTS	
20.	PUBLIC INPUT	

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

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

22. ADJOURNMENT

PUBLIC INPUT

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

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

Town Council
STAFF REPORT



To: Town Council
Title: Public Hearing to discuss the proposed amendments to Roadway Excavation Ordinance # 00-13.
Meeting: Town Council - 26 Apr 2023
Department: Public Works
Staff Contact: Ben Berthiaume, Public Works Director

BACKGROUND INFORMATION:

The Hooksett Town Council will be holding a public hearing on Wednesday, April 26, 2023 @ 6:00pm at the Hooksett Town Hall – Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to discuss the proposed amendments to Roadway Excavation Ordinance # 00-13. This notice is per Chapter 231:132-a of the NH Revised Statutes annotated, and section 3.6 of the Hooksett Town Charter. The full texts of the proposed ordinance amendment and the new ordinance are available on the Town Clerk web pages via www.hooksett.org for your inspection. Questions should be directed to the Hooksett Public Works Department at 603-668-8019.

FINANCIAL IMPACT:

None.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

Open Public Hearing, listen to public input and close the Public Hearing.

SUGGESTED MOTION:

Motion to open Public Hearing, listen to public input and close the Public Hearing.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Public Hearing

ATTACHMENTS:

[Exc Ord Public Hearing Notice](#)
[EXCAVATION Ordinance](#)

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council will be holding a public hearing on Wednesday, April 26, 2023 @ 6:00pm at the Hooksett Town Hall – Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to discuss the proposed amendments to Roadway Excavation Ordinance # 00-13. This notice is per Chapter 231:132-a of the NH Revised Statutes annotated, and section 3.6 of the Hooksett Town Charter. The full texts of the proposed ordinance amendment and the new ordinance are available on the Town Clerk web pages via www.hooksett.org for your inspection. Questions should be directed to the Hooksett Public Works Department at 603-668-8019.

**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: Annual Update from the Cemetery Commission - Mike Horne, Chair
Meeting: Town Council - 26 Apr 2023
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

Hooksett's Town Charter requires Town Boards and Committees to come before Town Council annually and report on their activity. The Cemetery Commission have requested April 26th to formally brief the council on the Commission's efforts, answer questions, and promote coordination between the two bodies.

RECOMMENDATION:

Listen to an update from the Cemetery Commission.

Town Council **STAFF REPORT**



To: Town Council
Title: Annual Update from the Historical Society - James Sullivan & Bob Thinnes
Meeting: Town Council - 26 Apr 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 April 26th 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 Council
STAFF REPORT



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

Meeting: Town Council - 26 Apr 2023
Department: Police Department
Staff Contact: Jake Robie, Captain

BACKGROUND INFORMATION:

On May 3, 2023, SRO Bergeron will be hosting a graduation ceremony for the LEAD program she teaches to the 5th grade students. The donated supplies from Walmart will be used for the graduation.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Accept the donation.

SUGGESTED MOTION:

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

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the motion to accept a donation of supplies totaling \$202.61 from Walmart, to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-e, II for LEAD (Law Enforcement Against Drugs) Graduation.

Town Council
STAFF REPORT



To: Town Council
Title: To accept a donation totaling \$150.00 from George and Daniel Bureau to the Town of Hooksett for the Family Services Department per RSA 31:95-b,III(b)
Meeting: Town Council - 26 Apr 2023
Department: Family Services
Staff Contact: Wendy Baker, Executive Assistant

BACKGROUND INFORMATION:

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

FINANCIAL IMPACT:

+\$150.00

POLICY IMPLICATIONS:

N/A

RECOMMENDATION:

To accept donated funds

SUGGESTED MOTION:

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

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the motion to accept donation totaling \$150.00 from George and Daniel Bureau to the Town of Hooksett for the Family Services Department.

Town Council
STAFF REPORT



To: Town Council
Title: To accept a donation of a child's toy valued at \$50.00 from an anonymous donor to the Town of Hooksett for the Family Services Department per RSA 31:95-e, II
Meeting: Town Council - 26 Apr 2023
Department: Family Services
Staff Contact: Wendy Baker, Executive Assistant

BACKGROUND INFORMATION:

Donations of an item made to the Family Services Department to benefit Hooksett families.

POLICY IMPLICATIONS:

N/A

RECOMMENDATION:

To accept the donated items.

SUGGESTED MOTION:

To accept a donation of a child's toy valued at \$50.00 from an anonymous donor the Family Services Department per RSA 31:95-e, II

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion to accept a child's toy valued at \$50.

Town Council
STAFF REPORT



To: Town Council
Title: Hemlock Hills Subdivision (1,200' of Laurel Road) - Request for Release of \$314,425.05 Cash Bond
Meeting: Town Council - 26 Apr 2023
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The developer of the Hemlock Hills Subdivision is requesting that the Town of Hooksett release the bond for the portion of Laurel Road (Phase I of the project) that was accepted by the Town Council last fall at its meeting on November 22, 2023.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Release of the \$314,425.05 Cash Bond - MBIA #0239 for Phase I of the Hemlock Hills Subdivision.

SUGGESTED MOTION:

Release of the \$314,425.05 Cash Bond - MBIA #0239 for Phase I of the Hemlock Hills Subdivision.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the motion to release of the \$314,425.05 Cash Bond - MBIA #0239 for Phase I of the Hemlock Hills Subdivision.

ATTACHMENTS:

[01 Memo to release bond Phase I](#)

[02 Bond Information](#)

[03 Phase I Bond information](#)

[04 Locus Map Hemlock Hills](#)



Town of Hooksett

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

Memo

To: File
From: Bruce A. Thomas, P.E., Town Engineer *BAT*
Cc: Scott Bussiere, Developer
Date: April 12, 2023
Re: Release Bond for Hemlock Hills Phase I - 1,200' of Laurel Drive

Please be advised that all work on the referenced section of Laurel Drive has been completed and accepted by the Town at the November 11, 2023 meeting of the Town Council. I recommend that the bond for this section be released.

Town of Hooksett		11/22/2022	
Performance Sureties Located at the Finance Dept			
Project Name	Reason	Amount	Released Date
Hemlock Hills Estates P-1	Dennis Demers		
Cash - MBIA # 0226	Site Surety	906,593.00	08/12/20
	Council Reduced to 314,425.05	314,425.05	01/13/21
Hemlock Hills Estates P-2A	Allstate Builders		
Cash - MBIA #0239	Road Bond	67,060.30	11/29/21

Town of Hooksett, NH Project Estimate Worksheet						
The project will be completed in four phases the following estimate is for phase I of the project as requested by Hooksett DPW						
Project Name - Hemlock Hills Estates Phase I Map/Lot 21 \ 15						
Laurel Drive Start Station 0+00 End Station 12+00 Hemlock Hill Start Station just ponds End Station access rd 9.8 Acres						
Phase I Total Disturbance						
ESTIMATE PHASE I						
Item	Unit	Quantity	Unit Price	Price	% Complete	Reduction
Site						
Erosion Control	Ac	9.8	\$4,350.00	\$42,630.00	0.6	\$25,578.00
Clearing & Grubbing	Ac	9.8	\$7,250.00	\$71,050.00	0.9	\$63,945.00
Common Excavation	C.Y.	0	\$9.00	\$0.00		\$0.00
Ledge Excavation	C.Y.		\$30.00	\$0.00		\$0.00
Common Borrow/Embankment	C.Y.	0.985	\$7.50	\$82,387.50	0.6	\$49,432.50
Trench Excavation w/ Ledge	C.Y.		\$50.00	\$0.00		\$0.00
CLEAN SAND @ 18" 34" BOX LAUREL	C.Y.	2450	\$10.00	\$24,500.00	1	\$24,500.00
Bank Run Gravel @ 18" 34" BOX LAUREL	C.Y.	2450	\$19.00	\$46,550.00	1	\$46,550.00
Crushed Gravel @ 6" 34" BOX LAUREL	C.Y.	850	\$26.50	\$22,525.00	1	\$22,525.00
CLEAN SAND @ 18" 30" BOX HEMLOCK HILL	C.Y.		\$10.00	\$0.00		\$0.00
Bank Run Gravel @ 18" 30" BOX HEMLOCK HILL	C.Y.		\$19.00	\$0.00		\$0.00
Crushed Gravel @ 6" 30" BOX HEMLOCK HILL	C.Y.		\$26.50	\$0.00		\$0.00
Crushed Gravel @ 12" Access Roads	C.Y.	500	\$26.50	\$13,250.00		\$0.00
Crushed Stone	C.Y.		\$18.00	\$0.00		\$0.00
Paving Binder Course (2.5" minimum)	S.Y.	429	\$9.00	\$38,619.00		\$36,619.00
Tack Coat	S.Y.	429	\$0.45	\$1,930.95		\$0.00
Paving Prepwork & Cleaning	L.S.	1	\$2,500.00	\$2,500.00		\$0.00
Paving Wearing Course (1.5" minimum)	S.Y.	429	\$8.00	\$34,328.00		\$0.00
Bituminous Curb	L.F.		\$4.75	\$0.00		\$0.00
Sloped Granite Curb	L.F.	229	\$18.00	\$4,122.00		\$0.00
Concrete Curb	L.F.		\$10.00	\$0.00		\$0.00
Loam & Seed	S.Y.	28104	\$3.50	\$98,364.00	0.5	\$49,182.00

