



AGENDA

Town of Hooksett Town Council

Wednesday, July 26, 2023 at 6:00 PM

A meeting of the Town Council will be held Wednesday, July 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 accept a donation of dugouts for the upper softball fields at Donati Field from the Hooksett Youth Athletic Association (HYAA) to the Town of Hooksett for the Department of Public Works in the amount of \$10,467.06 per RSA 31:95-e, II. Staff Report - SR-23-111 - Pdf	5 - 8
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7. SPECIAL RECOGNITION	
7.1. Lucille Provencher – Celebrating 100 Years	
7.2. Hooksett Municipal Employee - New Hire	
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10.1. Hip Peas Development, #191 West River Road, Release of \$22,464.75 Landscape Bond Staff Report - SR-23-118 - Pdf	15 - 25
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Anyone requesting auxiliary aids or services is asked to contact the Administration Department five business days prior to the meeting.

10.3.	Motion to accept a donation of \$600.00 from Aaron Cockrum through the Fellowship Church to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b, III(b) and return that amount to the Police Department's donation line to be used for the L.E.A.D. Program or PD sponsored community events. Staff Report - SR-23-128 - Pdf	29
10.4.	Motion to allow the Hooksett Police Department to accept donations of raffle prizes with a combined estimated value less than \$5,000.00 from residents and any other business or association willing to donate to the Town of Hooksett for the Hooksett Police Departments L.E.A.D. Program, per RSA 31:95-e:II. Staff Report - SR-23-129 - Pdf	31
10.5.	Accept the donation of \$1,740.00 from the Fellowship Church in the form of volunteers and materials to the Town of Hooksett for DPW Parks & Recreation Division per RSA 31:95-e:II. Staff Report - SR-23-131 - Pdf	33 - 35
11.	NOMINATIONS AND APPOINTMENTS	
12.	BRIEF RECESS	
13.	OLD BUSINESS	
13.1.	Hooksett Police Department K-9 Program continuation Staff Report - SR-23-124 - Pdf	37 - 38
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14.	NEW BUSINESS	
14.1.	Acceptance of a donation of dugouts for the upper softball fields at Donati Field from the Hooksett Youth Athletic Association (HYAA) to the Town of Hooksett for the Department of Public Works in the amount of \$10,467.06 per RSA 31:95-e, II. Staff Report - SR-23-112 - Pdf	43 - 46
14.2.	Acceptance of a donation of \$14,000.00 from Amazon to the Hooksett Fire Department for the purchase of new fire equipment that will help them adequately service the Amazon site per RSA 31:95-b, III(a). Staff Report - SR-23-136 - Pdf	47 - 48
14.3.	Budget Transfer #2023-05 in the amount of \$5,997.00 from Police's budget to the Administration budget in FY 2022-23. Staff Report - SR-23-121 - Pdf	49 - 51
14.4.	Presentation of the Capital Improvement Plan adopted by the Planning Board on June 19, 2023 Staff Report - SR-23-122 - Pdf	53 - 75
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Anyone requesting auxiliary aids or services is asked to contact the Administration Department five business days prior to the meeting.

14.6.	Purchase of new Plow Truck Staff Report - SR-23-132 - Pdf	81 - 92
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14.8.	Petersbrook Park Sitework RFP Staff Report - SR-23-134 - Pdf	95 - 118
14.9.	Charter Subcommittee Update and Recommendations Staff Report - SR-23-125 - Pdf	119 - 120
14.10.	Town Council Goals 2023/2024 Staff Report - SR-23-126 - Pdf	121
15.	APPROVAL OF MINUTES	
15.1.	Public: 7/12/23 TC Minutes 07122023	123 - 136
15.2.	Non-Public: 7/12/23	
16.	TOWN ADMINISTRATOR'S REPORT	
17.	TOWN COUNCIL FUTURE AGENDA ITEMS	
18.	INFORMATIONAL ITEMS AND CORRESPONDENCE	
19.	SUB-COMMITTEE REPORTS	
20.	PUBLIC INPUT	
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.	

Anyone requesting auxiliary aids or services is asked to contact the Administration Department five business days prior to the 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 accept a donation of dugouts for the upper softball fields at Donati Field from the Hooksett Youth Athletic Association (HYAA) to the Town of Hooksett for the Department of Public Works in the amount of \$10,467.06 per RSA 31:95-e, II.
Meeting: Town Council - 26 Jul 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, July 26, 2023 @ 6:00pm at the Hooksett Town Hall Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept a donation of \$10,467.06 (in the form of dugouts for the upper softball field at Donati Park) from the Hooksett Youth Athletic Association to the Town of Hooksett for the Department of Public Works per RSA 31:95-e, II. For documentation or questions, please contact the Hooksett Public Works Department at 603-668-8019.

FINANCIAL IMPACT:

Donation for a total of \$10,467.06.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

1. Open Public Hearing.
2. Listen to public input.
3. Close public hearing.
4. Waive the rules and proceed to New Business section of this agenda, discuss this item and vote.

SUGGESTED MOTION:

1. Motion to open Public Hearing.
2. Listen to public input.
3. Motion to close public hearing.
4. Motion to waive the rules and proceed to New Business section of this agenda, discuss this item and vote.

TOWN ADMINISTRATOR'S RECOMMENDATION:

See recommendation under New Business

ATTACHMENTS:

[Public Hearing Notice for Donation
Section 31_95-e](#)

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council will be holding a public hearing on Wednesday, July 26, 2023 @ 6:00pm at the Hooksett Town Hall Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept a donation of \$10,467.06 (in the form of dugouts for the upper softball field at Donati Park) from the Hooksett Youth Athletic Association to the Town of Hooksett for the Department of Public Works per RSA 31:95-e, II. For documentation or questions, please contact the Hooksett Public Works Department at 603-668-8019.

TITLE III TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 31 POWERS AND DUTIES OF TOWNS

Miscellaneous

Section 31:95-e

31:95-e Acceptance of Personal Property Donated to Towns and Village Districts. –

I. Any town or village district at an annual meeting may adopt an article authorizing the board of selectmen or board of commissioners to accept gifts of personal property, other than money, which may be offered to the town or village district for any public purpose, and such authorization shall remain in effect until rescinded by a vote of town or village district meeting.

II. Prior to the acceptance of any such gift with a value of \$5,000 or more, the selectmen or board of commissioners shall hold a public hearing on the proposed acceptance. For gifts with a value of less than \$5,000, a public hearing on the proposed acceptance shall be at the discretion of the selectmen or board of commissioners. If no public hearing is held, the board of selectmen or board of commissioners shall post notice of the gift in the agenda and shall include notice in the minutes of the board of selectmen or board of commissioners meeting at which such gift is discussed. The acceptance of gifts under this paragraph shall be made in public session of any regular board of selectmen or board of commissioners meeting.

III. No acceptance of any personal property under the authority of this section shall be deemed to bind the town or village district to raise, appropriate or expend any public funds for the operation, maintenance, repair, or replacement of such personal property.

Source. 1991, 25:2, eff. June 18, 1991. 1997, 105:2, eff. Aug. 8, 1997. 1998, 196:1, eff. Aug. 17, 1998. 2008, 24:1, eff. July 11, 2008.

Town Council
STAFF REPORT



To: Town Council
Title: Public Hearing to accept a donation of \$14,000.00 from Amazon to the Hooksett Fire Department for the purchase of new fire equipment that will help them adequately service the Amazon site per RSA 31:95-b, III(a).
Meeting: Town Council - 26 Jul 2023
Department: Administration
Staff Contact: Wendy Baker, Executive Assistant

BACKGROUND INFORMATION:

See attached letter.

FINANCIAL IMPACT:

Donation for \$14,000

POLICY IMPLICATIONS:

None

RECOMMENDATION:

1. Open Public Hearing.
2. Listen to public input.
3. Close public hearing.
4. Waive the rules and proceed to New Business section of this agenda, discuss this item and vote.

SUGGESTED MOTION:

1. Motion to open Public Hearing.
2. Listen to public input.
3. Motion to close public hearing.
4. Motion to waive the rules and proceed to New Business section of this agenda, discuss this item and vote.

TOWN ADMINISTRATOR'S RECOMMENDATION:

See recommendation under new business

ATTACHMENTS:

[Public Hearing Notice-Amazon donation](#)
[Ltr to Town Council 7.17.23](#)

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council will be holding a public hearing on Wednesday, July 26, 2023, at 6:00pm at the Hooksett Town Hall Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept a donation of \$14,000.00 from Amazon to the Hooksett Fire Department for the purchase of new fire equipment that will help them adequately service the Amazon site per RSA 31:95-b, III(a). For documentation or questions contact the Town Administrator at agarron@hooksett.org.



July 17, 2023

Hooksett Town Council
35 Main Street
Hooksett, NH 03106

Dear Hooksett Town Council,

As discussed with Town Administrator Garron, Fire Chief Colburn, and Code Enforcement Officer Pendergast, Amazon intends to upgrade its facility located at 400 Quality Drive (the "Site"). Part of the upgrade is a proposed canopy project (the "Canopy Project"), which is key to ensuring that Amazon can safely and efficiently load packages into its delivery vans regardless of weather conditions and bring the facility more in line with our current design standards.

The Canopy Project requires relocating the fire lane from adjacent to the building to outside of the canopy. As a result of the relocation of the fire lane, Hookset Fire Department ("HFD") indicated that a handline on four fire trucks would need to be changed from a 1.75" handline to a 2" handline to adequately service the Site following completion of the Canopy Project. According to HFD, based on their consultation with HFD's sales representative, the cost of the new fire equipment would be \$3,500/truck for four trucks (\$14,000 total). Amazon will happily donate the funds needed to purchase the new fire equipment so that, following completion of the Canopy Project, HFD can adequately service the Site.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Daniel", written over a horizontal line.

Eric Daniel
Entitlements Manager
Amazon



**NOTICE OF COMBINED PUBLIC OFFICIALS/PUBLIC
INFORMATIONAL MEETING
HOOKSETT 44098**

**THIS PROJECT WILL INVOLVE THE PRESERVATION OF
THE BRIDGE CARRYING DONATI DRIVE OVER I-93
IN THE TOWN OF HOOKSETT**

MEETING INFORMATION:

**JULY 26, 2023
6:00 PM**

**35 MAIN STREET
HOOKSETT, NH**

**AS PART OF REGULARLY SCHEDULED
TOWN COUNCIL MEETING**

The purpose of this meeting is to present citizens and public officials with the latest information regarding the proposed project and to solicit public input in order to ensure that project decisions meet public transportation needs, community goals, and protect and enhance the environment. Accordingly, NHDOT assures that this project will be administered according to the requirements of Title VI of the Civil Rights Act of 1964 and all related statutes to ensure nondiscrimination.

Any individuals needing assistance or auxiliary communication equipment due to sensory impairment or other disability, should contact the Bureau of Right-of-Way, NHDOT, PO Box 483, Concord, New Hampshire 03302-0483 or call 603-271-3222 – TDD Access: Relay NH 1-800-735-2964. Notification for the need of assistance should be made at the earliest convenience.

THE PUBLIC IS INVITED AND ENCOURAGED TO ATTEND

**HOOKSETT
44098**

STAFF REPORT



To: Town Council
Title: Hip Peas Development, #191 West River Road, Release of \$22,464.75 Landscape Bond
Meeting: Town Council - 26 Jul 2023
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

A landscape bond is currently being held for the Hip Peas Development, #191 West River Road in the amount of \$22,464.75. Two years has passed, and the work is complete and acceptable, therefore it is recommended that the bond be returned to the developer (Cash-MBIA #234).

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Release landscape bond of \$22,464.75 to the Developer (Cash-MBIA #234).

SUGGESTED MOTION:

Motion Release landscape bond of \$22,464.75 to the Developer (Cash-MBIA #234) for #191 West River Road.

ATTACHMENTS:

[002 Bond release Memo](#)

[003 Bond Documentation](#)

[Hip Peas Photos](#)



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:
Date: June 28, 2023
Re: Hip Peas Bond Release Memo

Please be advised that two years has passed and the landscaping at the referenced site is acceptable. I recommend that the bond of \$22,464.75 may be released to the Developer.

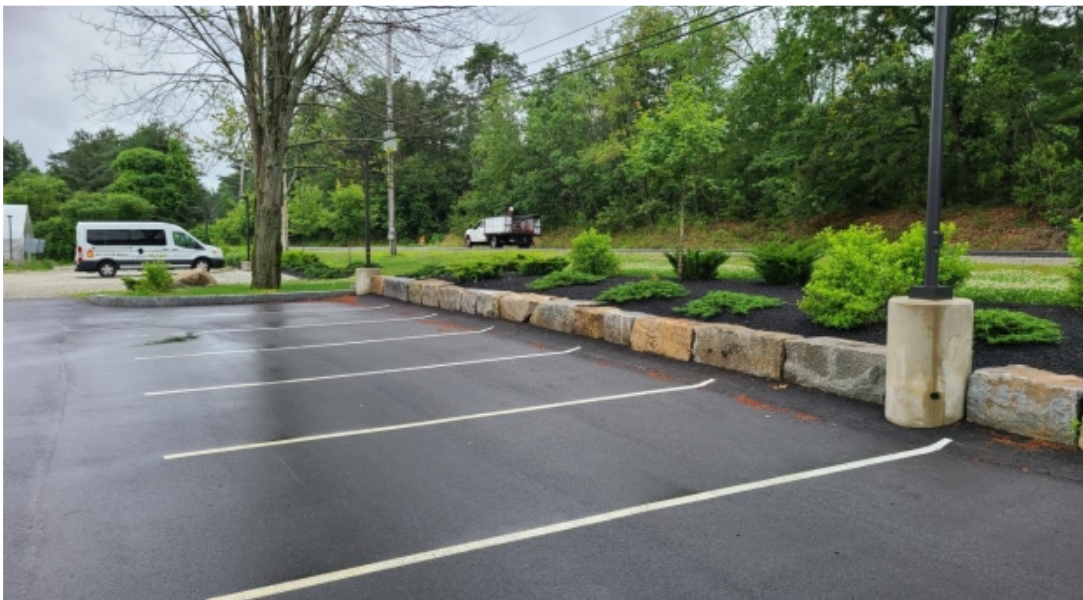
Please contact me with any questions or comments.

Town of Hooksett				6/28/2023
Performance Sureties Located at the Finance Dept				
Project Name	Reason	Amount	Origination Date	Expiration Date
Hip Peas Farm				
Irrevocable Letter of Credit				
Enterprise Bank #43067-A	Site Plan Improvements	46,684.54	06/02/21	6/2/2022 10/13/2021
Cash - MBIA # 234	Landscape Surety	22,464.75	07/19/21	

















Town Council

STAFF REPORT



To: Town Council

Title: Accept Southeastern NH HazMat Mutual Aid District funds reimbursed to the Town of Hooksett, NH in the amount of \$1,504.47 for Hooksett Fire-Rescue Department HazMat Team members overtime/backfill costs from Apr 1, 2023 - June 30, 2023, per NH RSA 31:95-b III(b).

Meeting: Town Council - 26 Jul 2023

Department: Fire and Rescue

Staff Contact: Regina Howard, Administrative Assistant

BACKGROUND INFORMATION:

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

FINANCIAL IMPACT:

\$1504.47

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Accept reimbursement funds

SUGGESTED MOTION:

Motion to accept Southeastern NH HazMat Mutual Aid District funds reimbursed to the Town of Hooksett, NH in the amount of \$1,504.47 for Hooksett Fire-Rescue Department HazMat Team members overtime/backfill cost reimbursement from Apr 1 2023 - June 30 2023, per NH RSA 31:95-b III(b).

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

Town Council
STAFF REPORT



To: Town Council
Title: Motion to accept a donation of \$600.00 from Aaron Cockrum through the Fellowship Church to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b, III(b) and return that amount to the Police Department's donation line to be used for the L.E.A.D. Program or PD sponsored community events.
Meeting: Town Council - 26 Jul 2023
Department: Police Department
Staff Contact: Jake Robie, Captain

BACKGROUND INFORMATION:

Aaron Cockrum through the Fellowship Church is donating money they raised to the Hooksett Police Department to be used for the L.E.A.D. Program and/or PD sponsored community events.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Accept the generous donation.

SUGGESTED MOTION:

Motion to accept a donation of \$600.00 from Aaron Cockrum through the Fellowship Church to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b, III(b) and return that amount to the Police Department's donation line to be used for the L.E.A.D. Program or PD sponsored community events.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

Town Council
STAFF REPORT



To: Town Council
Title: Motion to allow the Hooksett Police Department to accept donations of raffle prizes with a combined estimated value less than \$5,000.00 from residents and any other business or association willing to donate to the Town of Hooksett for the Hooksett Police Departments L.E.A.D. Program, per RSA 31:95-e:II.
Meeting: Town Council - 26 Jul 2023
Department: Police Department
Staff Contact: Jake Robie, Captain

BACKGROUND INFORMATION:

SRO Bergeron is collecting raffle prizes to raffle off at our National Night Out event on August 1, 2023. The proceeds from the raffle will go towards the L.E.A.D. (Law Enforcement Against Drugs) Program.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Accept the donations.

