



AGENDA

Town of Hooksett Town Council

Wednesday, September 27, 2023 at 6:00 PM

A meeting of the Town Council will be held Wednesday, September 27, 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 regarding four proposed amendments to the Town's Charter Staff Report - SR-23-167 - Pdf	5 - 16
7. SPECIAL RECOGNITION	
7.1. Hooksett Municipal Employee - New Hire	
7.2. Hooksett Municipal Longevity Employees (07/01/2022-06/30/2023) 5 yrs., 10 yrs., 15 yrs. 20 yrs.+ Staff Report - SR-23-166 - Pdf	17 - 18
8. PUBLIC INPUT - 15 MINUTES	
9. SCHEDULED APPOINTMENTS	
9.1. Ian Keyes, Block 5 and Leann McLaughlin, Project Coordinator: ARPA Request - Necessary Technology Upgrades Staff Report - SR-23-168 - Pdf	19 - 31
9.2. Jude Nuru and Dan Weeks, ReVision Energy - Solar Array Options Staff Report - SR-23-155 - Pdf	33 - 74
10. CONSENT AGENDA	
11. NOMINATIONS AND APPOINTMENTS	
12. BRIEF RECESS	
13. OLD BUSINESS	
13.1. Town Clerk/Assessing Office Renovation - HVAC Update Staff Report - SR-23-171 - Pdf	75 - 81
13.2. Town Council 2023/2024 Goals Update Staff Report - SR-23-164 - Pdf	83 - 84
14. NEW BUSINESS	

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

14.1.	ARPA Request - Administration Office Optimization Staff Report - SR-23-165 - Pdf	85 - 91
14.2.	Exterior Ballistic Vest Carrier ARPA request. Staff Report - SR-23-173 - Pdf	93 - 95
14.3.	2023 MS-535 Financial Report of the Budget Staff Report - SR-23-163 - Pdf	97 - 110
14.4.	Hooksett's Goal #2: Tax Rate Planning Staff Report - SR-23-170 - Pdf	111 - 120
14.5.	Proclamation for the 2023 Hooksett Citizens of the Year, Wayne & Sally Gehris Staff Report - SR-23-172 - Pdf	121 - 122
15.	APPROVAL OF MINUTES	
15.1.	Public: 9/6/23 09062023TC Budget Review Minutes	123 - 127
15.2.	Public: 9/13/23	
15.3.	Non-Public: 9/13/23 TC Minutes 09132023	129 - 140
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 regarding four proposed amendments to the Town's Charter
Meeting: Town Council - 27 Sep 2023
Department: Administration
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 brought forth 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.

Attached are the sections of the Charter with red-line edits of the proposed changes, the proposed ballot language as well as an informational chart showing comparable communities and their number of members, if they have districts and stipend amounts.

RECOMMENDATION:

1. Open Public Hearing, listen to public input, close the public hearing. If there is no further language changes of substantial impact, see steps 2- 4. If there are further language changes of substantial impact, another public hearing is required.
2. Town Clerk to submit final language from the closed public hearing to DRA, AG and SOS for approval.
3. DRA, AG and SOS approved language to be placed on the Town Council Agenda for Council to make a decision on placing on the March Ballot.
4. If this item is on the March Ballot, then it will be up to the voters for the Charter Amendment.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Listen to comments from the public. The Charter Committee has prepared changes to the Town Charter to reduce the membership from 9 to 7, eliminate voting districts (with the concurrence of the Supervisors of the Checklist), move from a super majority to a simple majority to help with quorums, and, lastly, increase the stipend by mostly using the funds re-distributed from a 9-member Council to a 7-member Council. The final form of the ballot questions has been reviewed by legal counsel and the committee received input from the Secretary of State's office as well.

ATTACHMENTS:

[Public Hearing Notice for Charter Amendments 9-27-23](#)

[Town Charter 2024 proposed changes](#)

[Hooksett Charter Changes for Ballot Draft](#)

[Comparable Town Types-Districts etc](#)

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council hereby provides notice that it will hold a Public Hearing regarding proposed amendments to the Town's Charter at their next regularly scheduled meeting, which will take place at the Hooksett Municipal Offices (35 Main Street, Hooksett, NH 03106) on Wednesday, September 27, 2023 at 6:00PM. There are four proposed amendments as follows:

1. Eliminate Voting Districts -eliminate Sec. 1.5 Initial Districting and Sec. 1.6 Changes in Districting.

2. Reduction of Town Council from 9 to 7 members

Sec. 3.1. Membership; Term of Office.

Except as otherwise provided in this Charter, all of the powers of the Town shall be vested in a Town Council (hereinafter sometimes referred to as "Council") of ~~seven (7) nine (9)~~ Councilors, as provided in Sec. 1.2. ~~Councilors shall be elected on the second Tuesday in March for three (3) year terms. Three (3) Councilors shall be elected each year—two (2) from districts and one (1) at large.~~ Councilors shall take office July 1st next following their election and shall hold office until successors are duly elected and qualified. Town Councilors shall be elected on a staggered basis under the following schedule: At the first annual election following the amendment of this Section (2025), there shall be elected three (3) Councilors for a 3-year term, two (2) Councilors for a 2-year term, and two (2) Councilors for a 1-year term. At all succeeding elections Councilors shall be elected for 3-year terms.