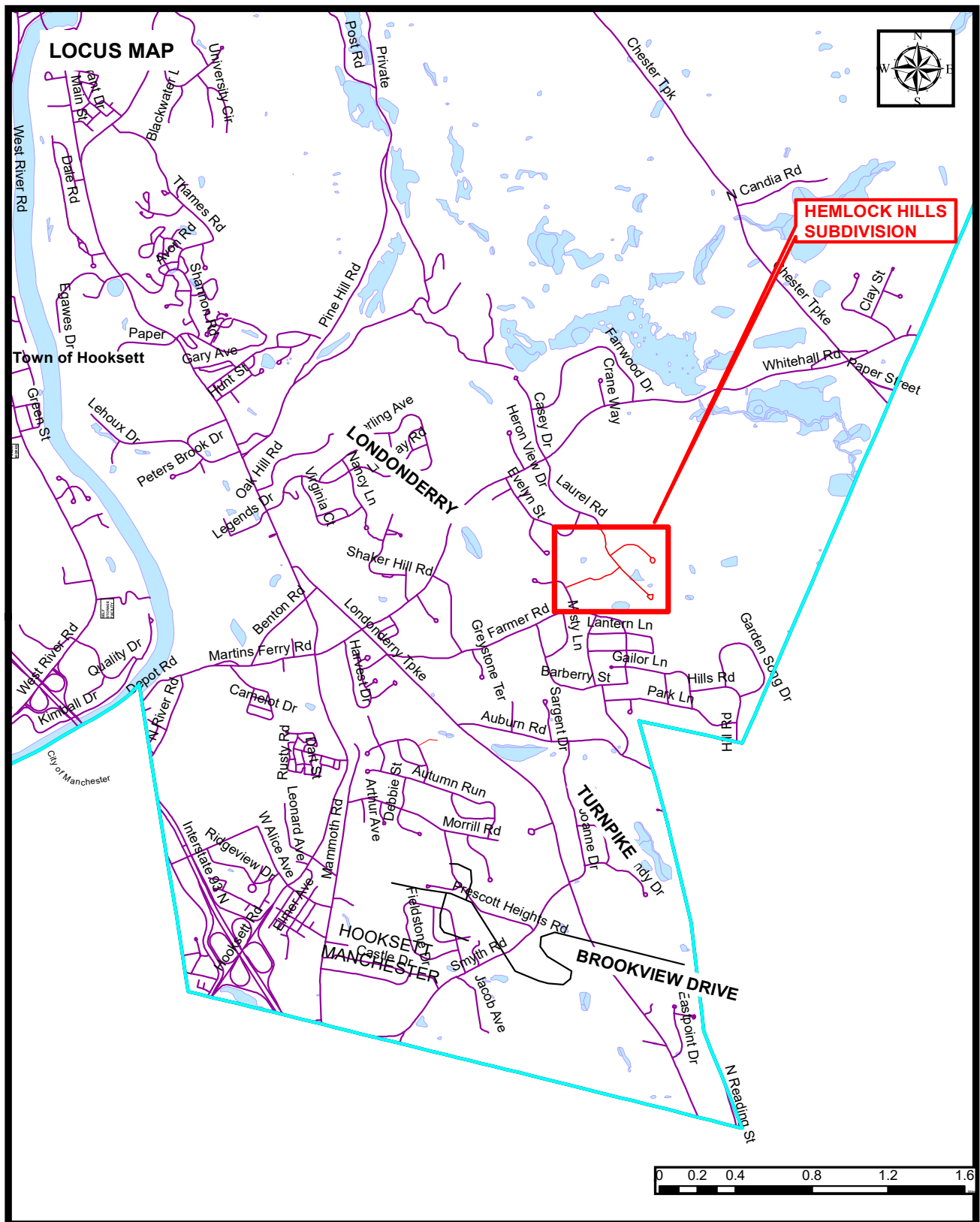
Bond Reduction Spreadsheet

Item	Unit	Quantity	Unit Price	Price	% Complete	Reduction
Storm Drain						
12" RCP	L.F.	33	\$48.00	\$1,584.00		\$0.00
15" RCP	L.F.	473	\$50.00	\$23,650.00		\$0.00
18" RCP	L.F.	772	\$65.00	\$50,180.00	0.8	\$18,920.00
24" RCP	L.F.	605	\$80.00	\$48,400.00	0.7	\$35,126.00
30" RCP	L.F.	402	\$100.00	\$40,400.00	0.7	\$33,880.00
36" RCP	L.F.		\$120.00	\$0.00	0.7	\$28,280.00
Underdrain	L.F.	1103	\$24.00	\$26,400.00	1	\$26,400.00
Catch Basin / Inlets	EA	9	\$2,200.00	\$19,800.00	0.45	\$8,910.00
Drain Manholes	EA	3	\$1,625.00	\$4,875.00	1	\$4,875.00
Riprap & Filter Material	C.Y.	1240	\$45.00	\$55,800.00	0.3	\$16,740.00
Inlet / Outlet Structures	EA	3	\$3,000.00	\$9,000.00		\$0.00
End Sections	EA	16	\$560.00	\$8,960.00	0.15	\$1,344.00
Wingwalls & Headwalls	EA	4	\$1,000.00	\$4,000.00	0.5	\$2,000.00
Iron Pins	EA		\$100.00	\$0.00		\$0.00
Concrete Bounds	EA		\$390.00	\$0.00		\$0.00
Asphalt Plans (1 Mylar & 2 Sets Blue Prints)	Sheet		\$800.00	\$0.00		\$0.00
Guard Rail	L.F.		\$21.00	\$0.00		\$0.00
Guard Rail End Section	EA		\$1,900.00	\$0.00		\$0.00
General Clean Up	L.S.	1	\$5,000.00	\$5,000.00		\$0.00

Bond Reduction Spreadsheet

Item	Unit	Quantity	Unit Price	Price	% Complete	Reduction
Sanitary						
Force Main	L.F.		\$50.00	\$0.00		\$0.00
6" PVC SDR 35	L.F.		\$50.00	\$0.00		\$0.00
8" PVC SDR 35	L.F.		\$50.00	\$0.00		\$0.00
12" PVC SDR 35	L.F.		\$65.00	\$0.00		\$0.00
15" PVC SDR 35	L.F.		\$75.00	\$0.00		\$0.00
Sewer Manholes	EA		\$1,500.00	\$0.00		\$0.00
Pump Station	EA		\$2,500.00	\$0.00		\$0.00
Water Main						
6" DI Water Line	L.F.		\$64.00	\$0.00		\$0.00
8" DI Water Line	L.F.		\$75.00	\$0.00		\$0.00
12" DI Water Line	L.F.		\$80.00	\$0.00		\$0.00
Hydrant	EA		\$1,500.00	\$0.00		\$0.00
Miscellaneous Items						
Stop Sign	EA	1	\$150.00	\$150.00		\$0.00
Stop Bar 12"	L.F.	12	\$5.00	\$60.00		\$0.00
Cistern	EA	1	\$35,000.00	\$35,000.00		\$35,000.00
Driveway Culverts	L.F.	144	\$40.00	\$5,760.00	0.3	\$1,728.00
Driveway Culvert End Sections	EA	12	\$200.00	\$2,400.00	2	\$4,800.00
CD signs	EA	0	\$10.00	\$0.00		\$0.00
Erosion Control Blanket	SY		\$2.00	\$0.00		\$0.00
						\$538,334.50
				Subtotal	\$824,175.45	\$285,840.95
				Engineering & Contingencies (10%)	\$82,417.55	\$23,584.10
				Grand Total	\$906,593.00	\$314,425.05

Bond Reduction Spreadsheet



Town Council

STAFF REPORT



To: Town Council
Title: Donati Park Pedestrian Bridge Project - Award to the Lewco Company of Springfield, VT for \$29,025.00. (Tabled at 4/12/23 Meeting)
Meeting: Town Council - 26 Apr 2023
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The Town received proposals to construct the footings and decking for the Donati Pedestrian Bridge Project.

The project was advertised in the Manchester Union Leader on February 27, 2023. It was also put on the Town website and sent to several contractors that do bridge foundation work. Four bids were received and opened on March 23, 2023. The low bidder is the Lewco Company with a bid of \$29,025.00.

At the April 12th meeting of the Town Council, the Council requested that investigate the use of Public Works crews to remove the existing bridge and remove that item totaling \$1,000 from the contract.

I discussed this with the Director of Public Works and we agreed that this would not be advisable for the following reasons.

1. \$1,000 is a very reasonable cost for this work especially as the second bidder bid \$25,000 for the work.
2. It would cost the Public Works Department more than twice as much to do this work (roughly \$2,100 based on the PWD's estimate).
3. It would greatly increase liability for the Town. The bridge is over a fairly active stream. Taking the bridge down could damage the stream or embankments. Frankly, if the embankments were not protected at all times through the course of the bridge project for whatever reason, the Town could be on the hook for damages.
4. I believe that in having the contractor do the work, he can incorporate it into the project much more efficiently, with a minimal amount of time without a bridge.
5. I don't think that it's good practice to award partial bids in this manner. The Town could develop a reputation of "nickel and diming" contractors which may affect costs on future bids.

Where I fully respect the intent of the Council to save taxpayer funds, for the reasons stated above, I continue to recommend that the contract be awarded to the Lewco Company for the bid price of \$29,025.00.

Contractor	Base Bid:
Lewco Company	\$ 29,025.00

William Davis Co.	\$ 99,450.00
N.E. Infrastructure	\$125,000.00
Evroks Corp.	\$142,040.00

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

To approve the award of the Donati Park Pedestrian Bridge Project and allow the Town Administrator to sign the contract with the Lewco Company for the bid price of \$29,025.00 and pay for the project from SB 401 Bridge Aid account.

SUGGESTED MOTION:

1. Motion to remove from the table.
2. Motion to approve the award of the Donati Park Pedestrian Bridge Project and allow the Town Administrator to sign the contract with the Lewco Company for the bid price of \$29,025.00 and pay for the project from SB 401 Bridge Aid account.

ATTACHMENTS:

- [01 Memo -Project Award Recommendation](#)
- [02 Bid Tabulation Donati Bridge](#)
- [DPW Costs Donati Bridge Removal](#)
- [04 GPI Recommendation to award to Lewco](#)
- [05 Donati Park Bridge Existing](#)
- [06 Donati Bridge Plans](#)



TOWN OF HOOKSETT
COMMUNITY DEVELOPMENT DEPARTMENT

Bruce A. Thomas, P.E., Town Engineer

35 MAIN STREET

HOOKSETT, NEW HAMPSHIRE 03106

TELEPHONE (603) 419-4003 WEBSITE www.hooksett.org FAX (603) 485-4118

Memo

To: Andre Garron, Town Administrator
From: Bruce A. Thomas, P.E., Town Engineer *BAT*
Cc: Ben Berthiaume
Date: March 27, 2023
Re: Donati Park Pedestrian Bridge Project Award Recommendation

The project was advertised in the Manchester Union Leader on February 27, 2023. It was also put on the Town website and sent to several contractors that do bridge foundation work. Five bids were received and opened on March 23, 2023. The low bidder is the Lewco Company with a bid of \$29,025.00.

I recommend that the contract be awarded to the Lewco Company for \$29,025.00.

Please contact me with any questions that you may have.