SUGGESTED MOTION:

Motion to allow the Hooksett Police Department to accept donations of raffle prizes with a combined estimated value less than \$5,000.00 from residents and any other business or association willing to donate to the Town of Hooksett for the Hooksett Police Departments L.E.A.D. Program, per RSA 31:95-e:II.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

Town Council STAFF REPORT



To: Town Council
Title: Accept the donation of \$1,740.00 from the Fellowship Church in the form of volunteers and materials to the Town of Hooksett for DPW Parks & Recreation Division per RSA 31:95-e:II.
Meeting: Town Council - 26 Jul 2023
Department: Public Works
Staff Contact: Ben Berthiaume, Public Works Director

BACKGROUND INFORMATION:

The Fellowship Church would like to bless the town with their donation of volunteers and materials for multiple small projects. Below is a description of each project and associated dollar amount that the town would be accepting.

Donati Park Labor Donation – This would consist of a team of volunteers weeding within the softball/baseball infields as well as assisting Parks and Rec crews with cleanup from edging the running track. A team of 6 volunteers is envisioned for this task for 4-6 hours. Estimated donation value in labor is \$540.00

Town Hall Gymnasium Labor and Material Donation – This would consist of a team of volunteers providing repairs needed to the steps going up to the stage where there are some damaged treads. Their team will have replacement boards stained and ready to install. This team would also like to provide a thorough cleaning of the gymnasium floor consisting of sweeping and mopping. This team would consist of approximately 4 volunteers and would take 3-4 hours. The estimated donation value of labor and material is \$300.00

Town Hall Upper North East Wing Labor Donation – This would consist of a team of volunteers providing repairs and labor to clean out the rooms of unneeded junk and furniture, clean the rooms, patch areas of walls around windows that have been crumbling off and re-paint. This team would consist of approximately 6 volunteers and would take 4-6 hours to complete. All materials that have been identified by town departments to be saved have been tagged and the remaining items will be brought to the transfer station following town procedures. The estimated donation value of labor and material is \$600.00

Lamberts Park Horseshoe Pit Construction – This project would consist of a team of volunteers providing labor to construct the new horseshoe pits at Lamberts Park. This is a project brought forward by the Parks and Recreation Advisory Board which has been designed and vetted out by their board. Parks and Recreation would provide the materials for this project and the volunteers would build these with the oversight of Parks and Recreation. This team would consist of approximately 4 volunteers and would take 4-5 hours. The estimated donation value of labor is \$300.00

FINANCIAL IMPACT:

Total donation valued at \$1,740.00.

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Accept the donation of \$1,740.00 from the Fellowship Church in the form of volunteers and materials to the Town of Hooksett for DPW Parks & Recreation Division per RSA 31:95-e:II.

SUGGESTED MOTION:

Motion to accept the donation of \$1,740.00 from the Fellowship Church in the form of volunteers and materials to the Town of Hooksett for DPW Parks & Recreation Division per RSA 31:95-e:II.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

ATTACHMENTS:

[Section 31 95-b](#)

TITLE III TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 31 POWERS AND DUTIES OF TOWNS

Miscellaneous

Section 31:95-b

31:95-b Appropriation for Funds Made Available During Year. –

I. Notwithstanding any other provision of law, any town or village district at an annual meeting may adopt an article authorizing, indefinitely until specific rescission of such authority, the board of selectmen or board of commissioners to apply for, accept and expend, without further action by the town or village district meeting, unanticipated money from the state, federal or other governmental unit or a private source which becomes available during the fiscal year. The following shall apply:

(a) Such warrant article to be voted on shall read: "Shall the town (or village district) accept the provisions of RSA 31:95-b providing that any town (or village district) at an annual meeting may adopt an article authorizing indefinitely, until specific rescission of such authority, the selectmen (or commissioners) to apply for, accept and expend, without further action by the town (or village district) meeting, unanticipated money from a state, federal, or other governmental unit or a private source which becomes available during the fiscal year?"

(b) If a majority of voters voting on the question vote in the affirmative, the proposed warrant article shall be in effect in accordance with the terms of the article until such time as the town or village district meeting votes to rescind its vote.

II. Such money shall be used only for legal purposes for which a town or village district may appropriate money.

III. (a) For unanticipated moneys in the amount of \$10,000 or more, the selectmen or board of commissioners shall hold a prior public hearing on the action to be taken. Notice of the time, place, and subject of such hearing shall be published in a newspaper of general circulation in the relevant municipality at least 7 days before the hearing is held.

(b) The board of selectmen may establish the amount of unanticipated funds required for notice under this subparagraph, provided such amount is less than \$10,000. For unanticipated moneys in an amount less than such amount, the board of selectmen shall post notice of the funds in the agenda and shall include notice in the minutes of the board of selectmen meeting in which such moneys are discussed. The acceptance of unanticipated moneys under this subparagraph shall be made in public session of any regular board of selectmen meeting.

IV. Action to be taken under this section shall:

(a) Not require the expenditure of other town or village district funds except those funds lawfully appropriated for the same purpose; and

(b) Be exempt from all provisions of RSA 32 relative to limitation and expenditure of town or village district moneys.

Source. 1979, 42:1. 1991, 25:1. 1993, 176:3, eff. Aug. 8, 1993. 1997, 105:1, eff. Aug. 8, 1997. 2005, 188:2, eff. Aug. 29, 2005. 2014, 237:1, eff. Sept. 19, 2014.

Town Council STAFF REPORT



To: Town Council
Title: Hooksett Police Department K-9 Program continuation
Meeting: Town Council - 26 Jul 2023
Department: Police Department
Staff Contact: Justin Sargent, Chief of Police

BACKGROUND INFORMATION:

The Hooksett Police Department reinstated its K-9 Program in July of 2018, thanks to a grant from the Stanton Foundation. The foundation provided the necessary funding to initiate and sustain the program over the past five years, covering expenses such as the K-9, handler training, food, vet bills, and dog accessories. In addition to the initial grant, other donations have also played a crucial role in supporting the program. The Deerfield Vet clinic provides free veterinarian services for our K-9, while Osbourne's Agway supplies food at no charge. Generous donations from local businesses, residents, and supporters of the Hooksett K-9 Program have helped establish a trust fund to cover all costs associated with the program. Remarkably, this program has operated for approximately five years without any budgeted costs for the town.

I am requesting to continue the K-9 program by purchasing a new K-9 and accessories from the K-9 Trust. Additionally, I propose utilizing the Police Department's Overtime line to cover the K-9 Handler's overtime costs related to K-9 training. The residents of Hooksett have shown their dedication to this program by graciously voting for a brand new Chevy Tahoe to be transformed into a K-9 vehicle, which represents the most substantial expense associated with sustaining the program. During the council meeting, a PowerPoint presentation with detailed K-9 statistics and information will be provided.

This program holds great importance for our community and police department, and I sincerely hope we can continue its operation in the future.

FINANCIAL IMPACT:

This would cost the town money that is already earmarked for Police Overtime. It would be approximately \$12,000.00 a year to pay for the K-9 Handler's K-9 training overtime as well as the continued maintenance on the Police K-9 vehicle. Also a K-9 and accessories would need to be purchased from the K-9 Trust which is funded through donations and currently sits at roughly \$11,000.00.

POLICY IMPLICATIONS:

K-9 Policy already in place no issues.

RECOMMENDATION:

I would recommend the continued support of the Hooksett Police Department's K-9 program.

SUGGESTED MOTION:

Motion to support the Police K-9 Program to include the use of the Police Departments overtime fund to pay for the K-9 Handlers training overtime costs.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion

Town Council
STAFF REPORT



To: Town Council
Title: Presentation of data on trash collection of Hooksett condos. - Ben Berthiaume, Public Works Director and Denise Cummings, Transfer Station Crew Chief to present
Meeting: Town Council - 26 Jul 2023
Department: Public Works
Staff Contact: Ben Berthiaume, Public Works Director

BACKGROUND INFORMATION:

At the 5/10/23 Town Council meeting, Councilor Tsantoulis said - I suggest we do a follow up at a future meeting in regard to the trash collection in condos and where we stand. Staff got together to pull everything into one easy to read facts and figures sheet. See the attached information for use in a Town Council discussion.

FINANCIAL IMPACT:

See data sheet

POLICY IMPLICATIONS:

Policies would need to be changed

RECOMMENDATION:

Review the information and discuss any next steps.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Report submitted for Town Council's review and consideration for its next step with this proposal

ATTACHMENTS:

[Condo Trash Collection Information](#)

Current Condominium arrangements

- There are a total of **1,273 Condo units** in Hooksett at 14 different locations
- Each location has different trash pickup and abilities, some can only have Dumpsters while some have the ability for barrels. Each Condo association negotiates their own garbage collection vendor and pricing agreement
- The current yearly reimbursement by Hooksett for all Condominium associations is **\$53,992.11**
This is based on **21 lbs per unit per week** at **\$77.68/ton**
- In July of 2023 the reimbursement amount will increase based on the towns increased tipping costs which are set to be \$89/ton. The new reimbursement amount will be **\$61,860.16**
- The Hooksett Condo reimbursement rate will increase **5% each year** in July based on our agreement with the receiving facility. Example, in July of 2024 the reimbursement rate will be **\$93.45/ton** and will set the yearly condo reimbursement amount to **\$64,953.36**

Options to Consider for Condominiums

- **Do nothing and keep what has been established by previous councils**
- **Increase reimbursement amount**
 - o change from **21 lbs per unit per week** to **31 lbs per unit per week**
 - o Based on the July 2023 new tipping fees at **\$89/ton** this would result in the Hooksett Condo reimbursement yearly amount increasing to **\$91,317.38** from the previous amount of **\$61,860.16**
- **Town of Hooksett Picks up Condominium Trash**
 - o This option would require additional resources to perform and would need input from each condominium.
 - o Some condominiums cannot have barrels since there is no space or storage for them and would require dumpsters. **The town does not currently have the vehicles to pickup trash from dumpsters**
 - o Additional yearly tipping fees for trash collected by the town and disposed of is estimated to be **\$118,000** at the new tipping fee cost of \$89/per ton with the estimated total yearly tonnage collected from condominiums to be **1,324 tons**
 - o Town will need a new trash truck with ability to pickup dumpsters that is estimated to be **\$350,000**
 - o An additional driver to support the new services is estimated at **\$75,000** yearly
 - o Initial investment in barrels or dumpsters would be required but unknown until we understand the needs of each condominium with barrels versus dumpsters. If all units were to get 2 barrels each at \$80.00/barrel that would be an estimated initial cost to the town of **\$200,000**.

Year one total investment and cost to the town estimated to be \$743,000 based on providing barrels to all units. This would be offset by \$61,860 from condo reimbursement that would not be paid. Total Net cost to town would be \$681,140

- **Town of Hooksett Privatizes Condominium Trash Pickup**
 - o This option would require the town to put the trash pickup through the RFP process. This would be for collection only and the trucks would drop off condominium trash at the Hooksett Transfer Station for the town to dispose of at the appropriate facility. It is unknown what the cost for this service would be at this time.
 - o This would not require any additional equipment or staff but would result in more trips to the disposal facility each week.
 - o The towns tipping fees for disposal of the condominium trash would increase by approximately be **\$118,000** at the new tipping fee cost of \$89/per ton with the estimated total yearly tonnage collected from condominiums to be **1,324 tons**

Things to Consider

- If condominium trash pickup is decided to move forward, **amendments to the development regulations and recycle and transfer ordinance 00-31 would be required**
- Future Condominium projects that have been approved by the town but have not been built to date. There are 344 additional units in 6 locations that could be built.
- Equipment failures and breakdowns. If the town only has one truck with the ability to pickup dumpsters there is no redundancy.

Town Council

STAFF REPORT



To: Town Council
Title: Acceptance of a donation of dugouts for the upper softball fields at Donati Field from the Hooksett Youth Athletic Association (HYAA) to the Town of Hooksett for the Department of Public Works in the amount of \$10,467.06 per RSA 31:95-e, II.
Meeting: Town Council - 26 Jul 2023
Department: Public Works
Staff Contact: Ben Berthiaume, Public Works Director

BACKGROUND INFORMATION:

HYAA would like to replace the dugouts for the upper softball field at Donati Park. The total donated value to the town is \$10,467.06. The current dugouts are timber frames with asphalt shingle roof that are in need of repairs and upgrades. Parks and Rec crews would be responsible for demolition and removal of existing structure and HYAA would coordinate the contractor to install the new dugout structures. This project will take place this year during the off season.

FINANCIAL IMPACT:

Donation for a total of \$10,467.06.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

Accept the HYAA donation of \$10,467.06 in the form of dugouts for the upper softball field at Donati Park from the Hooksett Youth Athletic Association to the Town of Hooksett for the Department of Public Works per RSA 31:95-e, II.

SUGGESTED MOTION:

Motion to accept the HYAA donation of \$10,467.06 in the form of dugouts for the upper softball field at Donati Park from the Hooksett Youth Athletic Association to the Town of Hooksett for the Department of Public Works per RSA 31:95-e, II.

ATTACHMENTS:

[Section 31 95-e Acceptance of Personal Property Donated to Towns and Village Districts.](#)
[Blue Ribbon Project Estimate](#)

TITLE III TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 31 POWERS AND DUTIES OF TOWNS

Miscellaneous

Section 31:95-e

31:95-e Acceptance of Personal Property Donated to Towns and Village Districts. –

I. Any town or village district at an annual meeting may adopt an article authorizing the board of selectmen or board of commissioners to accept gifts of personal property, other than money, which may be offered to the town or village district for any public purpose, and such authorization shall remain in effect until rescinded by a vote of town or village district meeting.

II. Prior to the acceptance of any such gift with a value of \$5,000 or more, the selectmen or board of commissioners shall hold a public hearing on the proposed acceptance. For gifts with a value of less than \$5,000, a public hearing on the proposed acceptance shall be at the discretion of the selectmen or board of commissioners. If no public hearing is held, the board of selectmen or board of commissioners shall post notice of the gift in the agenda and shall include notice in the minutes of the board of selectmen or board of commissioners meeting at which such gift is discussed. The acceptance of gifts under this paragraph shall be made in public session of any regular board of selectmen or board of commissioners meeting.

III. No acceptance of any personal property under the authority of this section shall be deemed to bind the town or village district to raise, appropriate or expend any public funds for the operation, maintenance, repair, or replacement of such personal property.

Source. 1991, 25:2, eff. June 18, 1991. 1997, 105:2, eff. Aug. 8, 1997. 1998, 196:1, eff. Aug. 17, 1998. 2008, 24:1, eff. July 11, 2008.