Sec. 3.2 Qualifications of Councilors

No Councilor shall, during his/her term and for one year thereafter, be eligible to hold a paid office. Notwithstanding the foregoing, a Councilor may be appointed to "acting town administrator" by a vote of at least ~~five (5) seven (7)~~ members of the council for one period not to exceed six (6) months.

~~No two councilors elected at large or appointed to fill a position at large shall be residents of the same district.~~

Sec. 3.5 (C) Exercise of Powers; Meetings; Rules of Procedure: Appropriations

Special meetings may be called by the Chair. Special meetings also may be called at the written request of the Town Administrator or at least ~~four (4) six (6)~~ Councilors, and upon such request the Chair of the Council shall call such special meeting. Written notice of said special meeting shall be delivered to each Councilor at least twenty-four (24) hours prior to the call of the special meeting. The method of delivery of notice for special meetings shall be established by Council rule.

3. Change Quorum requirement to Simple Majority

Sec. 3.5 (B) Exercise of Powers; Meetings; Rules of Procedure: Appropriations

A quorum of the Council for the transaction of any business shall be a simple majority ~~two-thirds (2/3)~~ of the members currently in office.

4. Increase compensation for the Town Council Members

Sec. 3.4. Compensation

Councilors shall receive as compensation the sum of ~~one thousand five hundred~~ two thousand dollars ~~(\$2,000.00) (\$1,500.00)~~ per year.

You can find proposed amendments and more detail on the website www.hooksett.org or Contact Wendy Baker in Administration at 603-485-4872 wbaker@hooksett.org

ARTICLE 1 Incorporation; Town Form of Government; Power
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Sec. 1.1. Incorporation.

The legal residents of the Town of Hooksett shall continue to be a body politic and corporate under the name of the "Town of Hooksett" and as such to enjoy all the rights, immunities, powers and privileges and be subject to all duties and liabilities now appertaining to or incumbent upon them as a municipal corporation. All existing property of the Town shall remain vested in it, and all its existing debts and obligations shall remain obligatory upon it under this chapter.

Sec. 1.2. Town Form of Government.

The administration of the fiscal, prudential, municipal and other affairs of the Town, with the governance thereof, shall be vested in an executive branch to consist of a Town Administrator and the various departments of the Town as established by this Charter and from time to time by the Town Council. Legislative powers, not otherwise vested in another body as provided by this Charter, shall be vested in the Town Council and the Budgetary Town Meeting. Except as expressly authorized by this Charter, no Councilor shall participate in the conduct of the administrative affairs of the Town.

Sec. 1.3. Construction.

The powers of the municipality under this Charter are to be construed liberally in favor of the Town, and the specific mention of particular powers is not intended to limit any way the general powers of the municipality as stated in Sec. 1.1.

Sec. 1.4. Intergovernmental Relations.

Subject only to express limitations in the provisions of the New Hampshire Statutes, the Town may exercise any of its powers or perform any of its functions under this Charter and may participate in the financing thereof, jointly or in cooperation, by contract or otherwise, with the State of New Hampshire, or any political subdivision or agency thereof, or the United States of America or any agency thereof.

~~Sec. 1.5. Initial Districting.~~

~~Upon adoption of this Charter, the Board of Selectmen of Hooksett shall on or before 07/15/88 prepare preliminary district boundaries. After public hearings held thereon, the selectmen shall finalize district boundaries by 10/15/88 and publish and disseminate district maps.~~

~~The Town shall be divided into six (6) voting districts; each established to consist of as nearly as possible an equal number of residents. The largest district shall be no~~

~~more than 10% greater than the smallest district. Each district shall have well defined boundaries.~~

~~Sec. 1.6. Changes in Districting.~~

~~A. No later than two years after the official publication of the decennial United States of America census, the Supervisors of the Checklist (defined in 2.2 hereof) shall establish new district boundaries so as to establish six (6) equal (population-based) districts. The Supervisors of the Checklist may establish their own rules and procedures to conduct redistricting; however, they shall have at least one public hearing on its proposed new district boundaries.~~

~~B. Upon the written petition signed by at least ten percent (10%) of the registered voters in the Town, the Town election officers shall include on the ballot at the next Town annual election the following question: "Shall the Supervisors of the Checklist be directed to establish new district boundaries for the Town no later than one (1) year from the passage of this question? Yes or No". However, no petition for redistricting shall be accepted within three (3) years of any previous action to redistrict. If a majority at that March election vote "Yes", then the Supervisors of the Checklist shall establish new equal districts for the Town pursuant to its redistricting rules and procedures and based on such population and census data as the Supervisors of the Checklist finds fair and reliable; however they shall have at least one public hearing on their proposed new district boundaries.~~

<p style="text-align: center;">ARTICLE 2 Elections: Election Officials; Conduct of Elections</p>
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Sec. 2.1. Moderator.