BID TABULATION Donati Park Pedestrian Bridge Project Bid Opening March 27, 2023											
				Engineer		Lewco		William Davis		N.E. Infrastructure	
Item Number	Item Description	Unit Price	Quantity	Price	Amount	Price	Amount	Price	Amount	Price	Amount
203.1	Common Excavation	CY	55	\$28.00	\$1,540.00	\$30.00	\$1,650.00	\$100.00	\$5,500.00	\$40.00	\$2,200.00
209.201	Granular Backfill (Bridge) (F)	CY	6	\$120.00	\$720.00	\$70.00	\$420.00	\$100.00	\$600.00	\$100.00	\$600.00
502	Removal of Existing Bridge Structure	U	1	\$1,200.00	\$1,200.00	\$1,000.00	\$1,000.00	\$25,000.00	\$25,000.00	\$90,320.00	\$90,320.00
503.101	Water Diversion Structure	U	1	\$3,000.00	\$3,000.00	\$1,000.00	\$1,000.00	\$7,500.00	\$7,500.00	\$1,000.00	\$1,000.00
508	Structural Fill	CY	5	\$150.00	\$750.00	\$70.00	\$350.00	\$100.00	\$500.00	\$100.00	\$500.00
520.2	Concrete Class B	CY	13.0	\$600.00	\$7,800.00	\$1,500.00	\$19,500.00	\$3,000.00	\$39,000.00	\$1,500.00	\$19,500.00
534.3	Water Repellent (Silane/Siloxane)	Gal	1	\$200.00	\$200.00	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$700.00	\$700.00
544	Reinforcing Steel	LB	535	\$2.20	\$1,177.00	\$3.00	\$1,605.00	\$10.00	\$5,350.00	\$8.00	\$4,280.00
568	Structural Timber (F)	MBM	1.00	\$2,250.00	\$2,250.00	\$3,000.00	\$3,000.00	\$15,000.00	\$15,000.00	\$5,900.00	\$5,900.00
	Total:				\$18,637.00		\$29,025.00		\$99,450.00		\$125,000.00



**Town of Hooksett Department of Public Works
Cost Estimate - Donati Bridge Removal
Summary Sheet**

Material and Equipment Costs related to removing the existing Donati Foot Bridge	\$ 1,095.54
Labor Costs related to removing the existing Donati Foot Bridge	\$ 1,008.07
Total Costs	\$ 2,103.61



**Town of Hooksett Department of Public Works
Cost Estimate - Donati Bridge Removal
Material and Equipment Costs**

Material and Equipment Costs								
	Cost Code	Equipment ID	Equipment Description	Unit	Rate	Units Used	Cost	Notes
	8190		Chain Saw	Hr	\$ 2.07	2	\$ 4.14	
	8282	B1-21	Excavator, Hydraulic	Hr	\$ 82.48	6	\$ 494.88	
	8393	L1-20	Loader, Wheel	Hr	\$ 46.46	6	\$ 278.76	
	8720	D1-08	Dump, Truck 8cy	Hr	\$ 52.96	6	\$ 317.76	
Material and Equipment Cost Totals							\$ 1,095.54	



**Town of Hooksett Department of Public Works
Cost Estimate - Donati Bridge Removal
Labor Costs**

Employee	Classification	Hourly Rate	OT Rate	FICA Tax	NHRS	Health Ins*	Dental Ins*	Life Ins	Disability	Total Hourly Rate	Total OT Rate
Cutter, D.	Laborer	\$ 17.36	\$ 26.04	\$ 1.33	\$ 2.35	\$ 10.12	\$ 0.19	\$ 0.04	\$ 0.16	\$ 31.54	\$ 40.22
Demers, R.	Driver/Laborer	\$ 20.14	\$ 30.21	\$ 1.54	\$ 2.72	\$ 10.12	\$ 0.19	\$ 0.04	\$ 0.18	\$ 34.94	\$ 45.01
Hebert, J.	Heavy Equipment Operator	\$ 22.01	\$ 33.02	\$ 1.68	\$ 2.98	\$ 10.12	\$ 0.19	\$ 0.05	\$ 0.20	\$ 37.23	\$ 48.23
Hebert, R.	Assitant Crew Chief	\$ 24.52	\$ 36.78	\$ 1.88	\$ 3.32	\$ 10.12	\$ 0.19	\$ 0.05	\$ 0.22	\$ 40.30	\$ 52.56

*ave 2-person

Mobilize Equipment To and From Job Site

Employee	Classification	Total Hourly Rate	Hours Worked	Total Paid
Cutter, D.	Laborer	\$ 31.54	2.00	\$ 63.08
Demers, R.	Driver/Laborer	\$ 34.94	2.00	\$ 69.88
Hebert, J.	Heavy Equipment Operator	\$ 37.23	2.00	\$ 74.46
Hebert, R.	Assitant Crew Chief	\$ 40.30	2.00	\$ 80.60
				\$ 288.02

Remove Bridge, Break Down, and Transport to Transfer Station

Employee	Classification	Hourly Rate	Hours Worked	Total Paid
Cutter, D.	Laborer	\$ 31.54	5.00	\$ 157.70
Demers, R.	Driver/Laborer	\$ 34.94	5.00	\$ 174.70
Hebert, J.	Heavy Equipment Operator	\$ 37.23	5.00	\$ 186.15
Hebert, R.	Assitant Crew Chief	\$ 40.30	5.00	\$ 201.50
				\$ 720.05

Total Labor Costs for Donati Bridge Removal	\$ 1,008.07
--	--------------------

Bruce Thomas

From: Stephen Langevin <slangevin@gpinet.com>
Sent: Monday, March 27, 2023 11:07 AM
To: Bruce Thomas
Cc: Andre Garron
Subject: Donati Park Bridge - Contractor Recommendation

Hi Bruce,

I spoke with Matt Lewis of Lewco, LLC on Friday afternoon about the scope of the project. He had seen the other bids though he said he was comfortable with his bid. He also had a good understanding of the work that needs to be done. He indicated that he is available to start very soon. Lewco has another larger project starting in late April/May and he would like to get this project moving forward before that other project if possible. He even indicated that he would start with a verbal agreement before the contract. I responded that the Town of Hooksett is meeting on Thursday to decide on how to proceed.

It appears that both the Town's and Lewco's schedule for this project aligns well.

I called the towns that Lewco listed as references that had projects involving concrete. Grafton, VT will need to get back to me at some point because their road agent is currently busy with a broken down road grader. It is uncertain how soon I will hear back from them. I was able to speak with the Sharon road crew manager Frank Rogers and Jeff Strong, Springfield Director of Public Works regarding the projects Lewco had worked on with them.

Mr. Strong said that Matt Lewis and Lewco did a very good job on the two projects they had worked on and added that Lewco just signed another contract with the Town for another larger project. He indicated that he was happy to give a good recommendation for Lewco. They have not been around for very long, however, Mr. Strong mentioned that Matt Lewis' father owns Gurney Brothers Construction and their reputation is very good.

Mr. Rogers said that they didn't have any problems with Lewco. They were efficient, knowledgeable and left the job looking great. Mr. Rogers said that the Town of Sharon would be happy to work with Lewco again in the future.

Based on my conversation with Matt Lewis then with Jeff Strong and Frank Rogers, GPI recommends Lewco, LLC for the Donati Park Bridge project.

If the Town requires a formal letter, I would be happy to provide one. Just let me know.

Steve

Stephen Langevin, P.E.
Project Manager
(He/Him/His)

21 Daniel Street, Second Floor, Portsmouth, NH 03801
 d 603.766.8250 | c 603.205.4377
slangevin@gpinet.com | www.gpinet.com



Engineering | Design | Planning | Construction Management

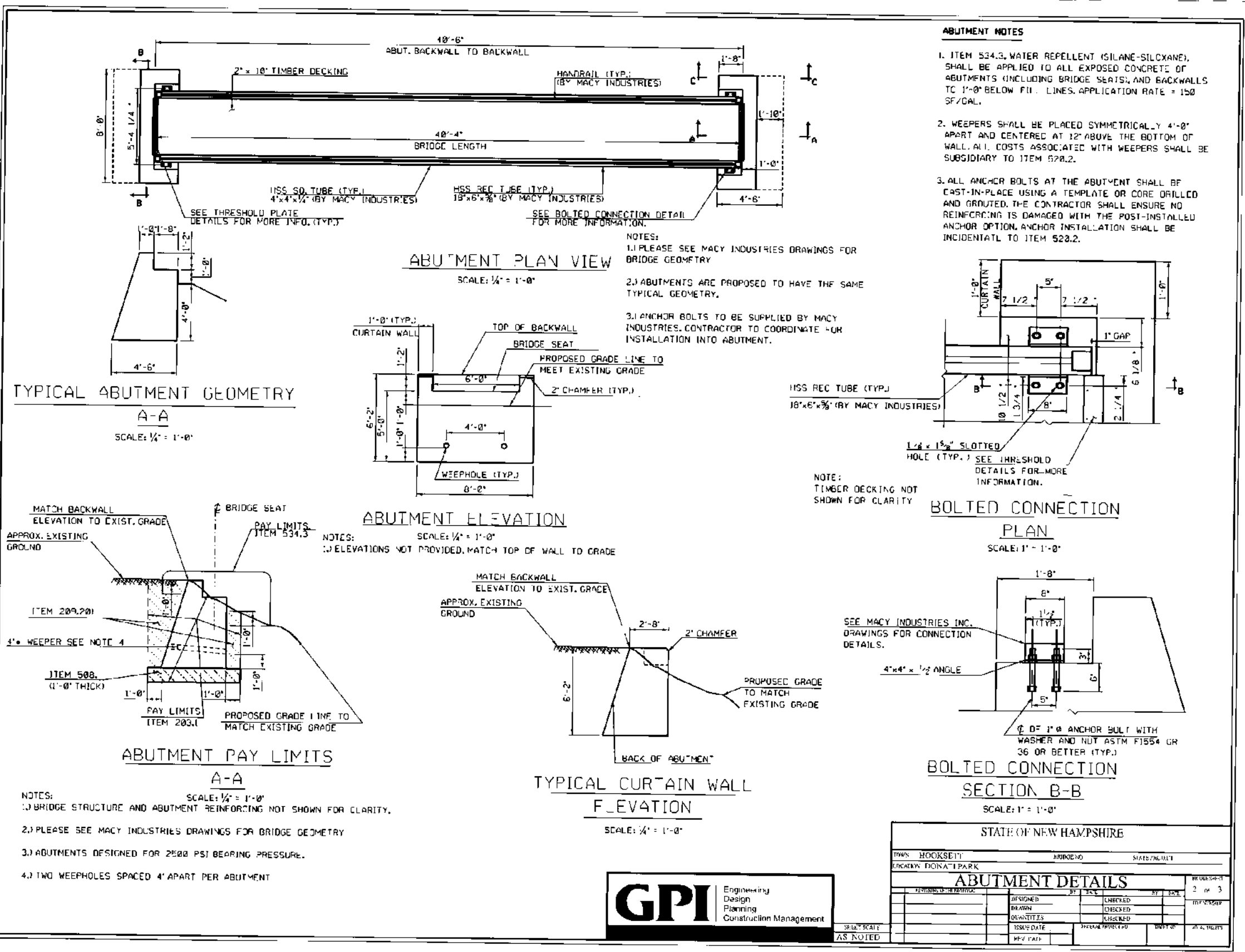
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Town Council STAFF REPORT



To: Town Council
Title: Town Council Goals Update
Meeting: Town Council - 26 Apr 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: Obligate Impact Fees for Martins Ferry Road Project
Meeting: Town Council - 26 Apr 2023
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

Obligate Impact Fees for Martins Ferry Road Project- \$300,000

Impact fees will expire and be returned to the developers if not obligated. The Town should obligate these fees for use on the Martins Ferry Road project before they have to be returned. There is currently a balance of \$413,214.47 of impact fees currently available.

The Town Attorney has agreed that the funds may be used for that project. Below is a justification for the use of impact fees.

The Town is planning to realign the Martins Ferry Road Intersection to increase safety and resolve other issues that include serious erosion problems.

We currently have hired a consultant to design the work. The construction project will likely cost about \$1,000,000 depending on the scope of work.