Softball Field 1

Estimate Approval - SS-152



Hooksett Softball League

Donati Drive
Hooksett, NH 03106

Blue Ribbon Property Improvements

blueribbonnh@gmail.com
(603) 624-5400

Dugout fence work 1st base line **\$4,004.51**

These workareas are: Quoted Price pricing*

Blue Ribbon To Supply and install the following materials:

- (3) 2 1/2" Black Vinyl posts
- (46') feet of 6' 8 gauge Black vinyl chain link fence
- (7) 21' 1 5/8" heavy top rail
- (1) Misc fittings for attaching to existing 4" uprights
- (1) Labor to install

Note: Town to remove the existing dugouts for us to install new posts

Dugout fence work 3rd base line **\$6,462.55**

These workareas are: Quoted Price pricing*

Blue Ribbon To Supply and install the following materials:

- (3) 4" Black Vinyl posts
- (3) 2 1/2" Black Vinyl posts
- (60') feet of 6' 8 gauge Black vinyl chain link fence
- (7) 21' 1 5/8" heavy top rail
- (1) Misc fittings for attaching to existing 4" uprights
- (1) Labor to install

Note: Town to remove the existing dugouts for us to install new posts

Date: _____	<i>(due on signing)</i>	Down Payment	\$0.00
	<i>(due on mm/dd/yyyy)</i>	Final Payment	\$10,467.06
Name: _____		Total	\$10,467.06

Signature:

* Sales tax, if applicable, is not represented on this proposal

Terms and Conditions:

Terms and Conditions

1. Representative agrees to assume responsibility for any installation, location or other construction covered under this contract, being within his property lines and not in violation of setbacks or other restrictions, covenants, zoning ordinances, or building codes of the government having jurisdiction.
2. All property lines and grades are to be established by the Owner. All necessary grading of the proposed site shall be done by and at the expense of the Owner. Obstructions of any kind which interfere in any way with the construction of the fence, unless otherwise specified or if the site preparation is not completed by the owner by the specified date, additional charges will be added to cover the man-hours lost because of the unnecessary trip to the job. IF LEDGE OR EXTREME CONDITIONS ARE ENCOUNTERED, EXTRA CHARGES WILL APPLY.
3. Title to all equipment and material used in this construction or installation regardless of its attachment to other property, real or otherwise, shall be considered personal property, and shall remain on the property of the Contractor, so long as there is any money due and owing to the Contractor under the terms of this contract. The Owner hereby grants the Contractor the right to enter upon the site and to repossess the contractors personal property if the time for payment by the Owner, as called for in this contract, has passed and the Owner has not paid all monies due and owing to the contractor under the terms of this contractor.
4. The Owner shall obtain and building permit(s) necessary for and prior to this installation.
5. The Contractors sole liability is in the performance of this contract and its specific purpose herein stated. It shall be the sole responsibility of the Owner to protect his property from intruders, trespassers, or any other persons or children during the period of construction. The Contractor agrees to post signs warning others that there is construction work going on and that they should not enter or interfere.
6. All guarantees are null and void so long as there is any money due the contractor under the TERMS of the contract.
7. Any deposit made for the fulfillment of this Contract will be forfeited upon Cancellation for Breach of this Contract.
8. It is expressly understood and agreed that this contract sets forth the entire agreement and that the contractor is not and shall not be bound by any representations, agreements or promises not contained in this Contract. This Contract may not be changed orally.
9. The sole liabilities or responsibilities of the Contractor to the Owner after the Contract has been fulfilled shall be set forth in the Warranty. The Warranty shall not be transferable without written approval from the Contractor.
10. The Owner(s) or their authorized representative signing this agreement expressly show their understanding of this Contract and agree to all of its content and representations.
11. The manufacturer s warranty applicable to a particular product is that products only warranty and is in lieu of all other express or implies warranties of service merchandise including any warranties or merchantability or fitness for any particular purpose. It is the customer s responsibility to comply with the terms of the manufacturer s warranty and merchandise in need of repair should be returned to the manufacturer or its authorized service center by the customer as specified under the terms of the warranty. NOTICE: YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION.

This contract is good for 30 days.

3% Credit card fee added to final invoice if customer chooses to pay with Credit Card.

- * Quoted Price: The provided price will be the amount on the final invoice.
- * Time and Materials Price: Is billed based on actual Labor and Materials, meaning the price shown is just an estimate.
- * Flat Rate Price: Price shown is just an estimate, you will be billed on a "per service" basis.

Town Council
STAFF REPORT



To: Town Council
Title: Acceptance of a donation of \$14,000.00 from Amazon to the Hooksett Fire Department for the purchase of new fire equipment that will help them adequately service the Amazon site per RSA 31:95-b, III(a).
Meeting: Town Council - 26 Jul 2023
Department: Administration
Staff Contact: Wendy Baker, Executive Assistant

BACKGROUND INFORMATION:

Public Hearing was held on July 26, 2023. See attached letter from Amazon for more information

FINANCIAL IMPACT:

Donation for \$14,000

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Accept the donation of \$14,000.00 from Amazon to the Hooksett Fire Department for the purchase of new fire equipment that will help them adequately service the Amazon site per RSA 31:95-b, III(a).

SUGGESTED MOTION:

Motion to accept the donation of \$14,000.00 from Amazon to the Hooksett Fire Department for the purchase of new fire equipment that will help them adequately service the Amazon site per RSA 31:95-b, III(a).

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion

ATTACHMENTS:

[Ltr to Town Council 7.17.23](#)



July 17, 2023

Hooksett Town Council
35 Main Street
Hooksett, NH 03106

Dear Hooksett Town Council,

As discussed with Town Administrator Garron, Fire Chief Colburn, and Code Enforcement Officer Pendergast, Amazon intends to upgrade its facility located at 400 Quality Drive (the "Site"). Part of the upgrade is a proposed canopy project (the "Canopy Project"), which is key to ensuring that Amazon can safely and efficiently load packages into its delivery vans regardless of weather conditions and bring the facility more in line with our current design standards.

The Canopy Project requires relocating the fire lane from adjacent to the building to outside of the canopy. As a result of the relocation of the fire lane, Hookset Fire Department ("HFD") indicated that a handline on four fire trucks would need to be changed from a 1.75" handline to a 2" handline to adequately service the Site following completion of the Canopy Project. According to HFD, based on their consultation with HFD's sales representative, the cost of the new fire equipment would be \$3,500/truck for four trucks (\$14,000 total). Amazon will happily donate the funds needed to purchase the new fire equipment so that, following completion of the Canopy Project, HFD can adequately service the Site.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Daniel", written over a horizontal line.

Eric Daniel
Entitlements Manager
Amazon

Town Council
STAFF REPORT



To: Town Council
Title: Budget Transfer #2023-05 in the amount of \$5,997.00 from Police's budget to the Administration budget in FY 2022-23.
Meeting: Town Council - 26 Jul 2023
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

This transfer is needed to support the replacement of two dispatch workstations in the police department.

FINANCIAL IMPACT:

No fiscal impact. The budget transfer is for FY 2022-23.

SUGGESTED MOTION:

Motion to authorize the Chairman to sign the Budget Transfer #2023-05 in the \$5,997.00 from Police's budget to Administration's budget.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

ATTACHMENTS:

[Transfer 2023-05](#)

**TOWN OF HOOKSETT
BUDGET TRANSFER REQUEST FORM**

TRANSFER # 2023-05

Please explain the purpose of this transfer request: Transfer needed to support two new dispatch workstations in the police department. Funds to come from the police department's fuel line.

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

Account #	Description	Current Budget	Amount Added	New Budget
001-100.4150-751.000	COMP New Equipment	39,446.00	5,997.00	45,443.00
Total			\$5,997.00	

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

Account #	Description	Current Budget	Amount Reduced	New Budget
001-400.4210-626.000	PD Fuel	61,800.00	(5,997.00)	55,803.00
Total			(\$5,997.00)	

Recommended by:

 Town Administrator


 Finance Director

Approved by:

 Town Council

Council Meeting Date

ORIGINAL Finance

COPY Departments

Revision date 5/15/2012

Budget Information
✕

GL #	Over Budget
001-400-4210-626-000	No

Information as of: 06/30/2023
 Selected GL Number: 001-400-4210-626-000
 Description: PD Fuel
 Footnotes: 0

← Budget Checking Specific Detail →

Budget Check Type: GL #	
Amended Budget:	\$61,803.00
Activity To Date:	47,268.74
Encumbered:	0.00
Other:	0.00
Total Available:	\$14,533.26
Amount Requested:	\$0.00
Remaining Available:	14,533.26
Unposted BAs:	\$0.00

Close

Budget Committee
\$68,600.00

Town Council
STAFF REPORT



To: Town Council
Title: Presentation of the Capital Improvement Plan adopted by the Planning Board on June 19, 2023
Meeting: Town Council - 26 Jul 2023
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

Town Administrator Garron will present an overview of the Capital Improvement Plan(CIP) adopted by the Planning Board on June 19, 2023.

The CIP is a planning document which identifies projects anticipated in the next six years. While all six years are important, the focus of this overview will be on the first year of the plan known as the "Capital Budget Year".

The Capital Improvement Plan is available at www.hooksett.org/capitalimprovementplan.page.

FINANCIAL IMPACT:

Financial Impact can be found on slide 21 of the attachment.

TOWN ADMINISTRATOR'S RECOMMENDATION:

The present Capital Improvements plan has been accepted by the Planning Board. Town Administrator will present the plan for Town Council consideration as it prepared the 2024-2025 Budget

ATTACHMENTS:

[Approved FY 2025-2030 CIP Presentation](#)

2025-2030 CAPITAL IMPROVEMENTS PLAN DRAFT UPDATE

Presented for Town Council

07/26/2023



CAPITAL IMPROVEMENTS PLAN COMMITTEE 2023

- | | Meeting/Workshops Dates |
|--|-------------------------|
| • Town Administrator | |
| • Finance Director | • April 19, 2023 |
| • Town Engineer | • May 3, 2023 |
| • Planning Board/Wastewater Representative | • May 17, 2023 |
| • Town Council Representative | • May 31, 2023 |
| • Budget Committee Representative | • June 7, 2023 |
| • School Board Representative | |

CAPITAL BUDGET YEAR (FY 2024-25) PROJECTS

Feasibility Study for a Solar Farm at Landfill

- Total Estimated Cost: \$75,000

Funding Source(s):

Taxation

Project includes hiring a consultant to perform a cost-benefit analysis and to determine the financial feasibility of installing solar panels at the current DPW facility of West River Road.

CAPITAL BUDGET YEAR (FY 2024-25) PROJECTS

Security for Town Hall

Security cameras and card reader/key fob entry for Town Hall. Security cameras will be located on the outer perimeter and in the hallways inside the building. Key card entry will be installed at the entrances of the building as well as offices and areas the public should not have access to. Also includes a call box on the second floor for access to administrative offices.

- Total Estimated Cost: \$175,000

NOTE: This project has been recommended by the ARPA sub-committee for possible funding.

Funding Source(s):

Homeland Security Grant

Taxation

CAPITAL BUDGET YEAR (FY 2024-25) PROJECTS

Ambulance #3 Replacement

Part of a scheduled nine-year replacement program, approved by the council. The rear body, which houses the patient compartment area, will be re-furbished and re-mounted on a new chassis to reduce the overall cost. This existing chassis will be re-used for the Forestry 2 replacement. Ambulance 3 is a 2017 Ford 550 and had 66,103 miles on it.

- Total Estimated Cost: \$275,000

Funding Source(s):

Ambulance Service Fund

CAPITAL BUDGET YEAR (FY 2024-25) PROJECTS

Police Cruiser Replacement Program

- Total Estimated Cost: \$110,000

Funding Source(s):

Taxation

Program allows for the replacement of two police cruisers in fiscal year 2024-25. Costs include all emergency equipment, graphics, warranties, and installation of equipment.

CAPITAL BUDGET YEAR (FY 2024-25) PROJECTS

South Bow Tower Replacement

The South Bow Tower is a critical part of the Town's police communications. The Tower has structural issues and needs to be replaced. Additionally, upgrades to the equipment shelter, generator and fence will also be completed.

- Total Estimated Cost: \$125,000

NOTE: The Town is working with Verizon to relace the Tower.

Funding Source(s):

Capital Reserve Fund.

CAPITAL BUDGET YEAR (FY 2024-25) PROJECTS

Body -worn Cameras

- Total Estimated Cost: \$175,645

Funding Source(s):

Taxation

This project will provide all sworn police officers with a body-worn cameras. Nationwide studies have reported that police departments are seeing that the presence of body-worn cameras often improves officer performance as well as the conduct of the community members who are recorded.

CAPITAL BUDGET YEAR (FY 2024-25) PROJECTS

Radio Infrastructure

- Total Estimated Cost: \$249,605

Funding Source(s):

Capital Reserve Fund

This project will replace the base dispatch console, including touch screen monitors, microphones, foot switches, headsets/handsets, speakers and control radios.

CAPITAL BUDGET YEAR (FY 2024-25) PROJECTS

Lincoln Heights Drainage

- Total Estimated Cost: \$150,000

Funding Source(s):

Capital Reserve Fund

The Lincoln Heights neighborhood is bound by Mammoth Road, Hooksett Road, Alice Avenue and Stearns Avenue and has many sections of corrugated pipe that need to be replaced.

CAPITAL BUDGET YEAR (FY 2024-25) PROJECTS

Martins Ferry Road Intersection

- Total Estimated Cost: \$1,000,000

Funding Source(s):

State Bridge Aid

Impact Fees

Taxation

The project consists of constructing a new bridge to replace the existing deteriorated culvert, and to realign the intersection.

CAPITAL BUDGET YEAR (FY 2024-25) PROJECTS

Town-Wide Paving

- Total Estimated Cost: \$900,000

Funding Source(s):

Operating Budget

Ongoing program to maintain existing quality of Town roads through planned repaving and maintenance.

CAPITAL BUDGET YEAR (FY 2024-25) PROJECTS

Dump Truck non CDL D1-05 Replacement

- Total Estimated Cost: \$101,675

Funding Source(s):

Capital Reserve Fund

The current vehicle is approximately 20 years old with 41,500 miles and an average annual maintenance cost of \$1,600.

CAPITAL BUDGET YEAR (FY 2024-25) PROJECTS

Library Roof Replacement

- Total Estimated Cost: \$206,000

Funding Source(s):

Capital Reserve Fund

This project replaces the existing 1992 GenFlex Company roof membrane that is at end of life, and replace/update existing drains, metal flashing and new thermal insulation between roof drains following code requirements.

CAPITAL BUDGET YEAR (FY 2024-25) PROJECTS

Scale House/Office Engineering Study

- Total Estimated Cost: \$55,000

Funding Source(s):

Solid Waste Special Revenue

This project is to engineer and design a new scale house and office at the Recycling and Transfer Station. The current building has inadequate restrooms and has major structural damaged from rain. Part of the study will be to look at the location of the building in relationship to the scale.

CAPITAL BUDGET YEAR (FY 2024-25) PROJECTS

Pickup Truck P5-08 Replacement

- Total Estimated Cost: \$58,000

Funding Source(s):

Capital Reserve Fund

The current vehicle is a 2008 Ford F350 with over 64,560 miles. The average maintenance cost for the last five years on this truck is \$3,250 a year.

CAPITAL BUDGET YEAR (FY 2024-25) PROJECTS

Truck Tractor SW-401 Replacement

- Total Estimated Cost: \$183,373

Funding Source(s):

Solid Waste Special Revenue

This vehicle is a 2005 Freightliner Tractor with over 140,950 miles. Average maintenance costs for the last five years on this trailer are about \$4,500 a year.

CAPITAL BUDGET YEAR (FY 2024-25) PROJECTS

Dump Truck Replacement 10-Wheel

- Total Estimated Cost: \$325,000

Funding Source(s):

Wastewater Capital Reserve

The current truck is a 1996 and is used to haul sludge off site. This truck will be replaced with a roll off truck to service the containers to be installed with the sludge handling upgrade.

CAPITAL BUDGET YEAR (FY 2024-25) PROJECTS

School Maintenance

- Total Estimated Cost: \$12,717,620

Funding Source(s):

Bond

The project will replace ventilation units and install high efficiency boilers at all three schools and replace the roofs at Memorial and Cawley schools.

FUNDING BY YEAR – TAXATION

			Funding Method	Capital Budget 2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Taxes									
Revaluation CR			Taxation	30,000	30,000	30,000	30,000		
Town Wide Digitized Mapping CR			Taxation	135,000	135,000	135,000			
Feasibility Study for a Solar Farm at Landfill			Taxation	75,000					
Security for Town Hall			Taxation/Grant	140,000					
Financial & Personnel Software Update			Taxation/Grant		60,000				
Safety Center Feasibility and Design Study			Taxation		75,000				
Fire Station 3 Needs Study			Taxation				55,000		
Fire Tools & Equipment CR			Taxation	150,000	150,000	150,000	150,000	150,000	150,000
Fire Apparatus CR			Taxation	250,000	250,000	250,000	250,000	250,000	250,000
Car #2 Replacement			Taxation						85,000
Car #4 Replacement			Taxation		85,000				
Utility #1 Replacement			Taxation					75,000	
Boat #1 Replacement			Taxation					25,000	
ATV Gator #1 Replacement			Taxation						80,000
Cruiser Replacements			Taxation	110,000	113,300	116,399	119,891	123,487	127,191
Emergency Radio Communications CR			Taxation	50,000	50,000	50,000	50,000	50,000	50,000
Body Worn Cameras			Taxation	175,645					
Police Equipment CR (New request)			Taxation	50,000	50,000	50,000	50,000	50,000	50,000
Drainage Upgrades CR			Taxation	100,000	100,000	100,000	100,000	100,000	100,000
Martins Ferry Road Intersection			Taxation	600,000					
Town Wide Paving			Operating	900,000	900,000	900,000	900,000	900,000	900,000
DPW Vehicle CR			Taxation	250,000	250,000	250,000	250,000	250,000	250,000
Town Building Maintenance CR			Taxation	200,000	200,000	200,000	200,000	200,000	200,000
Parks & Recreations Facilities Development CR			Taxation	50,000	50,000	50,000	50,000	50,000	50,000
R&T Scale House/Office Replacement			Taxation		450,000				
Automated Collections Equipment CR			Taxation	30,000	30,000	30,000	30,000	30,000	30,000
Subtotal - Taxes				\$ 3,295,645	\$ 2,978,300	\$ 2,311,399	\$ 2,234,891	\$ 2,253,487	\$ 2,322,191

TAX IMPACT OF CAPITAL BUDGET YEAR (FY 2024-25)

Operating budget funding \$1,010,000 estimated tax rate 49 cents

Capital reserve funding \$1,295,000 estimated tax rate 62 cents

One-time projects:

Feasibility Study for Solar Farm \$75,000 estimated tax rate 4 cents

Security for Town Hall \$140,000 estimated tax rate 7 cents

Body-worn Cameras \$175,645 estimated tax rate 8 cents

Martins Ferry Road Intersection \$600,000 estimated tax rate 29 cents

Total estimated tax impact of the capital budget year is \$1.59. That is an increase of 62 cents over the current budget year.