There shall be a Moderator of the Town who shall have all the powers and duties granted to him/her by this Charter and state law. He/She shall be elected on an at large basis to a term of two (2) years at the first Town election following adoption of this Charter. Without limitation to the foregoing, for election purposes, the Moderator shall have the power to appoint all election officials except those, which must be elected or otherwise appointed. The Moderator shall determine whether all ballots from all polling places are to be counted in one or more locations.

Sec. 2.2. Supervisors of the Checklist.

A. There shall be three (3) Supervisors of the Checklist who shall hold office for six (6) years (and until their successors are elected and qualified) on a staggered basis so that one Supervisor is elected every two years at the Town election.

- B. Vacancies in the Supervisors of the Checklist shall be filled pursuant to RSA 669:64. The person so appointed shall hold office until the vacancy for the unexpired term is filled at the next Town election.
- C. The Supervisors shall elect a chair for a term of two (2) years. He/She may not succeed himself/herself.

Sec. 2.3. Duties and Sessions of the Supervisors of the Checklist.

The Supervisors of the Checklist shall have such powers and duties as are specified under New Hampshire law and in this Charter.

Sec. 2.4. Duties of the Town Clerk

The Town Clerk shall have such powers and duties as are specified by this charter and state law. The Town Clerk may assign duties to his/her designee. To the extent there is any conflict between the powers and duties of the Town Clerk as are specified by this charter and state law, state law shall control.

Sec. 2.5. Composition of Board of Election Officers

The Supervisors of the Checklist, the Moderator and the Town Clerk shall constitute the Board of Election Officers. The Moderator shall be Chair. The Town Clerk shall serve as the Clerk of the Board.

Sec. 2.6. Conduct of Elections.

- A. The election officers shall conduct regular and special elections as detailed in the election laws of the State of New Hampshire.
- B. Town Council shall establish policy delineating election dates, polling place(s), and balloting hours.

ARTICLE 3 Town Council

Sec. 3.1. Membership; Term of Office.

Except as otherwise provided in this Charter, all of the powers of the Town shall be vested in a Town Council (hereinafter sometimes referred to as "Council") of seven (7) ~~nine (9)~~ Councilors, as provided in Sec. 1.2. ~~Councilors shall be elected on the second Tuesday in March for three (3) year terms. Three (3) Councilors shall be elected each year -- two (2) from districts and one (1) at-large.~~ Councilors shall take office July 1st next following their election and shall hold office until successors are duly elected and qualified. Town Councilors shall be elected on a staggered basis under the following

schedule: At the first annual election following the amendment of this Section (2025), there shall be elected three (3) Councilors for a 3-year term, two (2) Councilors for a 2-year term, and two (2) Councilor for a 1-year term. At all succeeding elections Councilors shall be elected for 3-year terms.

Sec. 3.2. Qualifications of Councilors.

Only voters who at all times during their term of office are and remain residents of the Town shall be eligible to hold the office of Councilor. Eligible candidates will be registered voters and will have resided in Hooksett for at least one year immediately before the election. Councilors elected from districts must be legal residents of that district at the time of election. If a Councilor shall move from his/her said district and shall remain a resident of the Town, he/she shall remain the elected district's Councilor until the next election. The Council is the sole judge of qualification for office. A majority of the Council may after investigation and hearing declare a vacancy if a member is ultimately convicted of a violation of the Town Charter. Council may also declare a vacancy if a member has missed three (3) regularly scheduled meetings in sequence, or has missed one quarter (1/4) of all meetings within one (1) calendar year, or has interfered with Administration, or falsified records, misapplied Town funds or property, or has been ultimately convicted of a Federal or State crime as a felon.

No Councilor shall, during his/her term and for one year thereafter, be eligible to hold a paid office. Notwithstanding the foregoing, a Councilor may be appointed to "acting town administrator" by a vote of at least five (5) ~~seven (7)~~ members of the council for one period not to exceed six (6) months.

~~No two councilors elected at-large or appointed to fill a position at-large shall be residents of the same district.~~

At the time any candidate for councilor files his/her declaration of candidacy for said office, the Town Clerk shall determine if said candidate is qualified for office under Section 3.2 of the Charter. If the candidate is not so qualified, the Town Clerk shall notify the candidate and the Town Moderator within 24 hours of disqualification and said candidate's name shall not appear on the ballot.

Sec. 3.3. Vacancies.

Vacancies occurring in the office of Councilor at any time shall be filled by a duly qualified member of said District by appointment by affirmative vote of the Council within thirty (30) days of a declared vacancy. If a tie vote is maintained after three (3) calls by the Council Chair, a special election will be held within thirty (30) days to fill such vacancy. Such appointed or elected appointee shall hold office until the next regular election. No appointments for councilor-at-large shall be in contradiction of Section 3.2.

Sec. 3.4. Compensation.

Councilors shall receive as compensation the sum of ~~one thousand five hundred two thousand dollars (\$2,000.00) (\$1,500.00)~~ per year. The Chair shall receive an additional five hundred dollars (\$500.00) per year. Councilors shall receive reimbursement for reasonable mileage and expenses incurred in the performance of Town business outside the Town limits of Hooksett according to rules of the Council.