We would like to fund a portion of the construction project using Impact Fees. It appears that there has been significant growth in the area that would warrant the use of funds for the intersection since traffic and erosion are the main issues we are trying to address. Between 2010 to 2019, there has been a 17.6% increase in traffic at the intersection. In addition, Southern New Hampshire University has added 1934 beds to its campus (see attached).

This intersection is a node in the main corridor between the University and the shopping area of Hooksett. I believe that with the development of the University, the additional "beds" shown on the attached table are a direct link to the increased traffic through the intersection. The increase in beds relates to the increase in traffic to McDonalds, Shaw's and all the other shops in the area. Currently under construction is the "Seasons Market" at the intersection of Hooksett Road and Londonderry Turnpike. I anticipate that this will be a major draw to the students similar to a 7-Eleven Market.

Traffic Counts from the Southern New Hampshire Regional Planning Commission bear out the increase in traffic where counts from 2010 were 5,100 per day and rose to 6,000 per day in 2019, a 17.6% increase.

The stream that crosses through the intersection is the Messier Brook. This brook is also downstream of the Route 3 corridor. This area has been under development such as the Seasons

Market. This development is upstream from the intersection and the growth contributes to the erosion of the embankment along Martins Ferry Road. This project will realign the stream and permanently remove this erosion from taking place.

Recent developments that have or will have an impact on traffic include the Benton Road Sports Dome that paid \$108,922 in impact fees, the Seasons Market that will be paying \$28,438 and #7 Martins Ferry Road that will be paying \$15,426 in impact fees. In addition, the Autumn Run subdivision is upstream from the brook and paid \$151,452 in impact fees.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

To obligate up to \$300,000 of impact fees on a continuous basis for the Martins Ferry Road Intersection project before the deadline to use funds expires.

SUGGESTED MOTION:

Motion to obligate up to \$300,000 of impact fees on a continuous basis for the Martins Ferry Road Intersection project before the deadline to use funds expires.

ATTACHMENTS:

[2022-05-09 Residential Campus Housing Table](#)
[Thomas \(Impact Fee Ltr\) \(final\)](#)

As Of	5/24/2017										
Directory #	Dorm Name	Type	Town/City	Units	Singles	Doubles	Three	Quads	6-person	Beds	
2	New Castle Hall	Standard	Manchester	107	14	93				200	
3	Greely Hall	Apartment	Manchester	12	1				11	67	
4	Whittier Hall	Apartment	Manchester	22		11			11	88	
5	Winnepesaukee Hall	Standard	Manchester	34	10	24				58	
6	Merrimack Hall	Standard	Manchester	39	12	27				66	
7	Ossipee Hall	Standard	Manchester	38	11	27				65	
8	Kearsarge Hall	Apartment	Manchester	23		11			12	94	
9	Spaulding Hall	Apartment	Manchester	19		19				38	
10	Winnisquam Hall	Standard	Manchester	56	15	41				97	
11	Chocorua Hall	Standard	Both	38	10	28				66	
24	Washington Hall	Standard	Hooksett	131	20	111				242	
25	Sunapee Hall	Townhouse	Hooksett	8	1	15				31	
26	Cranmore Hall	Townhouse	Hooksett	7	1	13				27	
27	Attitash Hall	Townhouse	Hooksett	8	1	15				31	
28	Hillsboro Hall	Townhouse	Hooksett	7	1	13				27	
29	Rockingham Hall	Townhouse	Hooksett	7	1	11				23	
34	Lincoln Hall	Apartment	Hooksett	23	1	45				91	
35	Conway Hall	Apartment	Hooksett	29	1	57				115	
36	Hampton Hall	Standard	Hooksett	87	44	43				130	
37	Windsor Hall	Standard	Hooksett	87	44	43				130	
38	Tuckerman Hall	Standard	Hooksett	153	32	82	10	27		334	
Total Beds										2020	
COMPLETE-DEMO PHASE 1 - JULY 2017											
11	Chocorua Hall	Standard	Both	38	10	28				66	
10	Winnisquam Hall	Standard	Manchester	56	15	41				97	
8	Kearsarge Hall	Apartment	Manchester	23		11			12	94	
Sub-Total Demo										257	
Total Beds										1763	
COMPLETE-DORM 1 - AUGUST 2017											
	Monadnock	Standard	Hooksett	76	60	60				310	
Total Beds										2073	
DEMO PHASE 2 - May 2018											
25	Sunapee Hall	Townhouse	Hooksett	8	1	15				31	
26	Cranmore Hall	Townhouse	Hooksett	7	1	13				27	
Sub-Total Demo										58	
Total Beds										2015	
DORM 2 - AUGUST 2018											
	KINGSTON	Standard	Both	260	90	146				382	
Total Beds										2397	
DEMO PHASE 3 - AUGUST 2018											
3	Greely Hall	Apartment	Manchester	12	1				11	67	
4	Whittier Hall	Apartment	Manchester	22		11			11	88	
5	Winnepesaukee Hall	Standard	Manchester	34	10	24				58	
6	Merrimack Hall	Standard	Manchester	39	12	27				66	
7	Ossipee Hall	Standard	Manchester	38	11	27				65	
Sub-Total Demo										344	
Total Beds										2053	
DEMO PHASE 4 - Summer/Fall 2019											
27	Attitash Hall	Townhouse	Hooksett	8	1	15				31	
28	Hillsboro Hall	Townhouse	Hooksett	7	1	13				27	
29	Rockingham Hall	Townhouse	Hooksett	7	1	11				23	
9	Spaulding	Apartment	Manchester	19		19				38	
Sub-Total Demo										119	
Total Beds										1934	
DORM 3 - TBD											
	New Res Hall 3	Apartment	TBD							0	
Total Beds										1934	

DrummondWoodsum
ATTORNEYS AT LAW

Matthew R. Serge
Admitted in NH

603.792.7416
mserge@dwmlaw.com

670 N. Commercial Street, Suite 207
Manchester, NH 03101-1188
603.716.2895 Main
603.716.2899 Fax

April 13, 2023

Bruce Thomas, P.E.
Town Engineer
Town of Hooksett
35 Main Street
Hooksett, NH

RE: Impact Fee Usage

Dear Bruce:

I am writing in response to your inquiry concerning whether impact fees collected for roadway facilities can be used to finance the work to be performed at the Martins Ferry Road Intersection. In a letter to me, dated April 13, 2023, you explain that this work is being done in order to increase safety and resolve infrastructure issues related to the intersection. You also stated that these improvements are made necessary by the growth in the nearby area, which has led to a 17.6% increase in traffic at the intersection since 2010. Specifically, you note that this intersection is the main corridor between Southern New Hampshire University and the Town's main shopping area. The University has reportedly added 1934 beds, which logically results in a significant increase in traffic and the intersection in particular. You also note that new development that is either completed, or underway, in the area creates an additional impact to the intersection (i.e. Benton Road Sports Dome, Seasons Market, and Autumn Road Subdivision).

Under both state statute (RSA 674:21) and the Town Zoning ordinance (Article 31), the Town is authorized to collect impact fees from new developments to help meet the needs occasioned by the developments for the construction or improvement of capital facilities, including municipal road systems and rights-of-way. Given the facts presented, it appears that the need for the intersection improvements outlined above is directly related to new development in the area. As a result, it appears that usage of impact fees is appropriate.

Please do not hesitate to contact me if you have any questions.

Sincerely,

/s/ Matthew R. Serge

Matthew R. Serge

Town Council
STAFF REPORT



To: Town Council
Title: Motion to approve the purchase of 24 Taser 7's with training and duty cartridges for one year, from Axon Enterprise, Inc., to replace our front-line Patrol Officers, Sergeants, and the SRO older model tasers when the funds become available on July 1, 2023, for a total amount of \$67,168.60. The purchase was approved by the voters as warrant article #19 during annual town elections on March 28, 2023.
Meeting: Town Council - 26 Apr 2023
Department: Police Department
Staff Contact: Jake Robie, Captain

BACKGROUND INFORMATION:

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

FINANCIAL IMPACT:

\$67,168.60 - Approved by the voters on March 28, 2023.

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Approve the purchase.

SUGGESTED MOTION:

Motion to approve the purchase of 24 Taser 7's with training and duty cartridges for one year, from Axon Enterprise, Inc., to replace our front-line Patrol Officers, Sergeants, and the SRO older model tasers when the funds become available on July 1, 2023, for a total amount of \$67,168.60. The purchase was approved by the voters as warrant article #19 during annual town elections on March 28, 2023.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the motion to approve the purchase of 24 Taser 7's with training and duty cartridges for one year, from Axon Enterprise, Inc., to replace our front-line Patrol Officers, Sergeants, and the SRO

older model tasers when the funds become available on July 1, 2023, for a total amount of \$67,168.60.

ATTACHMENTS:

[Quote For Taser Purchase](#)

Axon Enterprise, Inc.
1780C N 85th St
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic: (800) 978-2737
International: +1.800.978.2737

Q-451525-45026.734NH
Issued: 04/10/23
Quote Expiration: 04/28/23
Estimated Contract Start Date: 08/01/23
Account Number: 194324
Payment Terms: N30
Delivery Method:



SHIP TO	BILL TO
Business/Delivery Invoice-15 Legends Dr 15 Legends Dr Hobbsset NH 03106-1848 USA	-coxsat Police Dept - NH 15 Legends Dr -coxsat, NH 03106-1848 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Nate Hoffman Phone: (603) 664-4207 Email: nhoffman@axon.com Fax:	Jake Robie Phone: (603) 624-1560 Email: jrobie@hobbssetpolice.org Fax:

Quote Summary

Program Length	60 Months
TOTAL COST	\$67,168.60
ESTIMATED TOTAL W/ TAX	\$67,168.60

Discount Summary

Average Savings Per Year	\$2,240.64
TOTAL SAVINGS	\$11,203.20

Payment Summary

Date	Subtotal	Tax	Total
Jul 2023	\$13,433.76	\$0.00	\$13,433.76
Jul 2024	\$13,433.71	\$0.00	\$13,433.71
Jul 2025	\$13,433.71	\$0.00	\$13,433.71
Jul 2026	\$13,433.71	\$0.00	\$13,433.71
Jul 2027	\$13,433.71	\$0.00	\$13,433.71
Total	\$67,168.60	\$0.00	\$67,168.60

Quote Unbundled Price: \$78,371.80
 Quote List Price: \$73,807.00
 Quote Subtotal: \$67,168.50

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
22176	2021 "aser 7 Basic Bundle	24	60	\$49.17	\$46.00	\$41.39	\$99,601.50	\$0.00	\$99,601.50
A la Carte Hardware									
22176	TASER 7 LVE CARTR DGE, CLOSE QUARTERS (2-DEGREE) NS	94			\$40.25	\$40.25	\$3,783.50	\$0.00	\$3,783.50
22176	TASER 7 LVE CARTR DGE, STANDOFF (3.5-DEGREE) NS	94			\$40.25	\$40.25	\$3,783.50	\$0.00	\$3,783.50
Total							\$67,168.50	\$0.00	\$67,168.50