FUNDING BY YEAR – OTHER FUNDING SOURCES

Other Revenues									
Security for Town Hall			Grant	35,000					
Training Structure			Impact Fees						500,000
Ambulance #2 Replacement			Ambulance Fund				300,000		
Ambulance #3 Replacement			Ambulance Fund	275,000					
Rte. 3A TIF Project - Exit 10			TIF			8,000,000			
Hackett Hill, Rte. 3A and Main Street Improvements			Fed/State/IF & Donations		2,485,332				
Martins Ferry Road Intersection			State/IF	400,000					
Field Lighting at Petersbrook Park			IF/CR/Donations			437,000			
R&T Scale House/Office Replacement			Solid Waste SR	55,000					
Trailer Dump SW-T1 Replacement			Solid Waste SR		87,000				
Truck Tractor SW-401 Replacement			Solid Waste SR	183,373					
Auto #3 Upsize			Solid Waste SR/CR		385,000				
Bailer Replacement			Solid Waste SR		92,300				
Overhead Door Replacements			Solid Waste SR			93,000			
Golden Gate & Merrimack St Pump Station Updates			SRF Loan & Grant			1,100,000			
Plant Roof Replacement			CR			150,000			
Martins Ferry Pump Station Upgrades			SRF Loan, Grants		4,300,000				
Dump Truck Replacement 10-Wheel			CR	325,000					
Pick-up Truck Replacement 1 Ton			User Fees				93,000		
Pick-up Truck Replacement 3/4 Ton			User Fees		55,000				
Subtotal - Other Revenues				\$ 1,273,373	\$ 7,404,632	\$ 9,780,000	\$ 393,000	\$ -	\$ 500,000
Bonding									
Solar Farm at Landfill			Bond		4,000,000				
Safety Center Remodel/Addition			Bond						1,500,000
Ladder #2 Replacement			Bond				1,400,000		
Historical Old Town Hall			Bond			3,000,000			
School Maintenance			Bond	12,717,600					
Subtotal - Bonding				\$ 12,717,600	\$ 4,000,000	\$ 3,000,000	\$ 1,400,000	\$ -	\$ 1,500,000

Town Council

STAFF REPORT



To: Town Council
Title: Lambert's Park Horseshoe Pit
Meeting: Town Council - 26 Jul 2023
Department: Public Works
Staff Contact: Ben Berthiaume, Public Works Director

BACKGROUND INFORMATION:

The Parks and Recreation Advisory board has brought forward a project to enhance the Lambert's Park Pavilion area with a horseshoe pit. The location will be on the northern end of the property in the approximate location shown on the attached drawing. They believe that this will increase use of the park and bring more enjoyment to residents. The cost for materials is estimated to be around \$350.00 and would be charged to the P&R ground maintenance. The Fellowship Church had indicated that this would be a great project to bless the town with their volunteers to donate their time and labor to construct and would be overseen by P&R. This project also opens up the need for a future donation from either the boy scouts or similar group to add one bench at each pit area.

FINANCIAL IMPACT:

\$350.00 paid out of P&R Ground Maintenance budget line item.

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Approve and accept the proposed addition of horseshoe pit at Lambert's Park.

SUGGESTED MOTION:

Motion to approve and accept the proposed addition of horseshoe pit at Lambert's Park.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

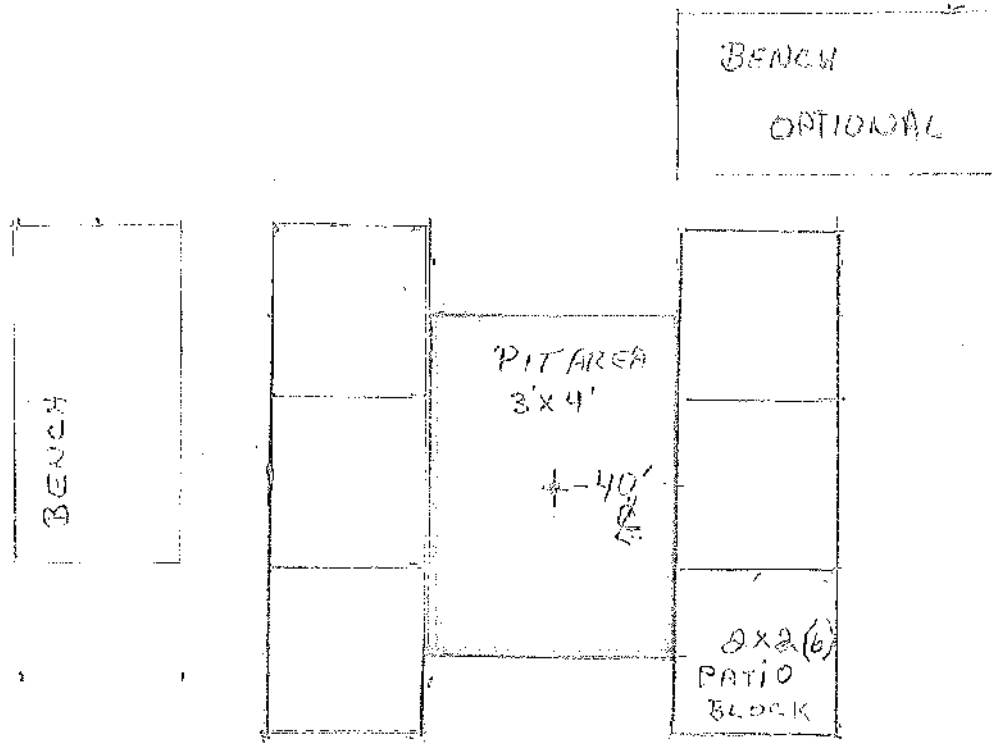
ATTACHMENTS:

[Lamberts Horseshoe Pit](#)

Lamberts Park Horse Shoe Pit Project



Note: Not To Scale



2 - PIT AREA 3'x4' 2'x6" PT. 14' EA TOTAL 28'

2 - PIN 1/8" x 3' 3' EA 6'

12 - PATIO BLOCK 2 1/4" x 4" 6 EA 12

2 - BENCH TO BE BUILT BY B.S. 1 - EACH END 2

PIT AREA FILLED WITH INFILTRATION SAND MIX

Town Council STAFF REPORT



To: Town Council
Title: Purchase of new Plow Truck
Meeting: Town Council - 26 Jul 2023
Department: Public Works
Staff Contact: Ben Berthiaume, Public Works Director

BACKGROUND INFORMATION:

The Public Works Department would like to purchase a new plow truck. This vehicle would replace a 2003 plow truck which will be used as a trade. The plow truck is 20 years old and is no longer dependable. We have selected the offer from Allegiance Trucks for \$236,525 including trade of the existing plow truck estimated between \$5,500 and \$8,000. The existing plow truck was projected for replacement in 20 years and to be funded using Capital Reserve Funds – DPW Vehicles.

FINANCIAL IMPACT:

\$236,525 to be funded using Capital Reserve DPW Vehicles, which currently has a balance of \$261,893.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

Approve and consent the purchase of the new plow truck from Allegiance Trucks for \$236,525 with trade-in of existing 2003 plow truck estimated between \$5,500 and \$8,000.

SUGGESTED MOTION:

Motion to approve and consent to the purchase of the new plow truck from Allegiance Trucks for \$236,525 with trade-in of existing 2003 plow truck estimated between \$5,500 and \$8,000.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion

ATTACHMENTS:

[Hooksett HV 507 2024 build with Donovan body included Proposal 24536.02 July 5 2023](#)



HV507 SFA

Sales Proposal For:
TOWN OF HOOKSETT

Presented By:
ALLEGIANCE TRUCKS

INTERNATIONAL®

July 05, 2023

Prepared For:
TOWN OF HOOKSETT
Mario Desaulniers
Highway Dept.
Hooksett, NH 03106-
(603)396 - 1424

Presented By:
ALLEGIANCE TRUCKS
James C Ramsay
1400 S WILLOW ST.
MANCHESTER NH 03103 - 4024
(800)562-3814



Model Profile
2025 HV507 SFA (HV507)

AXLE CONFIG:	4X2
MISSION:	Requested GVWR: 39000. Calc. GVWR: 37780. Calc. GCWR: 80000
DIMENSION:	Wheelbase: 171.00, CA: 96.00, Axle to Frame: 63.00
ENGINE, DIESEL:	{Cummins L9 330} EPA 2024, 330HP @ 2200 RPM, 1000 lb-ft Torque @ 1200 RPM, 2200 RPM Governed Speed, 330 Peak HP (Max)
TRANSMISSION, AUTOMATIC:	{Allison 3500 RDS} 6th Generation Controls, Wide Ratio, 5-Speed with Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, with 80,000-lb GVW and GCW Max, On/Off Highway
CLUTCH:	Omit Item (Clutch & Control)
AXLE, FRONT NON-DRIVING:	{Meritor MFS-16-143A} Wide Track, I-Beam Type, 16,000-lb Capacity
AXLE, REAR, SINGLE:	{Meritor RS-23-160} Single Reduction, 23,000-lb Capacity, Driver Controlled Locking Differential, 200 Wheel Ends Gear Ratio: 5.38
CAB:	Conventional, Day Cab
TIRE, FRONT:	(2) 12R22.5 Load Range H XZE (MICHELIN), 486 rev/mile, 75 MPH, All-Position
TIRE, REAR:	(4) 11R22.5 Load Range H FUEL MAX RTD (GOODYEAR), 495 rev/mile, 75 MPH, Drive
SUSPENSION, REAR, SINGLE:	31,000-lb Capacity, Vari-Rate Springs, with 4500-lb Capacity Auxiliary Multileaf Springs
PAINT:	Cab schematic 100WK Location 1: 9219, Winter White (Std) Chassis schematic N/A

INTERNATIONAL®**Vehicle Specifications**
2025 HV507 SFA (HV507)**July 05, 2023**

<u>Code</u>	<u>Description</u>
HV50700	Base Chassis, Model HV507 SFA with 171.00 Wheelbase, 96.00 CA, and 63.00 Axle to Frame.
1ANA	AXLE CONFIGURATION {Navistar} 4x2
	<u>Notes</u> : Pricing may change if axle configuration is changed.
1CAJ	FRAME RAILS Heat Treated Alloy Steel (120,000 PSI Yield); 10.866" x 3.622" x 0.437" (276.0mm x 92.0mm x 11.1mm); 456.0" (11582mm) Maximum OAL
1LLA	BUMPER, FRONT Swept Back, Steel, Heavy Duty
1MEJ	FRAME DIMPLE Dimple on Left and Right Top Flange of Frame Rail to Reference Rear Axle Centerline
1WDS	FRAME EXTENSION, FRONT Integral; 20" In Front of Grille
1WEV	WHEELBASE RANGE 146" (370cm) Through and Including 195" (495cm)
2ARU	AXLE, FRONT NON-DRIVING {Meritor MFS-16-143A} Wide Track, I-Beam Type, 16,000-lb Capacity
3ACP	SUSPENSION, FRONT, SPRING Multileaf, Shackle Type, 16,000-lb Capacity, Less Shock Absorbers
3WAJ	SPRINGS, FRONT AUXILIARY Air Bag, Right Side Only, Driver Control
4091	BRAKE SYSTEM, AIR Dual System for Straight Truck Applications
	<u>Includes</u> : BRAKE LINES Color and Size Coded Nylon : DRAIN VALVE Twist-Type : GAUGE, AIR PRESSURE (2) Air 1 and Air 2 Gauges; Located in Instrument Cluster : PARKING BRAKE CONTROL Yellow Knob, Located on Instrument Panel : PARKING BRAKE VALVE For Truck : QUICK RELEASE VALVE On Rear Axle for Spring Brake Release: 1 for 4x2, 2 for 6x4 : SPRING BRAKE MODULATOR VALVE R-7 for 4x2, SR-7 with relay valve for 6x4/8x6
4619	TRAILER CONNECTIONS Four-Wheel, with Hand Control Valve and Tractor Protection Valve, for Straight Truck
	<u>Notes</u> : When electronic stability control is ordered with trailer connections on a 4x2 truck, please check the operator manual for trailer weight restrictions.
4732	DRAIN VALVE {Berg} with Pull Chain, for Air Tank
4AZA	AIR BRAKE ABS {Bendix AntiLock Brake System} 4-Channel (4 Sensor/4 Modulator) Full Vehicle Wheel Control System
4EBS	AIR DRYER {Bendix AD-9} with Heater
4EXU	BRAKE CHAMBERS, REAR AXLE {Bendix EverSure} 30/30 SqIn Spring Brake
4EXV	BRAKE CHAMBERS, FRONT AXLE {Bendix} 24 SqIn

INTERNATIONAL®**Vehicle Specifications**
2025 HV507 SFA (HV507)

July 05, 2023

<u>Code</u>	<u>Description</u>
4GBM	BRAKE, PARKING Manual Push-Pull Pneumatic Parking Brake
4LAG	SLACK ADJUSTERS, FRONT {Gunitex} Automatic
4LGG	SLACK ADJUSTERS, REAR {Gunitex} Automatic
4SPA	AIR COMPRESSOR {Cummins} 18.7 CFM
4VKC	AIR DRYER LOCATION Mounted Inside Left Rail, Back of Cab
4WBX	DUST SHIELDS, FRONT BRAKE for Air Cam Brakes
4WDM	DUST SHIELDS, REAR BRAKE for Air Cam Brakes
4WZJ	AIR TANK LOCATION (2) : One Mounted Under Each Rail, Front of Rear Suspension, Parallel to Rail
4XDR	BRAKES, REAR {Meritor 16.5X7 Q-PLUS CAST} Air S-Cam Type, Cast Spider, Fabricated Shoe, Double Anchor Pin, Size 16.5" X 7", 23,000-lb Capacity per Axle
4XDT	BRAKES, FRONT {Meritor 16.5X6 Q-PLUS CAST} Air S-Cam Type, Cast Spider, Fabricated Shoe, Double Anchor Pin, Size 16.5" X 6", 23,000-lb Capacity
5710	STEERING COLUMN Tilting and Telescoping
5CAW	STEERING WHEEL 4-Spoke; 18" Dia., Black
5PTB	STEERING GEAR (2) {Sheppard M100/M80} Dual Power
6DGC	DRIVELINE SYSTEM {Dana Spicer} SPL170, for 4x2/6x2
7BEU	AFTERTREATMENT COVER Aluminum
7BLW	EXHAUST SYSTEM Horizontal Aftertreatment System, Frame Mounted Right Side Under Cab, for Single Vertical Tail Pipe, Frame Mounted Right Side Back of Cab
7WBA	TAIL PIPE (1) Turnback Type, Bright
7WBS	MUFFLER/TAIL PIPE GUARD (1) Bright Stainless Steel
7WCM	EXHAUST HEIGHT 8' 10"
8000	ELECTRICAL SYSTEM 12-Volt, Standard Equipment
	<u>Includes</u>
	: DATA LINK CONNECTOR For Vehicle Programming and Diagnostics In Cab
	: HAZARD SWITCH Push On/Push Off, Located on Instrument Panel to Right of Steering Wheel
	: HEADLIGHT DIMMER SWITCH Integral with Turn Signal Lever
	: PARKING LIGHT Integral with Front Turn Signal and Rear Tail Light
	: STARTER SWITCH Electric, Key Operated
	: STOP, TURN, TAIL & B/U LIGHTS Dual, Rear, Combination with Reflector
	: TURN SIGNAL SWITCH Self-Cancelling for Trucks, Manual Cancelling for Tractors, with Lane Change Feature
	: WINDSHIELD WIPER SWITCH 2-Speed with Wash and Intermittent Feature (5 Pre-Set Delays), Integral with Turn Signal Lever
	: WINDSHIELD WIPERS Single Motor, Electric, Cowl Mounted