Sec. 3.5. Exercise of Powers; Meetings; Rules of Procedure: Appropriations.

- A. Exercise of Powers. Except as otherwise prohibited by law or this Charter, the powers of the Council may be exercised in a manner determined by it.
- B. A quorum of the Council for the transaction of any business shall be a simple majority ~~two-thirds (2/3)~~ of the members currently in office. However a smaller number may adjourn the meeting to another time or date.
- C. Meetings. All meetings of the Council shall be public as required by the State "Right to Know Law" (RSA Ch. 91-A). Regular meetings (minimum one per month) shall be held on such day or days of each month at such time as the Council shall by ordinance or resolution direct. Agendas shall be prepared and posted one week in advance of each regular meeting. Special meetings may be called by the Chair. Special meetings also may be called at the written request of the Town Administrator or at least ~~four (4) six (6)~~ Councilors, and upon such request the Chair of the Council shall call such special meeting. Written notice of said special meeting shall be delivered to each Councilor at least twenty-four (24) hours prior to the call of the special meeting. The method of delivery of notice for special meetings shall be established by Council rule.
- D. Rules of Procedure. The Council shall establish rules for its proceedings not inconsistent with this Charter. Every matter coming before the Council for action shall be put to a vote and all members shall vote "aye", "nay", or abstain and give a reason for abstaining. The results of such voting shall be duly recorded. All votes shall be recorded by roll call except votes on procedural matters.

Sec. 3.6. Ordinances.

- A. An ordinance may be introduced by any member at any regular or special meeting of the Council. Upon introduction of any ordinance, the Town Clerk or designee shall distribute a copy to each Councilor and to the Town Administrator, file a reasonable number of copies in the office of the Town Clerk, post a copy in such other public places as the Council may designate, and provide for publication in a local newspaper or newspapers of their choice seven (7) days prior to the public hearing on said ordinance. The full text of the proposed amendment or ordinance need not be included in the notice if an adequate statement describing the proposal and designating the place where the proposal is on file for public inspection is stated in the notice. Final action on said

Hooksett Charter Changes – Ballot Questions

1. Shall the municipality approve the charter amendments reprinted below?

Sec. 1.5 Initial Districting and Sec. 1.6 Changes in Districting - Deleted

Sec. 3.1. Membership; Term of Office.

Except as otherwise provided in this Charter, all of the powers of the Town shall be vested in a Town Council (hereinafter sometimes referred to as "Council") of seven (7) Councilors, as provided in Sec. 1.2. Councilors shall take office July 1st next following their election and shall hold office until successors are duly elected and qualified. Town Councilors shall be elected on a staggered basis under the following schedule: At the first annual election following the amendment of this Section (2025), there shall be elected three (3) Councilors for a 3-year term, two (2) Councilors for a 2-year term, and two (2) Councilors for a 1-year term. At all succeeding elections Councilors shall be elected for 3-year terms.

Sec. 3.2 Qualifications of Councilors

No Councilor shall, during his/her term and for one year thereafter, be eligible to hold a paid office. Notwithstanding the foregoing, a Councilor may be appointed to "acting town administrator" by a vote of at least five (5) members of the council for one period not to exceed six (6) months.

Delete third paragraph ("No two councilors elected at large or appointed to fill a position at large shall be residents of the same district").

Sec. 3.5 (C) Exercise of Powers; Meetings; Rules of Procedure: Appropriations

Special meetings may be called by the Chair. Special meetings also may be called at the written request of the Town Administrator or at least four (4) Councilors, and upon such request the Chair of the Council shall call such special meeting. Written notice of said special meeting shall be delivered to each Councilor at least twenty-four (24) hours prior to the call of the special meeting. The method of delivery of notice for special meetings shall be established by Council rule.

The purpose of these amendments is to remove voting districts for purpose of Town Council elections and to reduce the total number of Councilors from 9 to 7, as well as revise other ancillary charter provisions to recognize the change.

2. Shall the municipality approve the charter amendment reprinted below?

Sec. 3.5 (B) Exercise of Powers; Meetings; Rules of Procedure: Appropriations

A quorum of the Council for the transaction of any business shall be a simple majority of the members currently in office.

The purpose of this amendment is to reduce the number of Councilors required for a quorum to conduct business.

3. Shall the municipality approve the charter amendment reprinted below?

Sec. 3.4. Compensation

Councilors shall receive as compensation the sum of two thousand_dollars (\$2,000.00) per year.

The purpose of this amendment is to increase a Councilor's compensation by \$500.00 annually.