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Estimated Delivery Date
2221 Taser 7 Basic Bundle	23008	TASER 7 HANDLE, YLW, HIGH VISIBILITY (GREEN LASER), CLASS 3R	24	07/01/2023
2221 Taser 7 Basic Bundle	23018	TASER 7 BATTERY PACK, TACTICAL	28	07/01/2023
2221 Taser 7 Basic Bundle	23082	TASER 7 HOLSTER - BLACK/HAWK, RIG-IT HAND	24	07/01/2023
2221 Taser 7 Basic Bundle	70033	WALL MOUNT BRACKET, ASSY, EVIDENCE.COM DOCK	1	07/01/2023
2221 Taser 7 Basic Bundle	74019	NORTH AVES POWER CORD FOR A53 8-5AY, 4821-BAY / 6-BAY DOCK	1	07/01/2023
2221 Taser 7 Basic Bundle	74200	TASER 7 6-BAY DOCK AND CORE	1	07/01/2023
2221 Taser 7 Basic Bundle	83067	TASER 7 TARGET, CONDUCTIVE, PROFESSIONAL (RUGGEDIZED)	1	07/01/2023
2221 Taser 7 Basic Bundle	83080	TARGET FRAME, PROFESSIONAL, 27.5 IN X 7.5 IN, TASER 7	1	07/01/2023
A a Carre	22175	TASER 7 LIVE CARTRIDGE STANDOFF (3.5-DEGREE) NS	94	07/01/2023
A a Carre	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	94	07/01/2023

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
2221 Taser 7 Basic Bundle	21243	TASER 7 EVIDENCE.COM LICENSE	24	08/01/2023	07/31/2023
2221 Taser 7 Basic Bundle	21248	TASER 7 EVIDENCE.COM LICENSE	1	08/01/2023	07/31/2023

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
2221 Taser 7 Basic Bundle	83374	EX* WARRANTY, TASER 7 BATTERY PACK	28	07/01/2024	07/31/2028
2221 Taser 7 Basic Bundle	83395	EX* WARRANTY, TASER 7 HANDLE	24	07/01/2024	07/31/2028
2221 Taser 7 Basic Bundle	83396	EX* WARRANTY, TASER 7 SIX BAY DOCK	1	07/01/2024	07/31/2028

Payment Details

Jul 2023						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	94	\$758.70	\$0.00	\$758.70
Year 1	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	94	\$758.70	\$0.00	\$758.70
Year 1	17Basic	2021 Tasar 7 Basic Bundle	24	\$11,920.31	\$0.00	\$11,920.31
Total				\$13,433.71	\$0.00	\$13,433.71
Jul 2024						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	94	\$758.70	\$0.00	\$758.70
Year 2	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	94	\$758.70	\$0.00	\$758.70
Year 2	17Basic	2021 Tasar 7 Basic Bundle	24	\$11,920.31	\$0.00	\$11,920.31
Total				\$13,433.71	\$0.00	\$13,433.71
Jul 2025						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	94	\$758.70	\$0.00	\$758.70
Year 3	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	94	\$758.70	\$0.00	\$758.70
Year 3	17Basic	2021 Tasar 7 Basic Bundle	24	\$11,920.31	\$0.00	\$11,920.31
Total				\$13,433.71	\$0.00	\$13,433.71
Jul 2026						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	94	\$758.70	\$0.00	\$758.70
Year 4	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	94	\$758.70	\$0.00	\$758.70
Year 4	17Basic	2021 Tasar 7 Basic Bundle	24	\$11,920.31	\$0.00	\$11,920.31
Total				\$13,433.71	\$0.00	\$13,433.71
Jul 2027						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	94	\$758.70	\$0.00	\$758.70
Year 5	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	94	\$758.70	\$0.00	\$758.70
Year 5	17Basic	2021 Tasar 7 Basic Bundle	24	\$11,920.31	\$0.00	\$11,920.31
Total				\$13,433.71	\$0.00	\$13,433.71

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

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

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

ACEIP:

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

Acceptance of Terms:

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


Signature

4/10/23
Date Signed

4/10/2023



Town Council
STAFF REPORT



To: Town Council
Title: Steel Guardrails Replacement Bid Acceptance
Meeting: Town Council - 26 Apr 2023
Department: Public Works
Staff Contact: Ben Berthiaume, Public Works Director

BACKGROUND INFORMATION:

The Department released a Request for Bids for Steel Guardrails Replacement. Bids were opened on April 5, 2023. The only bid was received from Premier Fence, LLC for \$61,938.80.

FINANCIAL IMPACT:

Funding to come from 2022-2023 and 2023-2024 FY budgets.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

The Council approves and consents to award the Steel Guardrails Replacement bid to Premier Fence, LLC for \$61,938.80 to be funded out of 2022-2023 and 2023-2024 FY budgets.

SUGGESTED MOTION:

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

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the motion to approve and consent to award the Steel Guardrails Replacement bid to Premier Fence, LLC for \$61,938.80 to be funded out of 2022-2023 and 2023-2024 FY budgets.

ATTACHMENTS:

[steel guardrails replacement results](#)
[rfp 23-09 steel guardrails](#)

Bid #23-09
Steel Guardrails Replacement
April 5, 2023 @ 2:30 pm

Attendees: Andre Garron, Town Administrator; Wendy Baker, Executive Assistant
Ben Bertiaume, PW Director

[illegible]

Bid opening closed: 2:47 PM

TOWN OF HOOKSETT



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

REQUEST FOR PROPOSALS

HOOKSETT STEEL GUARDRAILS REPLACEMENT
Proposal #23-09

Acceptance Date: 2:30 pm, Wednesday, April 5, 2023

Sealed proposals, plainly marked, “HOOKSETT STEEL GUARDRAILS REPLACEMENT” 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 Wednesday, April 5, 2023, at 2:30 pm** when all proposals will be publicly opened and read aloud.

This proposal is for steel guardrail replacements meeting NHDOT Specifications at the locations provided within the RFP. 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.

1. INTRODUCTION

The Town of Hooksett is seeking Proposals to replace guardrails at Edgewater Drive, West Alice Avenue, and Donati Drive.

2. SCOPE OF WORK

The CONTRACTOR will provide the services needed for the following:

- 2.1 Removal and proper disposal of existing cable style guardrails.
- 2.2 Furnish and install new 31" W-Beam guardrail system meeting NHDOT specifications.
- 2.3 Provide certified flaggers and traffic control measures during active work.

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.

3. CLEAN UP

Perform daily clean-up to collect all trash, empty containers, rocks, dirt, and other debris from the project site that may be present as a result of the ongoing work. 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 Town will retain 10% of the contract amount until after final contract is completed and will retain 2% of the contract amount for a one-year warranty period.** 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

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 by within that 60 day period and award following town council approval, depending upon the available of funding and whatever is in the best interests of the Town.

Construction Schedule and Completion

Work cannot begin until July 3, 2023, and must be completed prior to October 27, 2023.

Construction work shall be limited to Monday through 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, "**Hooksett Steel Guardrails Replacement**". 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
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.

Submission

The proposal container must be completely and properly identified. The face of the container shall be marked "**Hooksett Steel Guardrails Replacement**".

Prospective Proposers 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 PROPOSALS WILL NOT BE ACCEPTED

Table Of Contents

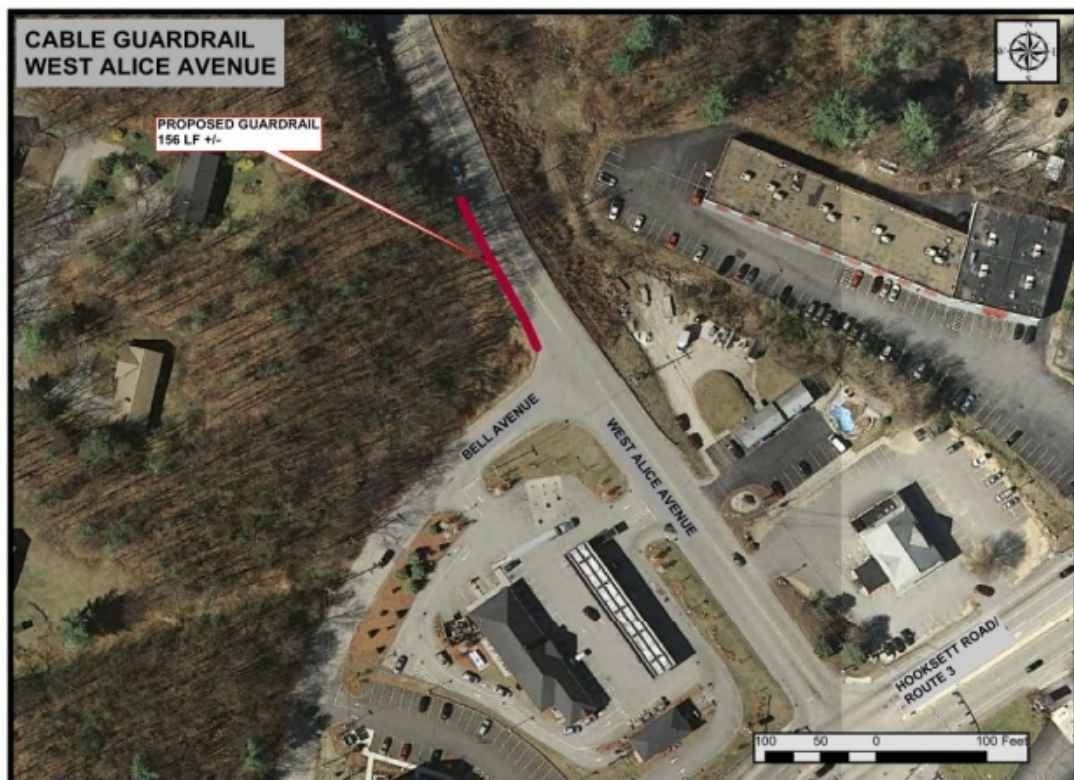
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Bid Proposal Form	10
Town of Hooksett Contract Agreement	15

List of Guardrail Replacement Locations

1. Edgewater Drive – 200 Linear Feet



2. West Alice Drive – 156 Linear Feet



3. Donati Drive Part 1 – 368 Linear Feet
4. Donati Drive Part 2 – 272 Linear Feet



PART A BID – Edgewater Drive – 200 Linear Feet

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

Edgewater Drive - 200 LF				
Unit Price Description	Unit	Quantity	Unit Price	Total
Cable Guardrail Removal	LF	200		
31" W-Beam Guardrail (Steel Post)	LF	200		
Beam Guardrail Terminal Unit Type EAGRT	LF	2		
Flaggers	HR	12		
Contingency - 10% of total above	LS	1	10%	

Part A BID AMOUNT: _____
(NUMERALS)

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

PART B BID – West Alice Drive – 156 Linear Feet

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

West Alice Drive - 156 LF				
Description	Unit	Quantity	Unit Price	Total
Cable Guardrail Removal	LF	156		
31" W-Beam Guardrail (Steel Post)	LF	156		
Beam Guardrail Terminal Unit Type EAGRT	LF	2		
Flaggers	HR	12		
Contingency - 10% of total above	LS	1	10%	