INTERNATIONAL®**Vehicle Specifications**
2025 HV507 SFA (HV507)**July 05, 2023**

<u>Code</u>	<u>Description</u>
	: WIRING, CHASSIS Color Coded and Continuously Numbered
8GXD	ALTERNATOR {Leece-Neville AVI160P2013} Brush Type, 12 Volt, 160 Amp Capacity, Pad Mount, with Remote Sense
8HAB	BODY BUILDER WIRING Back of Day Cab at Left Frame or Under Sleeper, Extended or Crew Cab at Left Frame; Includes Sealed Connectors for Tail/Amber Turn/Marker/ Backup/ Accessory Power/Ground and Sealed Connector for Stop/Turn
8HAH	ELECTRIC TRAILER BRAKE/LIGHTS Accommodation Package to Rear of Frame; for Combined Trailer Stop, Tail, Turn, Marker Light Circuits; Includes Electric Trailer Brake Accommodation Package with Cab Connections for Mounting Customer Installed Electric Brake Unit, Less Trailer Socket
8MJU	BATTERY SYSTEM {Fleetrite} Maintenance-Free, (3) 12-Volt 2850CCA Total, Top Threaded Stud
8RMZ	SPEAKERS (2) 6.5" Dual Cone Mounted in Both Doors, (2) 5.25" Dual Cone Mounted in Both B-Pillars
8RPR	ANTENNA for Increased Roof Clearance Applications
8RPS	RADIO AM/FM/WB/Clock/Bluetooth/USB Input/Auxiliary Input
8THJ	AUXILIARY HARNESS 3.0' for Auxiliary Front Head Lights and Turn Signals for Front Plow Applications
8TKK	TRAILER AUXILIARY FEED CIRCUIT for Electric Trailer Brake Accommodation/Air Trailer ABS; with 30 Amp Fuse and Relay, Controlled by Ignition Switch
8VAY	HORN, ELECTRIC Disc Style
8VUM	BATTERY BOX Aluminum, with Plastic Cover, 18" Wide, 2-4 Battery Capacity, Mounted Left Side Back of Cab
8WGL	WINDSHIELD WIPER SPD CONTROL Force Wipers to Slowest Intermittent Speed When Park Brake Set and Wipers Left on for a Predetermined Time
8WPH	CLEARANCE/MARKER LIGHTS (5) {Truck Lite} Amber LED Lights, Flush Mounted on Cab or Sunshade
8WPZ	TEST EXTERIOR LIGHTS Pre-Trip Inspection will Cycle all Exterior Lamps Except Back-up Lights
8WRB	HEADLIGHTS ON W/WIPERS Headlights Will Automatically Turn on if Windshield Wipers are turned on
8WTK	STARTING MOTOR {Delco Remy 38MT Type 300} 12 Volt, Less Thermal Over-Crank Protection
8WWJ	INDICATOR, LOW COOLANT LEVEL with Audible Alarm
8WXD	ALARM, PARKING BRAKE Electric Horn Sounds in Repetitive Manner When Vehicle Park Brake is "NOT" Set, with Ignition "OFF" and any Door Opened

INTERNATIONAL®**Vehicle Specifications**
2025 HV507 SFA (HV507)**July 05, 2023**

<u>Code</u>	<u>Description</u>
8XAH	CIRCUIT BREAKERS Manual-Reset (Main Panel) SAE Type III with Trip Indicators, Replaces All Fuses
8XGT	TURN SIGNALS, FRONT Includes LED Side Turn Lights Mounted on Fender
8XHD	BATTERY DISCONNECT SWITCH 300 Amp, Disconnects Charging Circuits, Locks with Padlock, Cab Mounted
8XHN	HORN, AIR Single Trumpet, Black, with Lanyard Pull Cord
8XNY	HEADLIGHTS Halogen
9AAB	LOGOS EXTERIOR Model Badges
9AAE	LOGOS EXTERIOR, ENGINE Badges
9ANG	HOOD, HATCH (01) for Servicing
9HAN	INSULATION, UNDER HOOD for Sound Abatement
9HBM	GRILLE Stationary, Chrome
9HBN	INSULATION, SPLASH PANELS for Sound Abatement
9WBC	FRONT END Tilting, Fiberglass, with Three Piece Construction, for WorkStar/HV
10060	PAINT SCHEMATIC, PT-1 Single Color, Design 100 <u>Includes</u> : PAINT SCHEMATIC ID LETTERS "WK"
10761	PAINT TYPE Base Coat/Clear Coat, 1-2 Tone
10AGB	COMMUNICATIONS MODULE Telematics Device with Over the Air Programming; Includes Five Year Data Plan and International 360
10SLV	PROMOTIONAL PACKAGE Government Silver Package
11001	CLUTCH Omit Item (Clutch & Control)
12703	ANTI-FREEZE Red, Extended Life Coolant; To -40 Degrees F/ -40 Degrees C, Freeze Protection
12EYX	ENGINE, DIESEL {Cummins L9 330} EPA 2024, 330HP @ 2200 RPM, 1000 lb-ft Torque @ 1200 RPM, 2200 RPM Governed Speed, 330 Peak HP (Max)
12THT	FAN DRIVE {Horton Drivemaster} Two-Speed Type, Direct Drive, with Residual Torque Device for Disengaged Fan Speed <u>Includes</u> : FAN Nylon
12UWY	RADIATOR Aluminum, Cross Flow, Front to Back System, 1228 SqIn, with 1167 SqIn Charge Air Cooler <u>Includes</u> : DEAERATION SYSTEM with Surge Tank

INTERNATIONAL®

Vehicle Specifications
2025 HV507 SFA (HV507)

July 05, 2023

<u>Code</u>	<u>Description</u>
	: HOSE CLAMPS, RADIATOR HOSES Gates Shrink Band Type; Thermoplastic Coolant Hose Clamps
	: RADIATOR HOSES Premium, Rubber
12VBC	AIR CLEANER Single Element
12VJS	EMISSION, CALENDAR YEAR {Cummins L9} EPA, OBD and GHG Certified for Calendar Year 2024
12VXT	THROTTLE, HAND CONTROL Engine Speed Control; Electronic, Stationary, Variable Speed; Mounted on Steering Wheel
12VYL	ACCESSORY WIRING, SPECIAL for Road Speed Wire Coiled Under Instrument Panel for Customer Use
12WUL	BLOCK HEATER, ENGINE {Phillips} 120V/1000W, with "Y" Cord for Dealer Installed 120V/300W Oil Pan Heater
	<u>Includes</u>
	: BLOCK HEATER SOCKET Receptacle Type; Mounted below Drivers Door
12WVG	EPA IDLE COMPLIANCE Low NOx Idle Engine, Complies with EPA Clean Air Regulations; Includes "Certified Clean Idle" Decal on Hood
12WZE	CARB IDLE COMPLIANCE Does Not Comply with California Clean Air Idle Regulations
12XBM	ENGINE CONTROL, REMOTE MOUNTED Provision for; Includes Wiring for Body Builder Installation of PTO Controls and Starter Lockout, with Ignition Switch Control, for Cummins B6.7 and L9 Engines
12XCS	CARB EMISSION WARR COMPLIANCE Does Not Comply with CARB Emission Warranty
13BDM	TRANSMISSION, AUTOMATIC {Allison 3500 RDS} 6th Generation Controls, Wide Ratio, 5-Speed with Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, with 80,000-lb GVW and GCW Max, On/Off Highway
13WAW	OIL COOLER, TRANSMISSION {Modine} Water to Oil Type
13WDT	SHIFT CONTROL PARAMETERS {Allison} 3000 or 4000 Series Transmissions, 3 Speed S1 Secondary Shift Schedule for 5 or 6 Speed
13WET	TRANSMISSION SHIFT CONTROL Column Mounted Stalk Shifter, Not for Use with Allison 1000 & 2000 Series Transmission
13WGK	TRANSMISSION COOLER HOSES Stainless Steel
13WLP	TRANSMISSION OIL Synthetic; 29 thru 42 Pints
13WUC	ALLISON SPARE INPUT/OUTPUT for Rugged Duty Series (RDS) and Regional Haul Series (RHS), General Purpose Trucks, Construction, Package Number 223
13WVV	NEUTRAL AT STOP Allison Transmission Shifts to Neutral When Service Brake is Depressed and Vehicle is at Stop; Remains in Neutral Until Service Brake is Released
13XAL	PTO LOCATION Customer Intends to Install PTO at Left Side of Transmission

INTERNATIONAL®**Vehicle Specifications**
2025 HV507 SFA (HV507)**July 05, 2023**

<u>Code</u>	<u>Description</u>
14ARB	AXLE, REAR, SINGLE {Meritor RS-23-160} Single Reduction, 23,000-lb Capacity, Driver Controlled Locking Differential, 200 Wheel Ends . Gear Ratio: 5.38
14SAL	SUSPENSION, REAR, SINGLE 31,000-lb Capacity, Vari-Rate Springs, with 4500-lb Capacity Auxiliary Multileaf Springs
15DYP	DEF TANK 9.5 US Gal (36L) Capacity, Frame Mounted Outside Left Rail, Under Cab
15LNS	FUEL/WATER SEPARATOR {Racor 400 Series} 12 VDC Electric Heater, Includes Pre-Heater, with Primer Pump, Includes Water-in-Fuel Sensor, Mounted on Engine
15SWE	FUEL TANK Top Draw, Non-Polished Aluminum, 26" Dia, 70 US Gal (265L), Mounted Left Side, Under Cab
16030	CAB Conventional, Day Cab
16BAM	AIR CONDITIONER with Integral Heater and Defroster
16GED	GAUGE CLUSTER Base Level; English with English Electronic Speedometer <u>Includes</u> : GAUGE CLUSTER DISPLAY: Base Level (3" Monochromatic Display), Premium Level (5" LCD Color Display); Odometer, Voltmeter, Diagnostic Messages, Gear Indicator, Trip Odometer, Total Engine Hours, Trip Hours, MPG, Distance to Empty/Refill for : GAUGE CLUSTER Speedometer, Tachometer, Engine Coolant Temp, Fuel Gauge, DEF Gauge, Oil Pressure Gauge, Primary and Secondary Air Pressure : WARNING SYSTEM Low Fuel, Low DEF, Low Oil Pressure, High Engine Coolant Temp, Low Battery Voltage (Visual and Audible), Low Air Pressure (Primary and Secondary)
16HGH	GAUGE, OIL TEMP, AUTO TRANS for Allison Transmission
16HKT	IP CLUSTER DISPLAY On Board Diagnostics Display of Fault Codes in Gauge Cluster
16JNT	SEAT, DRIVER {National 2000} Air Suspension, High Back with Integral Headrest, Vinyl, Isolator, 1 Chamber Lumbar, with 2 Position Front Cushion Adjust, -3 to +14 Degree Angle Back Adjust
16RPV	SEAT, PASSENGER {National 2000} Air Suspension, High Back with Integral Headrest, Vinyl, Isolated, 1 Chamber Lumbar, 2 Position Front Cushion Adjustment, -3 to +14 Degree Back Adjust
16SJX	MIRROR, CONVEX, HOOD MOUNTED {Lang Mekra} (2) Right and Left Sides, Bright, Heated, 7.5" Sq.
16SNN	MIRRORS (2) C-Loop, Heated, Bright Heads, Black Arms, 7.5" x 14" Flat Glass, Includes 7.5" x 7" Convex Mirrors, for 102" Load Width <u>Notes</u> : Mirror Dimensions are Rounded to the Nearest 0.5"
16VKB	CAB INTERIOR TRIM Classic, for Day Cab <u>Includes</u> : CONSOLE, OVERHEAD Molded Plastic with Dual Storage Pockets, Retainer Nets and CB Radio Pocket; Located Above Driver and Passenger

INTERNATIONAL®**Vehicle Specifications**
2025 HV507 SFA (HV507)**July 05, 2023**

<u>Code</u>	<u>Description</u>
	: DOME LIGHT, CAB Door Activated and Push On-Off at Light Lens, Timed Theater Dimming, Integral to Overhead Console, Center Mounted : SUN VISOR (2) Padded Vinyl; 2 Moveable (Front-to-Side) Primary Visors, Driver Side with Toll Ticket Strap
16VLV	MONITOR, TIRE PRESSURE Omit
16VSL	WINDSHIELD Heated, Single Piece
16WBY	ARM REST, RIGHT, DRIVER SEAT
16WJU	WINDOW, POWER (2) and Power Door Locks, Left and Right Doors, Includes Express Down Feature
16WSK	CAB REAR SUSPENSION Air Bag Type
16XJN	INSTRUMENT PANEL Flat Panel
16ZBT	ACCESS, CAB Steel, Driver & Passenger Sides, Two Steps per Door, for use with Day Cab and Extended Cab
27DUK	WHEELS, FRONT {Accuride 29169} DISC; 22.5x8.25 Rims, Powder Coat Steel, 5-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with .472" Thick Increased Capacity Disc and Steel Hubs
28DUK	WHEELS, REAR {Accuride 29169} DUAL DISC; 22.5x8.25 Rims, Powder Coat Steel, 5-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with .472" Thick Increased Capacity Disc and Steel Hubs
60AAG	BDY INTG, REMOTE POWER MODULE Mounted Inside Cab Behind Driver Seat, Up to 6 Outputs & 6 Inputs, Max 20 amp per Channel, Max 80 amp Total; Includes 1 Switch Pack with Latched Switches
7382138137	(4) TIRE, REAR 11R22.5 Load Range H FUEL MAX RTD (GOODYEAR), 495 rev/mile, 75 MPH, Drive
7482153253	(2) TIRE, FRONT 12R22.5 Load Range H XZE (MICHELIN), 486 rev/mile, 75 MPH, All-Position
Services Section:	
40128	WARRANTY Standard for HV507, HV50B, HV607 Models, Effective with Vehicles Built July 1, 2017 or Later, CTS-2025A
40RBK	SERVICES, TOWING {Navistar} Service Call to 60-Month/Unlimited Mileage to the Nearest Navistar Dealer for Navistar Warrantable Failure as Contract Defined; Includes Engine Failure if Supplier Declines Tow Coverage & ESC Supplied thru Navistar; \$550 (USA) Maximum Benefit per Incident
1	Body and plow equipment as described in Quote Order # SC06224 Dated June 27 2023 At \$121,825.00 , INCLUDED In This Proposal 7 year OR 150 K Miles cummins ext. engine warranty

INTERNATIONAL®

Vehicle Specifications
2025 HV507 SFA (HV507)

July 05, 2023

Code

Description

Allison 5 year ext warranty

INTERNATIONAL®

Financial Summary
2025 HV507 SFA (HV507)

July 05, 2023

(US DOLLAR)

Description

Price

Net Sales Price:

\$236,525.00

Please feel free to contact me regarding these specifications should your interests or needs change. I am confident you will be pleased with the quality and service of an International vehicle.

Approved by Seller:

Accepted by Purchaser:

Official Title and Date

Firm or Business Name

Authorized Signature

Authorized Signature and Date

This proposal is not binding upon the seller without Seller's Authorized Signature

Official Title and Date

The TOPS FET calculation is an estimate for reference purposes only. The seller or retailer is responsible for calculating and reporting/paying appropriate FET to the IRS.

The limited warranties applicable to the vehicles described herein are Navistar, Inc.'s standard printed warranties which are incorporated herein by reference and to which you have been provided a copy and hereby agree to their terms and conditions.

Town Council STAFF REPORT



To: Town Council
Title: Purchase of bulk diesel fuel for the underground storage tank located at the Recycle and Transfer Station for FY 2023-2024.
Meeting: Town Council - 26 Jul 2023
Department: Public Works
Staff Contact: Ben Berthiaume, Public Works Director

BACKGROUND INFORMATION:

All Public Works divisions fuel up their diesel vehicles at the Recycle and Transfer Station as needed. The underground diesel storage tank holds 10,000 gallons and is typically filled up when there is around 1,500 gallons remaining, which is about every 2-3 months. The Public Works Department typically purchases 27,000-30,000 gallons of diesel each year between all divisions.

When purchasing this quantity of diesel, the invoice amount is above the cutoff for Administrator's approval based on the town's Purchasing Policy under the Administrative Code Section 5.3.2. This request is for Town Council's approval to allow Public Works to obtain the best pricing available at the time of re-fueling. Public Works would provide at a minimum, three quotes at the time of purchase to support the decision to purchase diesel from a certain vendor.

FINANCIAL IMPACT:

Varied and to be paid out of current fuel budget.

POLICY IMPLICATIONS:

If approved by Town Council, the Public Works Department would not be required to bring each purchase to council for approval.

RECOMMENDATION:

Approve and consent purchase of bulk diesel fuel for the underground storage tank located at the Recycle and Transfer Station for FY 2023-2024.