TOWN / CITY	POPULATION	TYPE	# OF MEMBERS	DISTRICTS YES / NO	TA or MANAGER	STIPEND
Bow	8,229	Selectmen	5	No	Town Manager	\$2,500
Hollis	8,342	Selectmen	5	No	TA	\$7,500
Seabrook	8,401	Selectmen	3	No	Town Manager	
Litchfield	8,478	Selectmen	5	No	TA	
Franklin	8,741	City Council	9	Wards	City Manager	
Hampstead	8,998	Selectmen	5	No	Admin Assist	
Weare	9,092	Selectmen	5	No	TA	\$2,500/ Chair \$3,000
Barrington	9,326	Selectmen	5	No	TA	
Berlin	9,425	City Council	9	?	City Manager	
Newmarket	9,430	Town Council	7	No	Town Manager	\$1,500/ Chair \$2,000
Conway	9,822	Selectmen	5	No	Town Manager	\$4,000
Raymond	10,684	Selectmen	5	No	Town Manager	
Amherst	11,753	Selectmen	5	No	TA	
Somersworth	11,855	City Council	9	Wards	City Manager	\$1,053
Hanover	11,870	Selectmen	5	No	Town Manager	
Claremont	12,949	City Council	9	Wards	City Manager	
Pelham	14,222	Selectmen	5	No	TA	\$1,200/ Chair \$1,500
Lebanon	14,282	City Council	9	Wards	City Manager	
Hooksett	14,871	Town Council	9	Yes	TA	\$1,500/ Chair \$2,000
Durham	15,490	Town Council	9	No	TA	\$1,500/ Chair \$2,000
Windham	15,817	Selectmen	5	No	TA	
Exeter	16,049	Selectmen	5	No	Town Manager	\$3,000/ Chair \$4,000
Milford	16,131	Selectmen	5	No	TA	\$2,500/ Chair \$3,000
Hampton	16,214	Selectmen	5	No	Town Manager	
Laconia	16,871	City Council	7	Wards	City Manager	\$2,400/ Mayor \$2,800
Goffstown	18,577	Selectmen	5	No	TA	
Portsmouth	21,956	City Council	9	No	City Manager	
Keene	23,047	City Council	15	Wards	City Manager	
Bedford	23,322	City Council	7	No	City Manager	\$1,500/ Chair \$2,000
Hudson	25,394	Selectmen	5	No	TA	\$3,200
Londonderry	25,826	Town Council	5	No	Town Manager	
Merrimack	26,632	Town Council	7	No	Town Manager	\$3,600
Salem	30,089	Town Council	9	No	Town Manager	\$3,000
Rochester	32,492	City Council	13	Wards	City Manager	
Dover	32,741	City Council	9	Wards	City Manager	
Derry	34,317	Town Council	7	Districts	TA	\$2,500/ Chair \$4,000

	5 members
	7 members
	9 members

Town Council
STAFF REPORT



To: Town Council
Title: Hooksett Municipal Longevity Employees (07/01/2022-06/30/2023) 5 yrs., 10 yrs., 15 yrs. 20 yrs.+
Meeting: Town Council - 27 Sep 2023
Department: Administration
Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

The Town Council Rules of Procedures has a Special Recognition section "Longevity Employees" (at Council's last regularly scheduled meeting each September)". At the Council's September 27, 2023 meeting, the Council will recognize those Town of Hooksett municipal employees with consecutive employment anniversaries of 5 years, 10 years, 15 years or 20 years or more within this last fiscal year (July 1, 2022– June 30, 2023).

RECOMMENDATION:

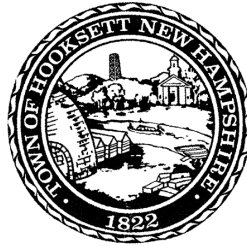
Recognize Town of Hooksett municipal employees for their length of service with a certificate/Town pin presentation

TOWN ADMINISTRATOR'S RECOMMENDATION:

Town Council acknowledgement of our long term employees

ATTACHMENTS:

[Longevity 2023](#)



2023 Town of Hooksett Municipal

Longevity Employees

7/1/2022-6/30/2023

5 Year Anniversary

Joshua Hebert	Public Works	7/10/2022
Kim Langlois	Wastewater	8/02/2022
Heather Dresser	Library	8/02/2022
Joshua Preve	Police	9/25/2022
Caitlin Curran	Tax	10/10/2022
Rob Beland	Public Works	12/11/2022
Regina Howard	Fire	3/29/2023
Ricky Demers	Public Works	4/23/2023

10 Year Anniversary

James Bradley	Police	10/01/2022
Valerie Lamy	Police	10/22/2022
Justin Sargent	Police	12/10/2022
AnnMarie Scott	Community Development	6/10/2023

15 Year Anniversary

Brett Hemeon	Public Works	7/1/2022
Leann Moynihan	Budget Committee	7/9/2022
Elayne Pierson	Assessing	10/16/2022
Mario Desaulniers	Public Works	11/19/2022
Donna Fitzpatrick	Administration	3/10/2023
Richard Belanger	Police	3/24/2023
Joshua Brehm	Fire	6/25/2023

20 Year Anniversary

Eric Uitts	Fire	7/01/2022	20 years
Mark Glisson	Library	9/02/2022	20 years
Ernie Coulombe	Public Works	10/23/2022	21 years
Suzanne Fournier	Public Works	9/25/2022	21 years
John Clark	Wastewater	11/12/2022	21 years
Jeremy Doyle	Fire	02/25/2023	21 years
Jake Robie	Police	01/02/2023	22 years
Steven Colburn	Fire	07/01/2022	23 years
Tommy Bartula	Public Works	06/16/2023	23 years
Scott Tremaine	Wastewater	5/24/2023	24 years
Francine Swafford	Police	12/11/2022	33 years
Linda O'Keefe	Wastewater	10/26/2022	35 years
Brian Towle	Wastewater	04/06/2023	36 years
Jay Wilson	Police	04/27/2023	37 years
Gary Blanchette	Police	09/17/2022	38 years