Part B BID AMOUNT: _____
(NUMERALS)

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

PART C BID – Donati Drive Part 1 – 368 Linear Feet

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

Donati Drive Section 1 - 368 LF				
Description	Unit	Quantity	Unit Price	Total
Cable Guardrail Removal	LF	368		
31" W-Beam Guardrail (Steel Post)	LF	368		
Beam Guardrail Terminal Unit Type EAGRT	EA	2		
Flaggers	Hr	16		
Contingency - 10% of total above	LS	1	10%	

Part C BID AMOUNT: _____
(NUMERALS)

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

PART D BID – Donati Drive Part 1 – 368 Linear Feet

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

Donati Drive Section 2 - 272 LF				
Description	Unit	Quantity	Unit Price	Total
Cable Guardrail Removal	LF	272		
31" W-Beam Guardrail (Steel Post)	LF	272		
Beam Guardrail Terminal Unit Type EAGRT	EA	2		
Flaggers	HR	16		
Contingency - 10% of total above	LS	1	10%	

Part D BID AMOUNT: _____
(NUMERALS)

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

Bid Sheet

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

AGREEMENT

Project: #23-09 **Hooksett Steel Guardrails Replacement**

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 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 Hooksett Steel Guardrails Replacement**”, 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 Personnel Plan Update - Add New Policy for Non-Union Longevity Bonus
Meeting: Town Council - 26 Apr 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 Council STAFF REPORT



To: Town Council
Title: 2023-2024 Town Council Meeting Schedule / Charter Amendment Timeline / Budget Timeline
Meeting: Town Council - 26 Apr 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 suggested motion

ATTACHMENTS:

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

[Timeline - Charter Admendment](#)

[Timeline - Budget](#)

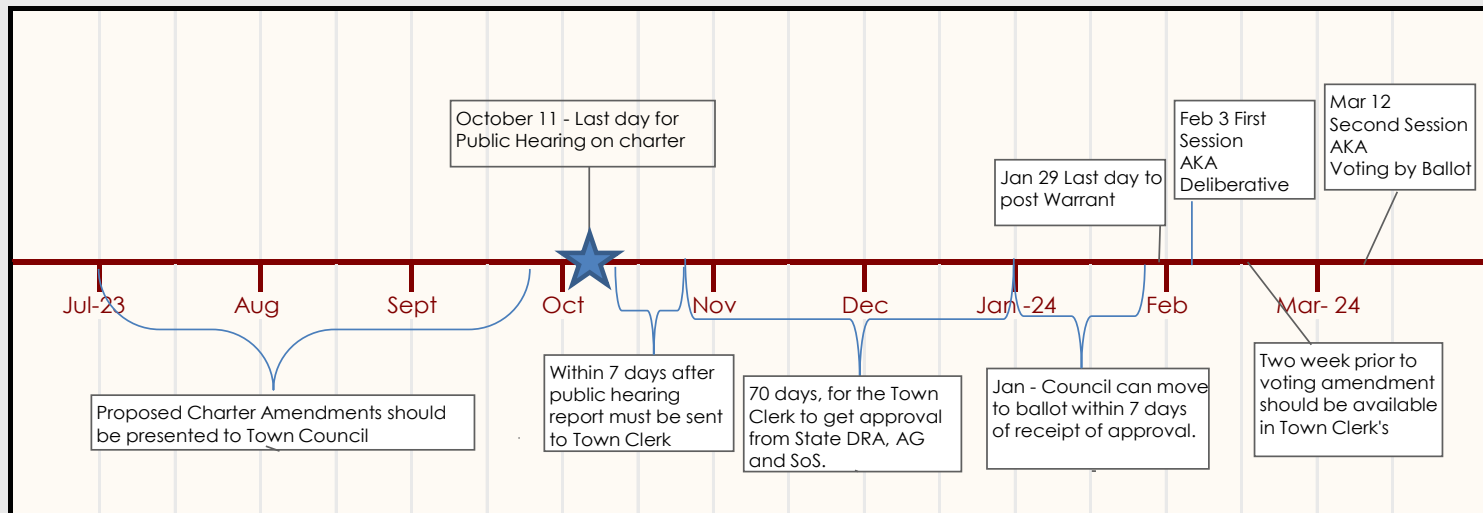
TOWN COUNCIL MEETING SCHEDULE @ 6:00 PM
July 2023 – June 2024

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



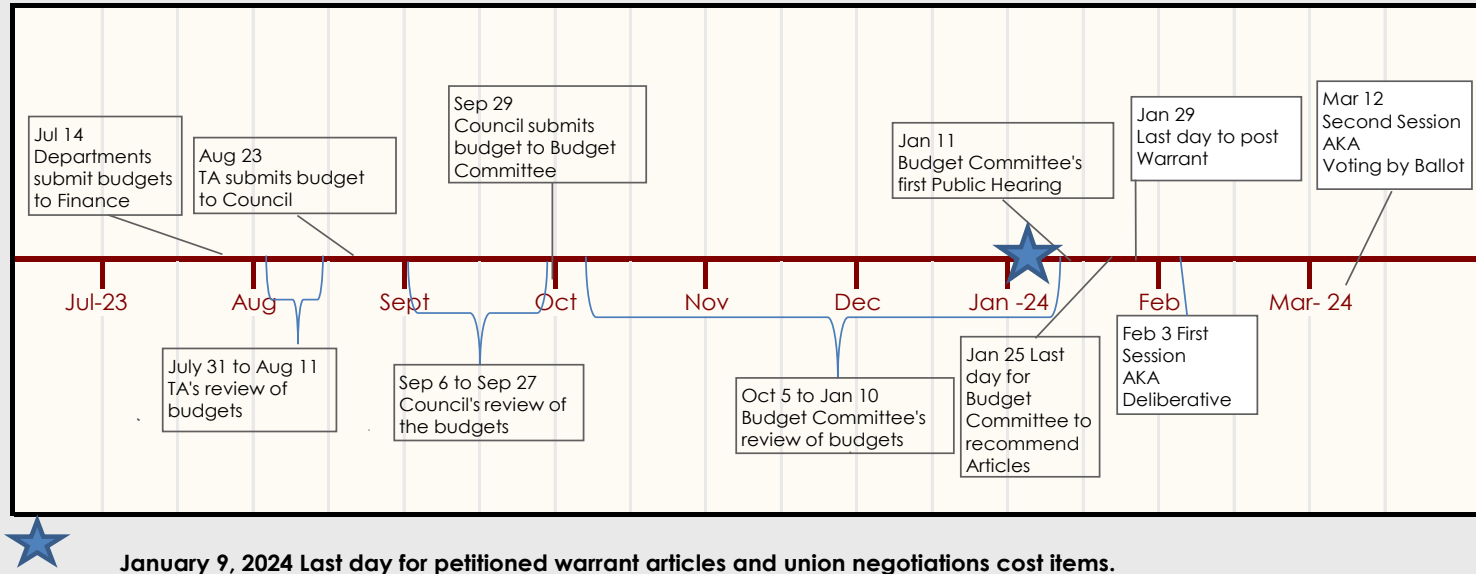
October 11th - Last day for Public Hearing on charter amendments.

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	Final date for submission of <u>petitioned bond</u> articles; Friday before the 2nd Tuesday in January
RSA 40:13, II-a (a), 32:5,I	Last day to post notice of budget hearing; 2nd Tuesday in January
RSA 40:13, II-a (a), 33:8-a	Last day to post notice of bond hearing; 2nd Tuesday in January
RSA 40:13, II-a (b)	Final date for submission of petitioned articles; 2nd Tuesday in January
RSA 40:13, II-a (b), 273-A:1, III	Last day for negotiated cost items to be finalized; 2nd Tuesday in January
RSA 40:13, II-a (c)	Last day to hold at least one budget hearing; On or before the 3rd Tuesday in January
RSA 40:13, II-a (c)	Modifies RSA 33:8-a time line to be held on or before 3rd Tuesday in January
RSA 40:13, II-a (c), 32:16,IV	Last day for BC to deliver budget recommendations; Thursday before the last Monday in January
RSA 40:13, II-a (d), 39:5	Last day to post warrant, budget and default; On or before the last Monday in January
RSA 40:13 III	First Session - Deliberative; between 1st and 2nd Saturdays following the last Monday in January
RSA 40:13 VII	Second Session - Voting; Second Tuesday in March

Town Council

STAFF REPORT



To: Town Council
Title: Town Administrator Evaluation Review
Meeting: Town Council - 26 Apr 2023
Department: Administration
Staff Contact: Wendy Baker, Executive Assistant

BACKGROUND INFORMATION:

1. PROCEDURE FOR TOWN ADMINISTRATOR ANNUAL EVALUATION

- a. Council's first meeting in May – Council will receive Town Administrator's self-evaluation to include status on his/her goals with comments for period ending June 30th of the same fiscal year along with a blank evaluation form. **(May 10, 2023)**
- b. Council's second meeting in May- Councilors are to have completed and submitted their town administrators evaluation form via e-mail to the council chair prior to, or are to hand deliver it at the beginning of the meeting. Councilors will then discuss in non-public, the evaluations and will finalize them into one report by a simple majority vote. Only town councilors will be in attendance during this non-public session to discuss and finalize the evaluation of the Town Administrator. The Town Administrator will receive the evaluation from the council at this meeting. **(May 24, 2023)**
- c. Council's first meeting in June - Council will discuss the evaluation report with the Town Administrator. **(June 14, 2023)**
- d. Annually at the first meeting in July the Administrator's goals will be an agenda item. The Council and the Administrator shall define such goals and performance objectives which they determine necessary for the proper operation of the Town and the attainment of the Council's policy objectives and shall further establish a relative priority among those various goals and objectives, said goals and objectives to be reduced in writing. They shall generally be attainable within the time limitations as specified and the annual operating capital budgets and evaluation. If goals are not concluded, the Council will hold a special meeting a week later to finalize the goals.

FINANCIAL IMPACT:

N/A

POLICY IMPLICATIONS:

Follow the Town Council Rules of Procedures above

RECOMMENDATION:

Review the procedure for Town Administrator's review and prepare.

SUGGESTED MOTION:

N/A

TOWN ADMINISTRATOR'S RECOMMENDATION:

Town Administrator will have his self evaluation completed and submitted to Town Council by its first meeting in May.

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, April 12, 2023**

1
2 The Hooksett Town Council met on Wednesday, April 12, 2023, at 5:30 in the Hooksett Municipal
3 Building.