SUGGESTED MOTION:

Motion to approve and consent purchase of bulk diesel fuel for the underground storage tank located at the Recycle and Transfer Station for FY 2023-2024.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion

Town Council

STAFF REPORT



To: Town Council
Title: Petersbrook Park Sitework RFP
Meeting: Town Council - 26 Jul 2023
Department: Public Works
Staff Contact: Ben Berthiaume, Public Works Director

BACKGROUND INFORMATION:

Town Council approved the use of ARPA funds on 10/12/2022 in the amount of \$500,000 to construct the Petersbrook Concession Stands and the Upper Parking Lot. The Department released a Request for Proposals for the Petersbrook Park Sitework. Bids were opened on July 13, 2023. One bid was received from David W. White & Sons, Inc. for \$146,457.88. The scope of work is defined in RFP 23-16 (attached) which had two options of pricing for the upper parking lot. Based on the pricing received and the amount of funding available, Public Works recommends bid Option "B" for a gravel parking lot as well as bid items C,D,E, and F for a total amount of \$146,457.88.

FINANCIAL IMPACT:

\$146,457.88 to be funded from ARPA Capital Outlay Buildings.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

Approve and consent to award the Petersbrook Park Sitework RFP (Option B) to David W. White & Sons, Inc. for \$146,457.88 to be funded from ARPA Capital Outlay Buildings.

SUGGESTED MOTION:

Motion to approve and consent to award the Petersbrook Park Sitework RFP (Option B) to David W. White & Sons, Inc. for \$146,457.88 to be funded from ARPA Capital Outlay Buildings.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion

ATTACHMENTS:

[RFP 23-16 Petersbrook Park Sitework](#)
[Petersbrook Sitework Bid](#)

TOWN OF HOOKSETT



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

REQUEST FOR PROPOSALS

HOOKSETT PETERSBROOK PARK SITEWORK
Proposal #23-16

Acceptance Date: 2PM, Thursday, July 13, 2023

General:

Sealed proposals, plainly marked, “HOOKSETT PETERSBROOK PARK SITEWORK” on the outside of the mailing envelope as well as the sealed proposal envelope, address to Administration Department, Hooksett Town Hall, 35 Main Street, Hooksett, New Hampshire 03106 **will be accepted until Thursday, July 13, 2023, at 2:00 pm** when all proposals will be publicly opened and read aloud.

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 for a sitework subcontractor to install a new parking lot and utilities at the Petersbrook Park.

2. SCOPE OF WORK

The CONTRACTOR will provide the services needed for the following:

Upper Parking Lot – This scope will be priced as two alternate options for the town to consider.

Option 1 is a paved parking lot; Option 2 is a gravel parking lot.

Option 1 – Paved Parking Lot

- Preparation for subgrade – cut down existing grade by 1 ft and remove material offsite at an approved facility at contractors choosing.
- Compact subgrade prior to installation of subbase material
- Install roadway stabilization fabric meeting town specification 02507
- Install 1 ft of subbase material meeting town specification 02225 in 6” lifts compacting between each lift to achieve 95% density and final grade to achieve proper sloping
- Install 2.5” of asphalt base material and compact meeting town specifications for 02510
- Install 1.5” of asphalt wear course material and compact meeting town specifications for 02510
- Installation of precast concrete parking curbs
- Paint white parking lines and directional arrows per design documents
- Restore disturbed areas with new loam and seed meeting town specifications for 02931
- Provide and install Qty 6 – 4” metal bollards meeting the design details provided, bollards to be painted yellow after installation
- Provide pricing option to install approximately 350ft of steel beam guardrail meeting town specifications for 02850

Option 2 – Gravel parking Lot

- Preparation for subgrade – cut down existing grade by 1 ft and remove material offsite at an approved facility at contractors choosing.
- Compact subgrade prior to installation of subbase material
- Provide and Install roadway stabilization fabric meeting town specification 02507
- Provide and Install 1 ft of subbase material meeting town specification 02225 in 6” lifts compacting between each lift to achieve 95% density and final grade to achieve proper sloping
- Provide and Install a 4” layer of crushed stone and compact for parking lot surface
- Provide and install concrete parking curbs
- Restore disturbed areas with new loam and seed meeting town specifications for 02931

- Provide and install Qty 6 – 4” metal bollards meeting the design details provided, bollards to be painted yellow after installation
- Provide pricing option to install approximately 350ft of steel beam guardrail meeting town specifications for 02850

Concession Stand Utility and Sitework – This scope of work will be performed in conjunction with an electrical subcontractor where coordination will be required between trades. **Bidding contractors please note that this work may or may not be performed at the same time as the upper parking lot scope of work but will be dependent on material deliveries and availability.**

New Water Service

- Sitework Subcontractor responsible for contacting Hooksett Central Water and obtaining all required permits and inspection services as required by the water authority. All connection fees will be waived by the water authority.
- Sitework Subcontractor to obtain roadway excavation permit from Town of Hooksett and will be at a no cost.
- Sitework Subcontractor to contact Hooksett Code Enforcement and notify of progress of work and coordinate any inspections that may be necessary.
- Sitework Subcontractor responsible for roadway cutting and trenching as necessary to install new water service line from existing 10” ductile iron water main to the concession stand building footprint and stub up at location shown.
- New water service size is 1” HDPE material and is approximately 120ft long and must maintain a minimum of 5 ft of cover and be located 10 ft away from sewer line. All bedding, backfill material, and compaction requirements will meet town specifications.
- Provide and install new 5/8 x 3/4 water meter and radio and coordinate with Hooksett Central Water for setup.
- Provide and install 10” saddle and perform live tap of water service line per details provided.
- Provide corporation stop and valve box plus appropriate risers up to finish grade per details provided.
- Patch pavement following the towns specification 02510

New Sewer Service

- Sitework Subcontractor is responsible for contacting Hooksett Sewer Department and obtaining all required permits and inspection services if required by the sewer authority. There will be no fees assessed by the Sewer Department.
- Sitework Subcontractor to obtain roadway excavation permit from Town of Hooksett that will be at a no cost.
- Sitework Subcontractor is responsible for contacting Hooksett Code Enforcement to notify the progress of work and coordinate any inspections that may be necessary.
- Sitework Subcontractor is responsible for roadway cutting and trenching as necessary to install new sewer service from sewer manhole following details provided.

- Sitework Subcontractor responsible for **installation only and connections** of new pump station, **pump station equipment will be provided by the town.**
- Sitework Subcontractor responsible for providing and installing 1,500 gallon precast grease trap and all interconnecting pipe and fittings per details provided by Hooksett Sewer Department.
- Sitework Subcontractor to provide and install 6" SDR 35 sewer piping and fittings from tie in points indicated on drawing to grease trap and pump station as well as from the sewer manhole tie in location to outside the roadway limits per plan details and specifications.
- Sitework Subcontractor to provide and install all material needed for sewer manhole tie in following the details provided by Hooksett Sewer.
- Sitework Subcontractor to provide and install 1 ½" HDPE rated for 200 psi and fittings from Septage Pump Station up to transition point from 6" SDR 35. Town will provide Proprietary Check Valve from pump manufacturer to be installed at location shown on drawings.
- All bedding, backfill material, and compaction requirements will be per Hooksett Sewer Department specifications.
- Patch pavement following the towns specification 02510

New Electrical Service

- Sitework Subcontractor to excavate and trench the length of the new underground electrical service for a buried depth of 3ft and approximate length of 110 ft.
- Sitework Subcontractor to backfill and compact electrical trench following town specifications for material and compaction requirements once the electrical subcontractor has completed conduit installation.
- Sitework Subcontractor to coordinate with Electrical Subcontractor for installation of conduits.

Concession Stand Sidewalks

- After Building has been placed on foundation pad the sitework subcontractor will prepare subgrade around building footprint for the installation of sidewalks. Sidewalk to be placed on 8" of crushed stone subgrade that has been compacted. Concrete depth of sidewalk to be 4" and installed following town specifications. Sidewalk will have a broom finish and must slope away from the building at a ¼" per foot angle. Sidewalk to be per dimensions provided with construction joints every 20 ft and control joints every 4 ft.
- Subcontractor to place protective plastic during placement of concrete to eliminate concrete splatter, if splatter does occur on the building structure the Subcontractor will clean at no additional cost to the town.

General Work Items

- Subcontractor to compile product data submittals for all equipment and material that is permanent to the scope of work for review and approval by the town.
- All disturbed areas to be re-graded to match existing grades, new loam spread as needed, and areas are to be seeded to establish vegetative growth.

- All cleanup of debris during the course of the subcontractors work is the responsibility of the subcontractor and should be done at the end of each day and placed in appropriate containers and removed offsite at the end of the project.
- Open trenches and excavations are required to be secured at the end of each shift by either plating over the trench or excavation **or** erecting snow fence around the perimeter.
- Subcontractor must provide adequate bathrooms for their staff during the course of the work, the town does not provide this.
- The town will provide initial building layout and parking lot layout for the Subcontractor. If layout points are removed or damaged during the course of the work it will be the responsibility of the Subcontractor to re-establish the layout points.

3. 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.

4. CLEAN UP

- 4.1 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 within that 60-day period and awarded following town council approval, depending upon the availability of funding and whatever is in the best interests of the Town.

Construction Schedule and Completion

Work on the parking lot can begin whenever the contractor has submitted and received approval from the town certifying that all material has been reviewed.

Work on the utility installation can begin once the contractor has submitted and received approval from the town certifying that all material has been reviewed as well as coordination with the electrical subcontractor has been conducted.

Work on the sidewalks cannot be completed until after the new structure is installed which is expected to be in October of 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 PETERSBROOK PARK SITEWORK**". 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
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Commercial General Liability Insurance

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

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

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

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 PETERSBROOK PARK SITEWORK**".

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

Hooksett Standard Specifications – See attachment #1

Hooksett Sewer Details – See attachment #2

Sitework Drawings and Details – See attachment #3

PART A BID – Upper Parking Lot Option #1 (paved)

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

Upper Parking Lot - Option #1 (paved)				
Unit Price Description	Unit	Quantity	Unit Price	Total
Parking Lot Subgrade (Prep and Install)	SY	2035		
Parking Lot Asphalt Base (2.5")	TN	296		
Parking Lot Asphalt Wear Course (1.5")	TN	177		
Parking Curbs	EA	46		
Line Striping	LS	1		
Bollards - 4" painted yellow	EA	6		
Optional Metal Guardrail - 350 ft	LF	350		
Contingency - 10% of total above	LS	1	10%	

Part A BID AMOUNT: _____
(NUMERALS)

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

PART B BID – Upper Parking Lot Option #2 (gravel)

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

Upper Parking Lot - Option #2 (gravel)				
Unit Price Description	Unit	Quantity	Unit Price	Total
Parking Lot Subgrade (Prep and Install 1 ft sub base)	SY	2035		
Parking Lot Crushed Stone Top (4")	SY	2035		
Metal Guardrail	LF	350		
Parking Curbs	EA	46		
Bollards - 4" painted yellow	EA	6		
Metal Guardrail	LF	350		
Contingency - 10% of total above	LS	1	10%	

Part B BID AMOUNT: _____
(NUMERALS)

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

PART C BID – New Sewer Service

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

New Sewer Service				
Description	Unit	Quantity	Unit Price	Total
1,500 Gallon Grease Trap and Connections	LS	1		
Installation of Pump Station and Connections	LS	1		
6" SDR 35 Pipe, Fittings, Sewer Manhole Tie in Work	LS	1		
1 1/2" HDPE Discharge Line	LS			
Backfill and Patch Pavement	LS			
Contingency - 10% of total above	LS	1	10%	

Part C BID AMOUNT: _____
(NUMERALS)

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

PART D BID – New Water Service

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

New Water Service				
Description	Unit	Quantity	Unit Price	Total
Saw cut Pavement, Excavate to existing 10" DIP Water line, install saddle and wet tap, install corporation stop and valve box, trench to tie in point indicated on drawing, Install 1" HDPE line and connect to tie in point, backfill trench, Patch Asphalt, loam and seed disturbed areas. Flush, disinfect, and certify new water line	LS	1		
Contingency - 10% of total above	LS	1	10%	

Part D BID AMOUNT: _____
(NUMERALS)

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

PART E BID – New Electrical Service

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

New Electrical Service				
Description	Unit	Quantity	Unit Price	Total
Excavate and trench underground electrical feed from power pole location to electrical building. Coordinate with Electrical Subcontractor and back fill trench following town specifications once conduits have been installed.	LS	1		
Contingency - 10% of total above	LS	1	10%	

Part E BID AMOUNT: _____
(NUMERALS)

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

PART F BID – Concession Stand Sidewalk

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

Concession Stand Sidewalk				
Description	Unit	Quantity	Unit Price	Total
Excavate and Install Stabilized Subgrade for Sidewalk Base	CY	3		
Concrete Sidewalk	CY	1.5		
Contingency - 5% of total above	LS	1	5%	

Part F BID AMOUNT: _____
(NUMERALS)

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

TOTAL PART's A, C, D, E, F – Bid Amount:

TOTAL PART's B, C, D, E, F – Bid Amount:

Name of Firm: _____

Business Address: _____

Telephone Number: _____

E-mail: _____

Print Representative's Name and Title

Signature

AGREEMENT

Project: #23-16 **HOOKSETT PETERSBROOK PARK SITEWORK**

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

1. The CONTRACTOR will commence and complete the performance of work as outlined in the document entitled "**Request for Proposals for HOOKSETT PETERSBROOK PARK SITEWORK**", 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: _____

2023-16 Hooksett Petersbrook Park Sitework

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PART A BID - Upper Parking Lot Option #1 (paved)

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

Upper Parking Lot - Option #1 (paved)				
Unit Price Description	Unit	Quantity	Unit Price	Total
Parking Lot Subgrade (Prep and Install)	SY	2035	27.00	54,945.00
Parking Lot Asphalt Base (2.5")	TN	296	145.00	42,920.00
Parking Lot Asphalt Wear Course (1.5")	TN	177	159.50	28,231.50
Parking Curbs	EA	46	115.00	5,290.00
Line Striping	LS	1	2200.00	2,200.00
Bollards - 4" painted yellow	EA	6	810.00	4,860.00
Optional Metal Guardrail - 350 ft	LF	350	46.00	16,100.00
Contingency - 10% of total above	LS	1	10%	15,454.65

Part A BID AMOUNT: \$ 170,001.15
(NUMERALS)

Part A BID AMOUNT: one hundred seventy thousand, one dollars and $\frac{15}{100}$
(WRITE OUT IN WORDS)

2023-16 Hooksett Petersbrook Park Sitework

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PART B BID – Upper Parking Lot Option #2 (gravel)

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

Upper Parking Lot - Option #2 (gravel)				
Unit Price Description	Unit	Quantity	Unit Price	Total
Parking Lot Subgrade (Prep and Install 1 ft sub base)	SY	2035	27.00	54945.00
Parking Lot Crushed Stone Top (4")	SY	2035	6.75	13,736.25
Metal Guardrail	LF	350	46.00	16,100.00
Parking Curbs	EA	46	115.00	5,290.00
Bollards - 4" painted yellow	EA	5	810.00	4,050.00
Metal Guardrail	LF	350	—	—
Contingency - 10% of total above	ES	1	10%	9193.13

Part B BID AMOUNT: \$ 104,424.38
(NUMERALS)

Part B BID AMOUNT: one hundred four thousand, four hundred twenty four and $\frac{38}{100}$ dollars
(WRITE OUT IN WORDS)

PART C BID – New Sewer Service

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

New Sewer Service				
Description	Unit	Quantity	Unit Price	Total
1,500 Gallon Grease Trap and Connections	LS	1	14,000.00	14,000.00
Installation of Pump Station and Connections	LS	1	2,000.00	2,000.00
6" SDR 35 Pipe, Fittings, Sewer Manhole Tie in Work	LS	1	9,550.00	9,550.00
1 1/2" HDPE Discharge Line	LS		2,750.00	2,750.00
Backfill and Patch Pavement	LS		2,600.00	2,600.00
Contingency - 10% of total above	LS	1	10%	3,090.00

Part C BID AMOUNT: \$ 33,890.00
(NUMERALS)

Part C BID AMOUNT: Thirty three thousand, eight hundred ninety dollars
(WRITE OUT IN WORDS)

2023-16 Hooksett Petersbrook Park Sitework

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PART D BID New Water Service

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

New Water Service				
Description	Unit	Quantity	Unit Price	Total
Saw cut Pavement, Excavate to existing 10" D:P Water line, install saddle and wet tap, install corporation stop and valve box, trench to tie in point indicated on drawing, install 1" HDPE line and connect to tie in point, backfill trench, Patch Asphalt, loam and seed disturbed areas. Flush, disinfect, and certify new water line	LS	1	10,550.00	10,550.00
Contingency - 10% of total above	LS	1	10%	1055.00

Part D BID AMOUNT: \$ 11,605.00
(NUMERALS)

Part D BID AMOUNT: eleven thousand six hundred five dollars
(WRITE OUT IN WORDS)

2023-16 Hooksett Petersbrook Park Sitework

Page |
14PART E BID – New Electrical Service

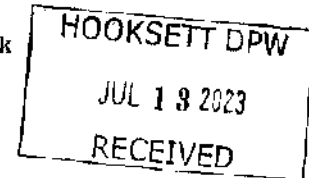
(Prices written in word shall govern. Unit Prices shall govern over extended total when discrepancies occur)

New Electrical Service				
Description	Unit	Quantity	Unit Price	Total
Excavate and trench underground electrical feed from power pole location to electrical building. Coordinate with Electrical Subcontractor and back fill trench following town specifications once conduits have been installed.	LS	1	4930.00	4930.00
Contingency - 10% of total above	LS	1	10%	493.00

Part E BID AMOUNT: \$ 5423.00
(NUMERALS)

Part E BID AMOUNT: Five thousand four hundred twenty three dollars
(WRITE OUT IN WORDS)

RFP 2023-16 Hooksett Petersbrook Park Sitework
Amendment #1



Addition of Part F to the bid.