Town Council

STAFF REPORT



To: Town Council
Title: Ian Keyes, Block 5 and Leann McLaughlin, Project Coordinator: ARPA Request - Necessary Technology Upgrades
Meeting: Town Council - 27 Sep 2023
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

The Administration budget encompasses requests for technology updates but incorporating all of these recommendations would substantially raise the budget. Block 5 offers insights and suggestions on essential upgrades for all town-operated technology. Enclosed are timely recommendations that require attention. Additionally, the Administration Department seeks to establish an IT Capital Reserve fund to address future upgrades or emergencies related to technology. The Capital Reserve request will be brought to the council at the appropriate time for review. The total cost for current recommended projects amount to \$37,631.98.

Projects include:

Town Hall Server Room Upgrades \$7,770.00
 Transfer Station Network Upgrade \$3,413.03
 Public Works Network Upgrade \$4,925.60
 Town Hall VMWare Licensing Upgrade \$11,479.62
 Town Hall Switch Upgrade \$10,043.73

Additional information for each project is included in the backup documentation.

The ARPA Subcommittee heard the request on September 13th and voted to move the request to the full Town Council.

RECOMMENDATION:

Review the request and ask any questions relative to the projects presented.

Approve a cost not to exceed \$38,000.00 of ARPA funds for the necessary technology upgrades that includes the Town Hall Server Room, Transfer Station Network, Public Works Network, Town Hall VMWare Licensing, and Town Hall switches.

SUGGESTED MOTION:

Motion to allocate up to \$38,000.00 of ARPA Funds for the necessary technology upgrades which includes the Town Hall Server Room, Transfer Station Network, Public Works Network, Town Hall VMWare Licensing and the Town Hall Switches.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion

ATTACHMENTS:

[ARPA Request - Necessary Technology Upgrades \(002\)](#)

ARPA Request: Necessary Technology Upgrades

The Administration budget includes requests for technology but incorporating them all would substantially raise the budget. Block 5 offers insights and suggestions on essential upgrades for all town-operated technology. Enclosed are timely recommendations that require attention. These recommendations have been submitted to the town for inclusion in the budget. Additionally, the Administration Department seeks to establish an IT Capital Reserve fund to address any future issues or emergencies related to technology. **The total cost for the currently recommended projects amounts to \$37,631.98.**

Town Hall Server Room Upgrades \$7,770.00: “The current town hall server room needs organization and network upgrades. Block 5 proposes the purchase of a server cabinet and moving all the equipment into the cabinet. Additionally, Block 5 proposes the purchase of redundant switches for the network room in the basement and then the connection of these devices with multi strand fiber. During this reorganization, Block 5 will relocate the server equipment to the other side of the wall where the phone switch is currently.” If the committee is interested in seeing the Server Room, please speak with André or Leann McLaughlin.

Transfer Station Network Upgrade \$3,413.03: “Currently, the transfer station has no firewall or security services. Block 5 proposes the installation of a basic Fortigate firewall and an access point to provide necessary connectivity while protecting town computers from outside threats. Additionally, Block 5 will take this opportunity to create a VPN tunnel to the town hall server, creating a secure connection for remote server access and centralizing data storage/backup.”

Public Works Network Upgrade \$4,925.60: “The DPW needs to remove aging and failing network equipment and replace it with new up to date switching with a 5-year warranty. The recommended products will allow for redundancy in the event of switch failure. In conjunction with the firewall project, we will also be installing a new wall mount network rack, in which they will consolidate and properly install all network equipment. To protect the equipment, they will also install a 1000VA rackmount battery backup.”

Town Hall VMWare Licensing Upgrade \$11,479.62 (initial cost includes a 3-year renewal, the subsequent yearly maintenance costs are roughly 20% of the initial cost, around \$2,400): “The current VMWare licensing requires that all client virtual machines be turned off to conduct maintenance of the server environment, which equals downtime for the client and pausing of the backup/replication schedule because of this. Block 5 has been performing after-hours maintenance of the environment which is time consuming and costly. Upgrading allows Block 5 to perform all maintenance during business hours without the client experiencing any downtime. This is a required upgrade for Block 5 to properly maintain the proper performance and security of the entire server infrastructure.”

Town Hall Switch Upgrade \$10,043.73: “The Town Hall requires new switches for additional capacity, increased speed, and better redundancy in the event of a failover. The switches will be configured in a “stack” offering redundancy and load balancing, which is critical for first responders and critical municipal operations.” The quote includes a 5-year warranty on the switches.