4
5 **CALL TO ORDER**

6 Chair Sullivan called the meeting of 12 Apr 2023 to order at (5:30) pm.
7

8 **PROOF OF POSTING**

9 Human Resource Coordinator Donna Fitzpatrick provided proof of posting.
10

11 **ROLL CALL**

12 **In Attendance:** Councilor James Sullivan, Councilor Timothy Tsantoulis, Councilor Alex Walczyk,
13 Councilor Randall Lapierre, Councilor David Boutin, Councilor John Durand, Councilor Keith Judge,
14 Councilor David Ross (arrived at 6:20), Councilor Roger Duhaime (arrived at 6:20).
15

16 **PUBLIC SESSION WILL BEGIN IMMEDIATELY FOLLOWING THE NON-PUBLIC SESSION NOTED**
17 **BELOW**

18
19 **NON-PUBLIC SESSION NH RSA 91-A:3 II**
20

21 ***J. Sullivan motioned to enter NON-PUBLIC SESSION NH RSA 91-A:3 II A, C, L; seconded by R.***
22 ***Lapierre.***

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

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

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

31 **Roll Call Vote #2**

32 ***R. Duhaime NP***

33 ***J Durand Aye***

34 ***D. Ross NP***

35 ***R. Lapierre Aye***

36 ***A. Walczyk Aye***

37 ***D. Boutin Aye***

38 ***K. Judge Aye***

39 ***T. Tsantoulis Aye***

40 ***J. Sullivan Aye***
41

42 ***Vote in favor 7-0***
43

44 ***J. Sullivan motioned to leave non-public session of April 12, 2023, seconded by R. Lapierre.***
45

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

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R. Lapierre motioned to seal the minutes of April 12, 2023; seconded by K. Judge.

Roll Call Vote #3

D. Boutin Aye

D. Ross NP

A. Walczyk Aye

J. Durand Aye

R. Duhaime NP

T. Tsantoulis Aye

R. Lapierre Aye

K. Judge Aye

J. Sullivan Aye

Vote in favor 7-0

J. Sullivan sorry for the delay we were in non-public. In non-public we discussed the Town Administrator going on vacation and following the rules of the charter and the contract with Mr. Garron the motion made in Non-public was the following:

J. Sullivan motioned to consent to the Town Administrator recommendation to designate Police Chief Janet Bouchard as the Town of Hooksett, NH acting Town Administrator for the period of time Town Administrator Andre L. Garron is unavailable to perform his duties Friday April 14, 2023 to April 21,2023; seconded by T. Tsantoulis.

Vote in favor 7-0

PLEDGE OF ALLEGIANCE

Moment of silence for K. Judge Father Terry Judge.

AGENDA OVERVIEW Given by J. Sullivan.

PUBLIC HEARINGS

J. Sullivan opened the Public Hearing at 6:08

8.1 Public Hearing to accept the donation of the Donati Park Pedestrian Bridge structure valued at \$100,000 from Macy's Industries of Hooksett, New Hampshire per RSA 31:95 e, II.

N. Mercier- as a owner of a local business I feel it appropriate to donate where we can.

B. Thomas- it will be a steel bridge, it will have steel rails, it is better than what we have now. Also on tonight's agenda is the footings for approval.

A. Walczyk- thank you again Mr. Mercier for coming forward. The bridge has been in disarray for some time, and thank you for your patience in working with Parks n Rec.

B. Thomas- I think this could be done close to the end of May.

97 J. Durand- are these types of projects your company builds all the time? And does your company not
98 do footings?
99

100 N. Mercier- yes, we are a custom steel fabrication company, and we built one almost identical to this in
101 another town. We ask that the town's engineer review and approve the plans. No, we do not do
102 footings.
103

104 **SPECIAL RECOGNITION**

106 **9.1 Hooksett Municipal Employee - New Hire**

108 A. Garron- we have no new hires, but we have 3 employees leaving the town. Cameron Perkins,
109 William LaPorter, Steven Sanchez and Police Chief Janet Bouchard.
110

111 A. Garron read Chief Bouchard's letter of resignation.
112

113 J. Sullivan, T. Tsantoulis, A. Garron, and D. Ross all thanked Chief Bouchard for her time to Hooksett
114 and wished her the best in her new endeavors.
115

116 **PUBLIC INPUT**

118 M. Horn- I' m here tonight as a member of the Hooksett Kiwanis Club to inform you of the Community
119 Leaders Awards Dinner on May 9th. We had 20 nominations, Fire Chief was nominated and selected as
120 Municipal Employee. It will be at SNHU, tickets will be \$35, I invite you to come out and celebrate these
121 nominees.
122

123 **SCHEDULED APPOINTMENTS**

125 **11.2 Annual Update from the Recycle & Transfer Advisory Committee - Ray Bonney, Chair**

127 R. Booney- gave an overview of what the committee has been discussing so far in their meetings.
128

129 D. Ross- has anyone thought to see what the trade is worth on the market vs the 25k trade.
130

131 R. Booney- I thought about keeping it as a backup.
132

133 B. Berthiaume- If you asked our mechanic, he said it is not worth it. It is in disrepair; we are limping it
134 through till the new truck comes in. It needs continuous maintenance.
135

136 R. Duhaime- When do we take delivery?
137

138 R. Booney- May the body is delivered.
139

140 J. Durand- The Fire Chief mentioned in the past a washing system, any idea if that will help?
141

142 B. Berthiaume- we have a washer that we can push under it. We are pushing the PM onto the drivers.
143 Right now we project a 10 year life expectancy on these trucks, maybe we do more like a 8 year plan
144 on these as they are expensive to maintain and fix.
145

146 **11.1 Approval of Easement/ Right of Way across Map 1, Lot 13 for Phase IV of Riverwalk Trail**

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C. Robertson- We got the approval on the warrant article for phase 4. In order to establish the connection to Allenstown, the Hooksett Riverwalk Trail runs through a lot owned by a private citizen, Dick Anagnost (Map 1, Lot 13). This individual has agreed to grant an easement through his property. The dimensions of the Right of Way is 66' x 220'. In order to finalize this agreement, it was necessary to survey the property, mark the boundaries, and draft a formal easement evidencing the agreement.

D. Ross motioned to approve and accept the Easement/ROW across the property between the Town land and the Allenstown town line, Map 1 Lot 13, and authorize the Chair of the Conservation Commission to accept the Right of Way on behalf of the Town. Seconded by A. Walczyk.

A. Walczyk- do you know when it will be done?

C. Robertson- hopefully by the end of next week.

D. Ross- were there any issues with the gas lines?

C. Robertson- that is another issue. On Friday they are going to go out and test to see where the gas lines are.

Roll Call Vote #4

A. Walczyk Aye

R. Lapierre Aye

D. Ross Aye

R. Duhaime Aye

J. Durand Aye

K. Judge Aye

T. Tsantoulis Aye

D. Boutin Aye

J. Sullivan Aye

Vote in favor 9-0

CONSENT AGENDA

T. Tsantoulis motioned to accept the consent agenda 12.1 and 12.2 as presented; seconded by D. Boutin.

Vote in favor 9-0

12.1 \$2,000 check from HealthTrust to the Town of Hooksett for the 2023 town-wide wellness program(s) per RSA 31:95-b, III (b).

12.2 Donation(s) to the Town of Hooksett for the 2023 Hooksett Volunteer Appreciation Dinner per RSA 31:95-b III (b) and RSA 31:95-e II

NOMINATIONS AND APPOINTMENTS

197 ***J. Durand motioned to vacate the seat of Councilor David Ross due to excessive absences;***
 198 ***seconded by D. Ross.***
 199

200 J. Durand- I'd like to thank D. Ross for the time he has served, and I don't think he can do the job
 201 anymore and I think he'd like to go home and eat dinner.
 202

203 J. Sullivan- under 3.2 in the charter there is guidance regarding attendance.
 204

205 D. Ross- I'd like to thank the voters who did vote for me, and I am dory to let them down. I find it
 206 impossible to do my job here and deal with the frustration and personal grief I have experienced here. I
 207 feel this council has lost sight of what its duties are. We are a non-profit service corporation; it is owned
 208 by the residents of Hooksett. When I hear statements like is it taxpayer money, of course it is taxpayer
 209 money all the money in all our accounts is taxpayer money. This council at some point decided that this
 210 is a development business and more interested in the big players. Money that we have that is their
 211 money either given to them by the government or taxed. It breaks my heart to see people drinking
 212 poisoned wells when we have money to provide them some sort of relief. I just can't take it anymore
 213 and it causes me major anxiety being here.
 214

215 R. Lapierre- based on the comments from councilor Ross, it sounds like he no longer wishes to sit on
 216 the council. Is this the appropriate motion to make to vacate his seat or would he like to step down.
 217

218 D. Ross- no let's have a roll call vote to see where everyone sits on this.
 219

220 R. Lapierre- what game are we playing here, we just listened to a 3-minute rant on why you don't want
 221 to serve, but you won't resign I don't understand this is not a game.
 222

223 D. Ross- ye sit is it is the Jim Sullivan show with his side kick Timmy Tsantoulis.
 224

225 J. Sullivan- Mr. Ross please do not ever question my dedication or any other councils for serving.
 226

227 R. Duhaime- this is about serving our town.
 228

229 J. Sullivan- there are no poisoned wells.
 230

231 **Roll Call Vote #5**

232 ***T. Tsantoulis Aye***

233 ***D. Ross Aye***

234 ***R. Duhaime Aye***

235 ***A. Walczyk Nay***

236 ***R. Lapierre Nay***

237 ***K. Judge Nay***

238 ***J. Durand Aye***

239 ***D. Boutin Aye***

240 ***J. Sullivan Aye***
 241

242 ***Vote 6-3***

243
 244 **BRIEF RECESS at 7:00 return from recess at 7:13**

245
 246 J. Sullivan read the rules in which pertains to filling an vacancy of councilor.