PART F BID – Concession Stand Sidewalk

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

Concession Stand Sidewalk				
Description	Unit	Quantity	Unit Price	Total
Excavate and Install Stabilized Subgrade for Sidewalk Base	CY	3	10800.00	32400.00
Concrete Sidewalk	CY	1.5	3380.00	5070.00
Contingency - 5% of total above	L.S	1	5%	1831.50
				4155

Part F BID AMOUNT: \$ 8725.50
(NUMERALS)

Part F BID AMOUNT: eight thousand seven hundred twenty five and 50/100 dollars
(WRITE OUT IN WORDS)

TOTAL PART's A, C, D, E, F – Bid Amount:

\$ 229,744.65 two hundred twenty nine thousand seven hundred forty four and 65/100 dollars

TOTAL PART's B, C, D, E, F – Bid Amount:

\$ 164,167.98 one hundred sixty four thousand one hundred sixty seven and 98/100 dollars

Name of Firm: David W. White & Son

Business Address: 635 River Rd Bow NH 03304

Telephone Number: (603) 226-9873

E-mail: erice@dwwhite.com

William MOELL Vice-pres
Print Representative's Name and Title

[Signature]
Signature

Town Council STAFF REPORT



To: Town Council
Title: Charter Subcommittee Update and Recommendations
Meeting: Town Council - 26 Jul 2023
Department: Community Development
Staff Contact: Wendy Baker, Executive Assistant

BACKGROUND INFORMATION:

On October 26, 2022, Town Council established a subcommittee to review possible Town Charter amendments. The subcommittee held 4 meetings in 2023 including a Public Hearing and is bringing forth the four proposed amendments along with the reasons below:

Eliminating Districts

- The initial reason for creating the districts was that it was feared that one area of town could control direct projects to their area, but that has not materialized.
- It would eliminate the 10-year requirement of the Supervisors of the Checklist to rebalance the districts.
- Reduce the confusion and cost of multiple ballots.
- It gives more flexibility for residents to run for Town Council because there is a limitation of who can run when there are districts.

Reducing Town Council from 9 to 7 members

- Meetings go on longer with more personalities.
- It will be easier to make quorum.
- Seven members still allow for ample coverage on other town committees.

Change the Quorum to a simple majority

- Many meetings we have trouble having a quorum and starting on time having to have a super majority.
- Currently with a super majority and a Council of 9 members, 6 are needed to make quorum, if it is changed to a simple majority, 5 members would be needed for a Council of 9 and 4 members for a Council of 7.

Increase the Town Council stipend by \$500

- Stipend has not increased in a long time and many other Town's have one that is higher.
- Entice candidates to run and reward them for their time.
- If the Council remains at 9 members, the increased cost to the Town would be \$4,500 and if it is reduced to 7 members, it will only be an increase of \$500 over the current budgeted amount.

Legal Counsel has confirmed that Eliminating Districts and Reducing Town Council from 9 to 7 can and should be put on one Article to amend. The Charter Subcommittee agrees and is recommending that as well.

NEXT STEPS – Town Council to decide if they want to move further with putting together the language for the articles and having Legal Counsel review it. After legal review a Public Hearing will be held, Council will decide to send it to State Agencies for review and vote to include it on the ballot or not.

FINANCIAL IMPACT:

None at this time

POLICY IMPLICATIONS:

None at this time

RECOMMENDATION:

Discuss subcommittee's findings and vote on taking to the next step of wording the articles for Charter changes and sending to Town Counsel for review.

SUGGESTED MOTION:

Motion to move forward with the Charter Subcommittee's Charter change recommendations to write the articles and have Legal Counsel review them: one article to eliminate districts and reduce Town Council from 9 to 7 member, an article to change the quorum requirement to a simple majority and an article to increase the Town Council stipend by \$500 each.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Town Council will need to consider the Charter Subcommittee's recommendations

Town Council **STAFF REPORT**



To: Town Council
Title: Town Council Goals 2023/2024
Meeting: Town Council - 26 Jul 2023
Department: Administration
Staff Contact: Wendy Baker, Executive Assistant

BACKGROUND INFORMATION:

At the June 28, 2023 meeting, Town Council agreed to use their August workshop as a meeting to discuss goals without using a formal facilitator. It was asked that each Councilor bring 3 goals they would like discussed at that workshop to the July 26, 2023 Town Council meeting. These goals will be gathered by the Town Administrator to be put into a format for discussion at the August 9 2023 Town Council Workshop meeting.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Submit goals to the Town Administrator.

SUGGESTED MOTION:

N/A

TOWN ADMINISTRATOR'S RECOMMENDATION:

Town Council members agreed to submit their goal suggestions for next year

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

The Hooksett Town Council met on Wednesday, July 12, 2023, at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Town Administrator Andre Garron called the meeting of 12 Jul 2023 to order at 6:00 pm.

PROOF OF POSTING

Town Administrator, Andre Garron provided proof of posting.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

TOWN COUNCIL REORGANIZATION

5.1 Election of Council Chair, Vice-Chair and Secretary

D. Boutin motioned to nominate T. Tsantoulis as Chairman of the Town Council seconded by R. Duhaime.

Vote in favor 9-0

J. Durand motioned to nominate J. Pinard as Vice Chairman of the Town Council; seconded by A. Walczyk.

Roll Call Vote #2

R. Duhaime Aye

J Durand Aye

J. Pinard Aye

R. Lapierre Nay

A. Walczyk Nay

D. Boutin Nay

K. Judge Nay

J. Sullivan Nay

T. Tsantoulis Nay

Vote fails 3-6

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 45 ***D. Boutin motioned to nominate J. Sullivan as Vice Chairman of the Town Council;***
 46 ***seconded by R. Lapierre.***
 47
 48 **Roll Call Vote #3**
 49 ***D. Boutin Aye***
 50 ***J. Pinard Aye***
 51 ***A. Walczyk Aye***
 52 ***J. Durand Aye***
 53 ***R. Duhaime Aye***
 54 ***J. Sullivan Aye***
 55 ***R. Lapierre Aye***
 56 ***K. Judge Aye***
 57 ***T. Tsantoulis Aye***
 58
 59 ***Vote in favor 9-0***
 60
 61 J. Durand- I think Jodi with her experience will make a great vice chair to be able to help out
 62 the chair. No offense to Sullivan, I think it's time for new blood.
 63
 64 T. Tsantoulis- J. Sullivan has done a great job serving this community for the past 12 years
 65 and he has done a great job keeping his cool. He deserves a lot of credit for all he has done.
 66 At this point I think Sullivan still contribute to this council.
 67
 68 ***A. Walczyk motioned to nominate R. Lapierre to serve as Secretary of the Town Council;***
 69 ***seconded by R. Duhaime.***
 70
 71 **Roll Call Vote #4**
 72 ***A. Walczyk Aye***
 73 ***R. Lapierre Abstained***
 74 ***J. Pinard Aye***
 75 ***R. Duhaime Aye***
 76 ***J. Durand Aye***
 77 ***K. Judge Aye***
 78 ***J. Sullivan Aye***
 79 ***D. Boutin Aye***
 80 ***T. Tsantoulis Aye***
 81
 82 ***Vote in favor 8-0-1***
 83
 84 **5.2 First Meeting of the New Town Council, motion for section 2a (3-12) of Town Council**
 85 **Rules of Procedures.**
 86
 87 ***D. Boutin motioned to approve and adopt the Town Council Rules of Procedures 2a (3-***
 88 ***12), of the Town Council Rules of Procedure, seconded by J. Sullivan.***
 89

90 **Roll Call Vote #5**
 91 ***J. Sullivan Aye***
 92 ***J. Pinard Aye***
 93 ***R. Duhaime Aye***
 94 ***A. Walczyk Aye***
 95 ***R. Lapierre Aye***
 96 ***K. Judge Aye***
 97 ***J. Durand Aye***
 98 ***D. Boutin Aye***
 99 ***T. Tsantoulis Aye***

100
 101 ***Vote in favor 9-0***
 102

103 C. Tewksbury- we presented changes to the administrative rule in regard to the 3-bid
 104 requirement for the competitive bid process. A. Walczyk noticed there was another word 3
 105 under the quote section for the administrator's approval. The TA can approve up to the 20,000.
 106 But in order to do so he is to obtain at least 3 written verbal quotes, so I did not feel it was
 107 appropriate to make those changes. The 3 quotes will still be shown in the administrative rules.
 108

109 **5.3 Town Council Representative Assignments**
 110

111 **Board of Assessors-** Councilor Timothy Tsantoulis, Councilor Alex Walczyk, Councilor John Durand
 112 and Councilor Randall Lapierre as alternate.

113 **Budget Committee-** Councilor Jodi Pinard

114 **Conservation Committee-** Councilor Alex Walczyk

115 **Economic Development Advisory Committee-** Councilor Davis Boutin

116 **Heritage Commission-** Councilor James Sullivan and Councilor Roger Duhaime as alternate

117 **Hooksett Youth Achiever of the Month-** Councilor Timothy Tsantoulis, Councilor Randall Lapierre, J.
 118 Durand as alternate

119 **Parks & Rec Advisory Board-** Councilor Keith Judge and Councilor Alex Walczyk as alternate

120 **Planning Board-** Councilor James Sullivan

121 **Recycling & Transfer Advisory Board-** Councilor Alex Walczyk

122 **Sewer Commission-** Councilor Roger Duhaime

123 **Route 3A TIF District Advisory Board-** Councilor David Boutin and Councilor Roger Duhaime as
 124 alternate

125 **Town Hall Preservation Committee-** Councilor James Sullivan

126 **Zoning Board of Adjustment-** Councilor Roger Duhaime

127 **Union Negotiations-** Councilor Randall Lapierre Councilor John Durand and Councilor Jodi Pinard as
 128 alternate

129
 130 **AGENDA OVERVIEW-** Given by T. Tsantoulis
 131

132 **PUBLIC HEARINGS-** None
 133

134 **SPECIAL RECOGNITION**
 135

136 **8.1 Hooksett Municipal Employee - New Hire**
 137

138 A. Garron- no new hires and no departures.

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185

PUBLIC INPUT - None

SCHEDULED APPOINTMENTS

10.1 Annual Update from the Zoning Board of Adjustment - Anne Stelmach

A. Stelmach- it's been a quiet year at the ZBA. We had 17 variances and approved 14 of them. We saw a theme this year of ADU's in various capacities. We didn't have any really big projects, had some special exceptions. This past year we also had 1 administrative appeal from the FD. The theme was definitely housing and finding creative ways to fit in ways to house families. We have scheduled site walks at excavation sites. Administratively I am thankful to the voters, for adding alternates. We had 10 people sitting at the table last night. I am thankful to R. Duhaime for his attendance. I want to thank Dana and Kathy they are great to us and keep us on track and they are working on getting their training.

10.2 NHPFML (Paid Family Medical Leave) Presentation – Kayla Barrier, Davis & Towle Broker and Alexandra Dunn, MetLife Insurance.

K. Barrier- we handle the life & disability coverages for the Town of Hooksett and give a presentation and see if we can offer any savings.

A. Dunn- no changes to classes one or four. Currently you have benefits for all 5 classes of one-time annual earnings up to \$100,000 with matching accidental death and dismemberment benefit. The current annual premium is \$17,119.20. if you updated the benefit to a flat \$50,000 with matching accidental death and dismemberment for classes 2,3,5 annual premium \$14,376. Annual savings of \$2,743.20. Life insurance with and without accidental death and dismemberment the difference annual savings would be \$2,853.24 for all classes and \$2,400 for classes 2,3,5. Currently with a 14 day elimination period the annual cost is \$57,862.80, switching to a 30 day elimination day period the annual premium would be \$45,204; which would be an annual savings of \$12,658.80.

D. Fitzpatrick- I sent this presentation out to all employees so they could watch tonight. They are asking if we need to double up our time that we need to use our own sick accrual before insurance will pick up the claim. The answer is yes but the offset to that is if we use this NH paid leave, they get paid at 60% and will use 40% vs 100% for 3 weeks out of the 4.

K. Judge- can they use vacation.

D. Fitzpatrick- no vacation per standard disability, on the paid FMLA they can add accruals to make 100% during the elimination time.

K. Barrier- for a 6-week plan 100% employer paid plan the annual premium is \$24,101 with the changed life benefit and change to the 30-day elimination period the new premium is \$17,802, with a savings of \$6,299. Another option is a 6-week plan 50% employer paid and 50% employee paid annual premium is \$33,498 with a cost difference of \$15,696.

186 R. Lapierre- how is the 50/50 shared plan always more expensive than the 100% plan.
 187
 188 Alley- the 50/50 is more expensive than the 100% plan because it is on a voluntary basis.
 189
 190 D. Fitzpatrick- for the employer paid at 100% there would be no open enrollment as it would all
 191 be paid for by the employer. If we do the 6 weeks where we ask for a contribution the rate
 192 stays the same.
 193
 194 Alley- at its most basic form PFML is wage supplement. PML is if you have your own medical
 195 need. On the PFL side there is coverage for child bonding, family caregiver, military exigency,
 196 military caregivers. NH PFML benefits can be used continuously or intermittently. We have
 197 proposed a 6-week plan but there is a 12 week plan as a group. If you elect not to offer a
 198 group plan the employer still needs to participate in the claims process.
 199
 200 J. Sullivan- does the town currently offer paid family leave?
 201
 202 D. Fitzpatrick- no we do not. We are looking at saving funding that way by adding the benefit
 203 and making changes.
 204
 205 J. Sullivan- we have it, but we may make changes upon suggestions.
 206
 207 D. Fitzpatrick- that would depend on you, do you want to have further discussions on this? Do
 208 you want to make it budget neutral or come within 10%. We don't want a decision today more
 209 so direction. The state is now offering it. A consensus if you would like us to move forward with
 210 discussions with administrations, department heads, trustees, and commissioners, and union
 211 reps as this will have an impact to the contract.
 212
 213 A. Garron- we need direction on what impact you want this to have on the budget. Then we
 214 move onto discussions with the
 215
 216 R. Duhaime- what's the pitch? Is this better insurance?
 217
 218 D. Fitzpatrick- yes, we are told that we are one of a few states that do not offer paid family
 219 leave. We believe this is coming in the future.
 220
 221 Alley- this is where we are noticing a trend with paid family leave. Met life was the chosen
 222 carrier in a bid process. This was a request from the state.
 223
 224 J. Sullivan- I don't think I have enough information on this. It may be an additional cost to the
 225 budget, if it is more cost neutral that might be better. I'd like to hear from the employees as
 226 well. I think we should go to the next step of entertaining this and stay as cost neutral as
 227 possible.
 228
 229 R. Lapierre- are other towns in NH doing this? Do we have any feedback from them?
 230
 231 Alley- I am not at liberty to discuss what towns are enrolled in it.
 232

233 ***D. Boutin motioned to move forward with instructing the Town Administrator and HR to***
 234 ***delve into this further seconded by K. Judge.***

235
 236 ***All in favor 9-0***

237
 238 K. Judge- when we talk about cost neutral. I caution that when we start taking away benefits
 239 employees may not be so open to that.

240
 241 D. Fitzpatrick- some. When we look at STD period of time extending it they can use the paid
 242 FML to offset that, and I look at that as a wash.

243
 244 A. Walczyk- one of the things I think I heard was that the % could change, how flexible is the
 245 package?

246
 247 K. Barrier- you could also offer this as employee paid at 100% as voluntary.

248
 249 R. Duhaime- you are the only agent so there is no option to shop around.

250
 251 Alley- met life is the only agent doing the paid family leave act.