TOH - TH - Server Room Upgrade

Quote

Quote Number: 827

Payment Terms:
Expiration Date: 07/27/2023

Quote Prepared For

Andre Garron
Town of Hooksett
35 Main Street
Hooksett, NH 03106
United States
Phone:(603) 485-8472
agarron@hooksett.org

Quote Prepared By

Heidi Morrison
Block 5 Technologies
25 Nashua Road, Unit E1
Londonderry, NH 03053
United States
Phone:603-505-4414
Fax:
hmorrison@block5.com

Quote: Description

The current town hall server room is in need of organization and network upgrades. We propose the purchase of a purpose built server cabinet and moving all equipment into the cabinet.

Additionally, we propose the purchase of redundant switches for the network room in the basement and then the connection of these devices with multi strand fiber.

During this reorganization, we will relocate the server equipment to the other side of the wall where the phone switch is currently.

Item#	Quantity	Item	Unit Price	Unit Discount	Adjusted Unit Price	Extended Price
One-Time Items						
1)	1	Tripp Lite Rack Enclosure Server Cabinet	\$1,300.00		\$1,300.00	\$1,300.00
2)	1	Miscellaneous Cables	\$100.00		\$100.00	\$100.00
3)	1	2U Rack Shelf cantilever (tower)	\$120.00		\$120.00	\$120.00
4)	1	Fiber Cable - Multimode 6 strand	\$600.00		\$600.00	\$600.00
5)	2	Rackmount Fiber Enclosure Rackmount Fiber Enclosure	\$150.00		\$150.00	\$300.00
6)	2	Fiber Adapter Panel Fiber Adapter Panel	\$80.00		\$80.00	\$160.00
7)	4	3m OM4 LC - LC Fiber Patch Cable 3m OM4 LC to LC Fiber Patch Cable	\$10.00		\$10.00	\$40.00
8)	4	SFP Transceiver 1G SFP LC SX 500M MMF PERP XCVR	\$50.00		\$50.00	\$200.00

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

Item#	Quantity	Item	Unit Price	Unit Discount	Adjusted Unit Price	Extended Price
9)	16	Phone - Wiring Labor Estimated full day of cabling (worst case) to run fiber cable from basement network room to server room.	\$90.00		\$90.00	\$1,440.00
10)	30	Project - Level 2 - Procure equipment baseline configuration of new switches B5 office - Documentation of all equipment and configuration - Deliver cabinet and other equipment to town hall - Coordinate with cabling tech - Coordinate downtime event - Reconfigure ports on existing phone switches for server vlan - Mount servers in cabinet - Mount patch panel and phone switches inside cabinet - Install new PoE switches in basement network room - Install and connect fiber trays upstairs and down - Test all connectivity and document final setup	\$156.00	\$39.00	\$117.00	\$3,510.00
One-Time Total						\$7,770.00
Subtotal						\$7,770.00
Total Taxes						\$0.00
Total						\$7,770.00

Authorizing Signature _____

Date _____

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.



TOH - Transfer Station Network Upgrade

Quote

Quote Number: 1227

Payment Terms:
Expiration Date: 08/10/2023

Quote Prepared For

Andre Garron
Town of Hooksett
35 Main Street
Hooksett, NH 03106
United States
Phone: (603) 485-8472
agarron@hooksett.org

Quote Prepared By

Heidi Morrison
Block 5 Technologies
25 Nashua Road, Unit E1
Londonderry, NH 03053
United States
Phone: 603-505-4414
Fax:
hmorrison@block5.com

Quote: Description

Currently, the transfer station network has no firewall or security services. We are proposing the installation of a basic Fortigate firewall and an access point to provide necessary connectivity while protecting town computers from outside threats.

Additional, we will take this opportunity to create a VPN tunnel to the town hall server, creating a secure connection for remote server access and centralizing data storage/backup.

Item#	Quantity	Item	Unit Price	Unit Discount	Adjusted Unit Price	Extended Price
One-Time Items						
1)	1	FortiAP FAP-231F-A 802.11ax 1.73 Gbit/s Wireless Access Point - 2.40 GHz, 5 GHz - MIMO Technology - 2 x Network (RJ-45) - Gigabit Ethernet - 17 W - Ceiling Mountable, Wall Mountable, Rail-mountable	\$680.90		\$680.90	\$680.90
2)	1	Forticare for 231F AP - 5yr Support - FC-10-PF231-247-02-60 Fortinet FortiCare Comprehensive Support - Extended Service (Renewal) - 5 Year - Service - 24 x 7 x Next Business Day - Service Depot - Exchange - Parts	\$326.88		\$326.88	\$326.88
3)	1	Fortigate 40F - 3yr Forticare & Fortiguard - FG-40F-BDL-950-36 FG-40F-BDL-950-36 - Fortigate 40F Firewall with 3yr Forticare and Fortiguard security services	\$1,469.25		\$1,469.25	\$1,469.25
4)	8	Project - Level 2 - Review current network configuration - Review new features and discuss with client - Update and configure new FortiGate 40F firewall and wireless access point - Register support agreements with FortiCare - Enable and configure FortiGuard security - Configure VPN connection to town hall	\$156.00	\$39.00	\$117.00	\$936.00

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

Item#	Quantity	Item	Unit Price	Unit Discount	Adjusted Unit Price	Extended Price
		- Deliver and install on-site				
		- Test RDP access to terminal server				
		- Test access and train users				
		- Confirm all functionality				
One-Time Total						\$3,413.03
Subtotal						\$3,413.03
Total Taxes						\$0.00
Total						\$3,413.03

Authorizing Signature _____

Date _____

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.