247 **OLD BUSINESS**

248

249 **15.1 2023 MS-232 Report of Appropriations Actually Voted totaling \$25,110,820.00.**

250

251 *D. Boutin motioned to sign the "2023 MS-232 Report of Appropriations Actually Voted" totaling*

252 *\$25,110,820.00 seconded by T. Tsantoulis.*

253

254 **Roll Call Vote #6**

255 *J. Durand Aye*

256 *R. Lapierre Aye*

257 *K. Judge Aye*

258 *D. Boutin Aye*

259 *T. Tsantoulis Aye*

260 *A. Walczyk Aye*

261 *R. Duhaime Aye*

262 *J. Sullivan Aye*

263

264 **Vote in favor 8-0**

265

266 **NEW BUSINESS**

267

268 **16.1 Budget Transfer #2023-03 in the amount of \$12,732.00 and #2023-04 in the amount of**

269 **\$19,358.00 from Fire-Rescue's budget to the Administration budget.**

270

271 *R. Lapierre motioned to authorize the Chairman to sign Budget Transfer #2023-03 in the amount*

272 *of \$12,732.00 from Fire Rescue's budget to Administration's budget, Seconded by K. Judge.*

273

274 **Vote in favor 8-0**

275

276 *R. Lapierre motioned to authorize the Chairman to sign Budget Transfer #2023-04 in the amount*

277 *of \$19,358.00 from Fire Rescue's budget to Administration's budget seconded by D. Boutin.*

278

279 **Vote in favor 8-0**

280

281 **16.2 Accept the donation of the Donati Park Pedestrian Bridge structure valued at \$100,000 from**

282 **Macy's Industries of Hooksett, New Hampshire per RSA 31:95 e, II.**

283

284 *R. Lapierre motioned to waive the Town Council Rules of Procedure and vote on the same night*

285 *as a public hearing. Seconded by A. Walczyk.*

286

287 **Vote in favor 7-0**

288

289 *R. Lapierre motioned to accept the donation of the Donati Park Pedestrian Bridge structure*

290 *valued at \$100,000 from Macy's Industries of Hooksett, New Hampshire per RSA 31:95 e, II.*

291 *Seconded by T. Tsantoulis.*

292

293 **Vote in favor 7-0**

294

295 **16.3 Donati Park Pedestrian Bridge Project - Award to the Lewco Company of Springfield, VT for**

296 **\$29,025.00.**

297
 298 ***T. Tsantoulis motioned to approve the award of the Donati Park Pedestrian Bridge Project and***
 299 ***allow the Town Administrator to sign the contract with the Lewco Company for the bid price of***
 300 ***\$29,025.00 and pay for the project from SB 401 Bridge Aid account; seconded by D. Boutin.***
 301
 302 T. Tsantoulis- I want to know why the big difference in all of the bids.
 303
 304 B. Thomas- we hired an engineer to look at this and.
 305
 306 A. Garron- the lowest bidder at \$29,025 met all the bid requirements and was verified by the Engineer.
 307
 308 A. Walczyk- what stands out to me, one of the bids had \$25k for the removal of the bridge, that seems
 309 very high for me. If you removed the cost of the bridge then their bids come close to being competitive.
 310
 311 J. Durand- can we have town staff remove the bridge?
 312
 313 A. Garron- the cost of removal from town staff was not addressed.
 314
 315 J. Durand- this is why we are here to save the town money; it should have been looked at, that bridge
 316 can easily be removed by staff, it is not that big of a deal to remove.
 317
 318 ***J. Durand motioned to table this discussion so we can see if we are able to remove the bridge***
 319 ***ourselves. Seconded by D. Boutin.***
 320
 321 K. Judge- in the bid it says the removal is \$1,000 so we need to see if it will cost us.
 322
 323 B. Thomas- yeah we can look at saving \$1,000 on the removal but I don't think we have staff that has
 324 expertise to do the fittings.
 325
 326 **Roll Call Vote #7**
 327 ***K. Judge Nay***
 328 ***R. Lapierre Nay***
 329 ***R. Duhaime Aye***
 330 ***A. Walczyk Nay***
 331 ***J. Durand Aye***
 332 ***T. Tsantoulis Aye***
 333 ***D. Boutin Aye***
 334 ***J. Sullivan Aye***
 335
 336 ***Vote in favor 5-3***
 337
 338 R. Lapierre- point of clarification J. Durand's motion was just for the removal of the bridge and not the
 339 footings.
 340
 341 **16.4 Sherwood Drive Pipe Lining - Award to the Vortex Company of Livermore, Maine for**
 342 **\$19,790.00.**
 343
 344 ***A. Walczyk motioned to approve the award of the Sherwood Drive Pipe Lining and allow the***
 345 ***Town Administrator to sign the contract with the Vortex Company for the bid price of \$19,790.00***

346 *and pay for the project from the Public Works Drainage Upgrade account; seconded by K.*
 347 *Judge.*

348
 349 T. Tsantoulis- what is the plan for oversight?

350
 351 B. Thomas- yes, we always have oversight, and i want to point out that this is for the lining of the sink
 352 hole.

353
 354 **Roll Call Vote #8**
 355 *R. Lapierre Aye*
 356 *R. Duhaime Aye*
 357 *T. Tsantoulis Aye*
 358 *A. Walczyk Aye*
 359 *J. Durand Aye*
 360 *D. Boutin Aye*
 361 *K. Judge Aye*
 362 *J. Sullivan Aye*

363
 364 ***Vote in favor 8-0***

365
 366 **16.5 Roadway Crack Sealing Bid Acceptance**

367
 368 *R. Lapierre motioned to waive our procurement rules and approve and consent to award the*
 369 *Roadway Crack Sealing bid to Superior Sealcoat, Inc. for \$71,600.00 to be funded out of the*
 370 *current FY 2022-2023 budget; seconded by D. Boutin.*

371
 372 T. Tsantoulis- we've used this vendor in the past.

373
 374 B. Berthiaume- I do think you are correct.

375
 376 R. Duhaime- what roads are they going to do.

377
 378 B. Berthiaume- it depends on gallons. We gave them a priority list to do first. We started with Hackett
 379 Hill and went down from there. The crack sealing will help extend the life of that road. I don't know if we
 380 will get to all of these roads.

381
 382 J. Sullivan- if this 71k is not enough to cover this list, will you be coming back?

383
 384 B. Berthiaume- yes, I will be coming back, I want to keep up with this plan and the list. We are trying to
 385 extend road life and get the most out of our money.

386
 387 **Roll Call Vote #9**
 388 *J. Durand Aye*
 389 *D. Boutin Aye*
 390 *R. Duhaime Aye*
 391 *K. Judge Aye*
 392 *A. Walczyk Aye*
 393 *T. Tsantoulis Aye*
 394 *R. Lapierre Aye*
 395 *J. Sullivan Aye*

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Vote in Favor 8-0

16.6 Proposed Amendment to Roadway Excavation Ordinance # 00-13

R. Lapierre motioned to schedule a Public Hearing at the next Town Council meeting to discuss the proposed amendments to the current Roadway Excavation Ordinance #00-13; seconded by D. Boutin.

Vote in favor 8-0

APPROVAL OF MINUTES

T. Tsantoulis motioned to approve the public minutes of March 22, 2023; seconded by D. Boutin.

Vote in Favor 7-0

T. Tsantoulis motioned to approve the non-public minutes of March 22, 2023; seconded D. Boutin.

Vote in Favor 7-0

TOWN ADMINISTRATOR'S REPORT

- JSJ Auction Results-Approx. 55-60 in attendance @ Underhill Elementary School. Everything that JSJ said would happen did. We had 2 parcels that we did not get what was owed on back taxes. But they did sell and we now have them back on the tax roll. In total taxes owed was \$402,007.16 and final bid amounts were \$428,000.00.

J. Durand- if the bid was over what was owed do we have to give that excess back to the prior owner?

A. Garron- Yes, we are only allowed to retain what is owed and any other costs associated to the parcel.

J. Sullivan- the interpleader would be that if we cannot find the aires after 3 years then the town gets rights to get those excess funds.

Kim- it is a new law and has not had time to get to that point, so I will get clarification.

- Hooksett Fire Rescue Badge Pinning Ceremony-Safety Center-4pm- I will be attending that.
- Volunteer Appreciation Night- April 13, 2023, at Hooksett Library 5:30-7:30 Tsantoulis and Sullivan will be there in attendance.
- Safety Center Roof RFP due April 25, 2023. When the rain caused issues at the safety center the roofing needed to be repaired, that project is advancing.
- Congrats to Tom Bartula for achieving his NH master's roads scholar program through UNT2.
- Inter-Municipal Agreement with Allenstown for Car Registrations- will only take place when each town has emergency closures. We are looking forward to having that coverage when needed. The Allenstown BOS has approved this already.

D. Boutin motioned to enter into an Intermunicipal Agreement with the Town of Allenstown where each Town's Motor Vehicle Department may provide coverage for the other Town during

TC MINUTES

4-12-2023

9

447 **periods of emergency office closure. Effective upon the signing of the agreement. Approved by**
 448 **Allenstown BOS on March 20, 2023; seconded by A. Walczyk.**
 449

450 **Vote in favor 8-0**
 451

452 A. Walczyk- how will this work?
 453

454 Kim- this will only be for when the TC has to close due to illness, or extended leave, or vacation. And
 455 same for them. It wouldn't be for a storm or a 1-day closure.
 456

457 T. Tsantoulis- is the DMV software interchangeable so that there is no cost to do this.
 458

459 Kim- yes, the software is the same, we can access their database.
 460

- 461 • Fish ladder project update- Start date May 2, 2023- they are hoping to conclude by October of
- 462 this year.
- 463 • Employee Appreciation- I thank everyone for a successful Employee Appreciation Day. TH
- 464 employees were successful in winning family feud.
- 465 • Spring Wellness Program- looking to kick that off soon the program is Lighten up.
 466

467 D. Fitzpatrick- we had 80 employees come to the event. Councilors participated and delivered food.
 468 Thank you to all the wellness coordinators. Our wellness dollars that you accepted today will be used
 469 for another program to make aware to the employee's wellness in all aspects of their lives not just
 470 nutritional.
 471

472 A. Walczyk- thank you to Donna for planning such a great event.
 473

474 **TOWN COUNCIL FUTURE AGENDA ITEMS**

475
 476 K. Judge- Splash pad and is that coming back?
 477

478 R. Duhaime- what about Pinnacle Park are they coming back to present? And what about the lighting at
 479 Lilac Bridge?
 480

481 **INFORMATIONAL ITEMS AND CORRESPONDENCE- None**

482 **SUB-COMMITTEE REPORTS**

483
 484
 485 A. Walczyk- for CC we are still looking to get cameras at Hedge Pond, and a beautify Hooksett event
 486 on earth day April 22nd and to help clean up some of the parks including Clay Pond.
 487

488 R. Lapierre- We reconvened the ARPA sub committee and we need a 3rd member, and we meet Friday
 489 mornings but not every Friday morning.
 490

491 K. Judge volunteered to sit on the committee.
 492

493 R. Duhaime- we had a ZB meeting last night, we had 2 ADU being added. We also voted on adding
 494 alternates.
 495

496 K. Judge- I want to thank the Hooksett employees and council for their support during the passing of
 497 my father.

TC MINUTES

4-12-2023

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PUBLIC INPUT- NONE

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

J. Sullivan motioned to enter NON-PUBLIC SESSION #1 NH RSA 91-A:3 II I.; seconded by T. Tsantoulis.

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

Roll Call Vote #10

K. Judge Aye

T. Tsantoulis Aye

R. Lapierre Aye

D. Boutin Aye

J. Durand Nay

A. Walczyk Aye

R. Duhaime Aye

J. Sullivan Aye

Vote in favor 7-1

J. Sullivan motioned to leave non-public session of April 12, 2023, at 8:51 pm; seconded by T. Tsantoulis

Vote in favor 8-0

J. Sullivan motioned to seal the minutes of April 12, 2023; seconded by T. Tsantoulis.

Roll Call #11

T. Tsantoulis Aye

R. Lapierre Aye

J. Durand Aye

K. Judge Aye

A. Walczyk Aye

R. Duhaime Aye

D. Boutin Aye

J. Sullivan Aye

Vote in favor 8-0

ADJOURNMENT

J. Sullivan motioned to adjourn the meeting at 8:51 pm. Seconded by D. Boutin.

All in favor 8-0

Respectfully submitted,

Alicia Jipson

TC MINUTES

4-12-2023

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548
549 Alicia Jipson
550 Recording Clerk