252
 253 **CONSENT AGENDA- None**

254
 255 **NOMINATIONS AND APPOINTMENTS- None**

256
 257 **BRIEF RECESS- None**

258
 259 **OLD BUSINESS-None**

260
 261 **NEW BUSINESS**

262
 263 **15.1 ARPA Request - Police Department Network Room Rewiring**

264
 265 **J. Sullivan motioned to approve the rewiring of the network room at the Safety Center**
 266 **for the second floor utilizing ARPA funds with a cost not to exceed \$4,200. Seconded by**
 267 **A. Walczyk.**

268
 269 **Roll Call Vote #6**

270 ***J. Durand Aye***

271 ***R. Lapierre Aye***

272 ***K. Judge Aye***

273 ***D. Boutin Aye***

274 ***J. Pinard Aye***

275 ***J. Sullivan Aye***

276 ***A. Walczyk Nay***

277 ***R. Duhaime Aye***

278 ***T. Tsantoulis Aye***

279

Vote in favor 8-1

R. Bealanger- The networking room at the Hooksett Safety Center houses IT racks for the Police and Fire Department. During the Safety Center's renovation, the network cables for Dispatch and the first floor were appropriately rerouted, but the cables for the second floor were not addressed. Currently, the network cables reaching the second floor are insufficient in length. Although they reach the IT rack, their limited reach hinders smooth operations, as moving the IT rack would risk disconnection. Block 5 has confirmed that reinserting the cables would require a minimum of 2.5-3 hours to accurately determine the correct plug-in points. The provided quotation entails the installation of 30 Cat6 cables, establishing a direct connection from the network room to the offices on the second floor. These cables will eliminate the need for multiple switches and enable convenient work at the IT rack without causing any connectivity issues in the patch panel.

J. Sullivan- was this oversight when we did the initial repair of the safety center when we made the new command center.

R. Belanger- during the reno we didn't need to touch the IT room, and it was not budgeted for.

R. Duhaime- we still have roof work, floor work. Is this going to happen before or after that work?

J. Sargent- I believe this will happen before the other work. This work won't be affected by the work that needs to be done.

A. Walczyk- curious if there were any other quotes sought for the rewire?

R. Bealanger- when I went out to quote 3 years ago the quote was \$6,000 and now it is less and the Block 5 quote is the same as the last quote.

R. Duhaime- did you budget for this in your budget? Was it planned?

J. Sargent- I can't speak to that as it was not my budget.

A. Garron- I can tell you that items like this are covered under the administration budget not the PD and it was not covered in the budget.

A. Walczyk- does the 2nd floor have VOIP?

J. Sargent- no we do not but doing this rewire will help in the future if we bring it in.

Block 5- we won't know until we get in there. The main idea is to expand what we have in the network room and not have enough connections and allow for expansion. It expands so that in the future if we expand it is all there.

15.2 ARPA Request – Police Department Dispatch Supervisor Workstation

327 **J. Durand motioned to approve procurement of the Dispatch Supervisor's desktop, with**
 328 **a maximum cost of \$2,379, utilizing funds from ARPA, seconded by D. Boutin.**
 329

330 **Vote in favor 8-1**
 331

332 R. Bealanger- The cost of Dispatch desktop computers exceeds the budget allocated for the
 333 average desktops by the Administration. The disparity became apparent this year when two
 334 Dispatch desktops needed replacement, and the necessary funds were sourced from the
 335 Police Department budget due to the urgency. Dispatch desktops require significantly higher
 336 memory and RAM compared to standard desktop. Presently, there is insufficient funding in the
 337 budget to replace the Dispatch Supervisor's desktop. To provide a comparison, the average
 338 desktop costs \$950, while the Dispatch desktops are priced at \$3,000 with the Dispatch
 339 Supervisors Desktop at \$2,379. Now that this issue has been brought to the attention of the
 340 Administration, appropriate budgeting can be done in the upcoming budget year to
 341 accommodate these additional costs as part of the replacement plan. Currently, the Dispatch
 342 Supervisors desktop has a 10th generation Intel Core i7 processor and was recently upgraded
 343 to 32GB of RAM to assist with the lag. It has been reported that the RAM upgrade did not
 344 resolve the performance issues that is still being experienced during day-to-day tasks. The
 345 desktop quoted has a 13th generation Intel Core i7 processor, 32 GB of RAM and adds the
 346 NVIDIA graphics card that is deployed in the dispatch computers that run the same software
 347 as the Dispatch Supervisor without issue. The main resource that causes an issue is the
 348 security camera software and the detailed performance requirements provided by the software
 349 company are insufficient. The software downloads raw streams from all the cameras and
 350 requires the onboard CPU and GPU to do all decoding of the video. This puts an enormous
 351 amount of strain on the desktop.
 352

353 **D. Boutin motioned to table discussion 15.2; seconded by T. Tsantoulis.**
 354

355 **Roll Call Vote #7**

356 ***J. Pinard* Nay**

357 ***K. Judge* Nay**

358 ***R. Lapierre* Nay**

359 ***R. Duhaime* Aye**

360 ***A. Walczyk* Nay**

361 ***J. Durand* Nay**

362 ***J. Sullivan* Nay**

363 ***D. Boutin* Aye**

364 ***T. Tsantoulis* Aye**
 365

366 **Vote in fails 3-6**
 367

368 **15.3 Safety Center Sign Repair and Upgrades and ARPA Funding Approval - \$32,005.00**
 369

370 **J. Sullivan motioned to approve of the use of \$32,005.00 to repair the Safety Center Sign**
 371 **and add a message board for a total cost of \$32,005.00 and fund the project with ARPA**
 372 **funds; seconded by D. Boutin.**
 373

374 **Roll Call Vote #8**

375 **R. Lapierre** *Nay*
 376 **R. Duhaime** *Nay*
 377 **J. Sullivan** *Aye*
 378 **A. Walczyk** *Nay*
 379 **J. Durand** *Nay*
 380 **J. Pinard** *Nay*
 381 **D. Boutin** *Aye*
 382 **K. Judge** *Aye*
 383 **T. Tsantoulis** *Nay*

384
 385 **Vote fails 3-6**
 386

387 B. Thomas- I started 5 years ago and the sign was broken back then, and there is an
 388 opportunity to add an electronic sign. On June 8, 2023, we received one bid from NH Signs in
 389 Auburn, New Hampshire. The bid was for \$5,995.00 to repair the sign, and \$25,010.00 for the
 390 message board. The message board that was included in the bid had a 9.5 mm pixel count.
 391 The Police and Fire Chiefs and I attended a sign demonstration last week where we saw how
 392 the pixel count affected the image. The demonstration showed signs with 8 pixels and 6 pixels
 393 (the lower number is better quality). The Chiefs and I felt that 8mm should be sufficient. I
 394 asked the bidder to provide the cost of upgrading the sign to 8mm pixels and he added \$1,000
 395 to the cost and noted that the size of the sign would be slightly increased to 2' x 8'. Based on
 396 the additional cost, the message board would be \$26,010.00. The entire cost (repair and
 397 message Board) would be \$32,005.00. The ARPA subcommittee met on June 23, 2023, and
 398 approved it to move onto the TC. This project is supported by the Police Department, the Fire
 399 Department, the Public Works Department, and the Community Development Department. I
 400 am recommending that the entire cost of the project be funded by ARPA funds but would point
 401 out to the Town Council that sufficient Impact Fee funds are available that could be used for
 402 the project has well. Matt Serge, Town Attorney noted that it is not a sure thing and would
 403 prefer the Town used ARPA funding. However, with that said, an alternate funding strategy
 404 could be as follows: DPW Budget: \$5,995 to repair the sign, and ARPA: \$13,005 for the
 405 message board Impact Fees: \$13,005 for the message board Total: \$32,005
 406

407 T. Tsantoulis- the current process that we are looking at from the subcommittee. It goes to the
 408 subcommittee for them to decide to kick it to the TC. I had asked if there is electric service
 409 available for that electric sign.
 410

411 J. Sargent- Yes, it is. It is currently lit.
 412

413 J. Durand- You said it is damaged, how did it get damaged.
 414

415 B. Thomas- that is unknown.
 416

417 J. Durand- if it is only \$5,000 to fix it then only spend the \$5,000. \$32,000 is outrageous. Why
 418 do we need that.
 419

420 J. Sullivan- last year someone backed into it and that could have caused the problem the sign
421 is a little younger than the safety center which is 26 years old. The key is the additional
422 attraction if adding the electronic sign below.

423
424 D. Boutin- I recommend that we support the staff recommendation. It will be valuable.

425
426 K. Judge- how do you intend to use the sign? How will it benefit the residents?

427
428 B. Thomas- We are always hearing that we need to get the message out, we can add all kinds
429 of notices on it.

430
431 A. Garron- when we looked at the sign and the functionality and how we can make
432 improvements. In this area I think this would be an improvement. The visibility is very good.

433
434 T. Tsantoulis- we are looking at a sign that has been there for 20 plus years and has no
435 functionality other than saying that the safety sign is here. But by adding the message board it
436 will add actual functionality and give information and will do more than just sit there.

437
438 S. Colburn- there is a possibility that if you opt to do this sign, we may be able to use these as
439 matching funds to ultimately fund a portable trailer. If that is the case, we have the potential to
440 get a lot of messages out there in multiple directions.

441
442 R. Duhaime- I like this, but I need another quote. There are more sign companies out there. I
443 think FD should step up and both departments should step up here.

444
445 A. Walczyk- I like the sign. I think all town buildings should have signs in front to relay their
446 messages. I don't support the funds coming from ARPA.

447
448 J. Pinard- what happened with the K9 vehicle were they able to stop the upfitting?

449
450 J. Sargent- yes.

451
452 J. Sullivan- how much is left in ARPA funds?

453
454 C. Tewksbury- its approx. \$418,000 remaining.

455
456 T. Tsantoulis- I'd suggest between the 2 departments you get the sign lit up and working.

457
458 **15.4 Solar Energy Initiative**

459
460 ***A. Walczyk motioned to award the solar bid to ReVision Energy, Inc. and have them***
461 ***attend the Town Council meeting in August to determine the best course of action for***
462 ***the Town of Hooksett; seconded by K. Judge.***

463
464 ***Vote in favor 9-0***
465

466 A. Garron- the solar project which is target at the former landfill, back in oct/nov we put out an
467 RFP to give the council a response to 2 options, a purchase option and a leasing option.
468 Before you tonight are the offers that presented both options and has a track record in NH with
469 solar farm projects and we felt they would be the best choice to move forward with
470

471 T. Tsantoulis- I don't understand where we are at the steps? Are they going to make a
472 presentation at our next meeting?
473

474 A. Garron- no you are giving us the ok to move forward with the next level. Is it beneficial to
475 Hooksett to move forward with the purchase or lease option.
476

477 T. Tsantoulis- has any contact been had with Eversource?
478

479 A. Garron- yes
480

481 T. Tsantoulis- have they provided us any indication that the system is adequate enough to take
482 it on.
483

484 L. McLaughlin- they said they have the capacity; they have not jumped full on into it, it all
485 depends on what process we choose.
486

487 A. Walczyk- there is a significant fee for them to figure out how the electricity is going to work.
488

489 L. McLaughlin- with the lease option ReVision takes on that cost, with a purchase option that
490 cost is included in what we incur.
491

492 T. Tsantoulis- if the utility incurs cost to accommodate a customer, they cant pass that onto a
493 general customer.
494

495 A. Walczyk- this is not to do anything with any money but to invite ReVision to come and
496 present to us. We've done this before.
497

498 J. Durand- I was also under the impression that we were going to lease the land.
499

500 **15.5 Town Owned Property Inventory - Phase II Review**

501
502 ***J. Sullivan motioned to move Phase II list of town owned properties to a public hearing;***
503 ***seconded by A. Walczyk.***
504

505 ***As amended vote in favor 7-0***
506

507 L. McLaughlin- In April, the Town of Hooksett auctioned off Phase I Town Owned properties
508 successfully. Administration has continued to work on the Town Owned Property list. This
509 second phase was sent to all departments as well as boards/committees for review and this list
510 is presented to the Town Council for final review. Now we are looking to move it to a public
511 hearing, we will notify abutter and then choose an auction house.
512

513 J. Sullivan- most are small pieces that are not rebuildable.

514

515 R. Duhaime- on Quality Drive I don't recommend that we dont let that go, where we are doing
516 the sewer project we hold off until it is done. I see no rush, wait till we have the infrastructure
517 in.

518

519 ***J. Sullivan motioned to amend motion to remove Quality Drive from the list seconded by***
520 ***R. Duhaime.***

521

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

523

524 APPROVAL OF MINUTES

525

526 ***J. Sullivan motioned to approve the public minutes of June 28, 2023; seconded by K.***
527 ***Judge.***

528

529 ***Vote in favor 8-0***

530

531 ***R. Lapierre motioned to approve the non-public minutes of June 28, 2023; seconded by***
532 ***K. Judge.***

533

534 ***Vote in favor 8-0***

535

536 TOWN ADMINISTRATOR'S REPORT

537

538 A. Garron- I received a letter from Troop 292 are pleased to announce that William Louiselle-
539 has obtained the rank of Eagle Scout. We are requesting a letter of congratulations to Will for
540 his exemplary work.

541

542 ***J. Sullivan motioned the chair to sign a letter to William Louiselle seconded by J.***
543 ***Pinard.***

544

545 T. Tsantoulis volunteered to present the letter and are in favor of the presentation.

546

547 A. Garron- the NH Housing Board of Appeals denies latest appeal by owner of the Cigna
548 Building.

549

550 A. Garron- Town Clerk-Admin Assist/Deputy Town Clerk-PT Position proposal a concept that
551 was brought to me by Finance Director possibly using that PT position to expand the hours in
552 the TC office. One of the issues the TC has is time and money, even though we did increase
553 the money from 2,500 to 5,000 it became a roadblock and the other issue was the limited time
554 the office was open. For this 1st year could we utilize that PT position to expand the hours, right
555 now that position is budgeted for 20 hours. I also spoke with the TC to see if this is of interest
556 and could it be helpful, and she said yes it would be.

557

558 J. Durand- are you saying you would use the PT finance clerk in the TC office?

559

560 A. Garron- the funds would be used for that PT position for the clerk. They have expressed
561 they need more hours for this next year. I think between the office and the finance office we
562 can handle that load. This is a part time position you don't need to vote on, it is just moving
563 funds.

564
565 A. Walczyk- I think we do need to be flexible, but there are restraints on the position.
566

567 A. Garron- if that person were to be the deputy town clerk, then the residency requirement
568 would apply.

569
570 J. Pinard- is the finance dept losing a position.
571

572 A. Garron- yes this plan does have the ability to back fire.
573

574 **TOWN COUNCIL FUTURE AGENDA ITEMS- None**

575
576 **INFORMATIONAL ITEMS AND CORRESPONDENCE- None**
577

578 **SUB-COMMITTEE REPORTS- None**
579

580 **PUBLIC INPUT- None**
581

582 **NON-PUBLIC SESSION NH RSA 91-A:3 II**
583

584 ***T. Tsantoulis motioned to enter non-public session at 8:49 pm per NH RSA 91-A:3 II***
585 ***A&C; seconded by K. Judge.***

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

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

593
594 **Roll Call Vote #9**
595 ***J. Durand Aye***
596 ***D. Boutin NP***
597 ***J. Pinard Aye***
598 ***R. Duhaime Aye***
599 ***K. Judge Aye***
600 ***A. Walczyk Aye***
601 ***J. Sullivan Aye***
602 ***R. Lapierre Aye***
603 ***T. Tsantoulis Aye***

604

605 ***Vote in favor 8-0***

606

607 ***R. Lapierre motioned to seal the minutes of July 12, 2023; seconded by A. Walczyk.***

608

609 **Roll Call Vote #10**

610 ***K. Judge Aye***

611 ***J. Sullivan Aye***

612 ***R. Lapierre Aye***

613 ***J. Pinard Aye***

614 ***D. Boutin NP***

615 ***J. Durand Aye***

616 ***A. Walczyk Aye***

617 ***R. Duhaime Aye***

618 ***T. Tsantoulis Aye***

619

620 ***Vote in favor 8-0***

621

622 ***T. Tsantoulis motioned to leave non-public session of July 12, 2023; seconded by R. Lapierre***

623

624 ***Motion passed 8-0***

625

626 **ADJOURNMENT**

627

628 ***K. Judge motioned to adjourn the meeting at 9:40 pm. Seconded by R. Lapierre***

629

630 ***All in favor 8-0***

631

632

633

634

635

636

637 **Respectfully submitted,**

638

639 ***Alicia Jipson***

640

641 **Alicia Jipson**

642 **Recording Clerk**

643