Quote
Quote Number: 1226

Payment Terms:
Expiration Date: 07/27/2023

Quote Prepared For

Andre Garron
Town of Hooksett
35 Main Street
Hooksett, NH 03106
United States
Phone:(603) 485-8472
agarron@hooksett.org

Quote Prepared By

Heidi Morrison
Block 5 Technologies
25 Nashua Road, Unit E1
Londonderry, NH 03053
United States
Phone:603-505-4414
Fax:
hmorrison@block5.com

Quote: Description

Currently, the DPW needs to remove aging and failing network equipment and replace with new up to date switching with a 5-year warranty. The recommended products will allow for redundancy in the event of switch failure. In conjunction with the firewall project we will also be installing a new wallmount network rack, in which we will consolidate and properly install all network equipment. To protect the equipment, we will also be installing a 1000VA rackmount battery backup.

Item#	Quantity	Item	Unit Price	Unit Discount	Adjusted Unit Price	Extended Price
One-Time Items						
1)	1	Wallmount Network Cabinet	\$193.75		\$193.75	\$193.75
2)	2	JL807A - Aruba 1960 24 Port - 370W PoE Stacking switch JL807A - Aruba 1960 24 Port - 370W PoE Stacking switch	\$1,327.84		\$1,327.84	\$2,655.68
3)	2	H31LHE - Aruba Foundation Care - 5 year NBD (JL807A 1960 24 Port PoE) H31LHE - Aruba Foundation Care - 5 year NBD (JL807A 1960 24 Port PoE)	\$328.01		\$328.01	\$656.02
4)	2	R9D19A - Aruba 1m DAC Stacking Cable R9D19A - Aruba 1m DAC Stacking Cable	\$54.45		\$54.45	\$108.90
5)	1	Rackmounted 1000VA UPS	\$531.25		\$531.25	\$531.25
6)	8	Project - Level 2 - Review current network configuration - Review new features and discuss with client - Update firewall to support new access point - Register support agreements with FortiCare - Update firmware, register and configure remote management for 24 port switches - Enable and configure FortiGuard security - Configure VPN connection to town hall - Deliver and install on-site	\$156.00	\$58.50	\$97.50	\$780.00

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

Item#	Quantity	Item	Unit Price	Unit Discount	Adjusted Unit Price	Extended Price
		- Install wall mount rack				
		- Move all equipment into wall mount rack				
		- Test local wired and wireless connectivity				
		- Test RDP access to terminal server				
		- Test access and train users				
		- Confirm all functionality				
One-Time Total						\$4,925.60
Subtotal						\$4,925.60
Total Taxes						\$0.00
Total						\$4,925.60

Authorizing Signature _____

Date _____

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

TOH- TH - VMware Licensing Upgrade

Quote

Quote Number: 1475

Payment Terms:
Expiration Date: 07/27/2023

Quote Prepared For

Andre Garron
Town of Hooksett
35 Main Street
Hooksett, NH 03106
United States
Phone:(603) 485-8472
agarron@hooksett.org

Quote Prepared By

Heidi Morrison
Block 5 Technologies
25 Nashua Road, Unit E1
Londonderry, NH 03053
United States
Phone:603-505-4414
Fax:
hmorrison@block5.com

Quote: Description

Current VMWare licensing requires that all client virtual machines be turned off in order to conduct maintenance of the server environment, which equals downtime for the client and pausing of the backup / replication schedule because of this, Block5 has been performing after-hours maintenance of the environment which is time consuming and costly. Moving forward, we are upgrading clients to the next level of VMWare software, allowing us to perform all maintenance during business hours without the client experiencing any downtime. The Subsequent yearly maintenance costs are roughly 20% of the initial license cost.

This is a required upgrade for Block5 to properly maintain the proper performance and security of the entire server infrastructure.

We recommend the 3 year renewal for your budget purposes, but have also included the 1 year pricing.

Item#	Quantity	Item	Unit Price	Unit Discount	Adjusted Unit Price	Extended Price
One-Time Items						
1)	1	VMware vSphere Standard with vCenter Foundation with 3-Year Support	\$11,479.62		\$11,479.62	\$11,479.62
2)	4	Level 2 Labor	\$156.00	\$156.00	\$0.00	\$0.00
		- Configure client's My.VMware Portal - Grant access to B5 for management - Import / Upgrade Licensing - Upgrade vCenter & vSphere - Update Veeam Backup & Replication - Finalize all documentation				
		100% DISCOUNT ON \$624.00 LABOR				
One-Time Total						\$11,479.62
Subtotal						\$11,479.62
Total Taxes						\$0.00

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

Item#	Quantity	Item	Unit Price	Unit Discount	Adjusted Unit Price	Extended Price
Total						\$11,479.62

Authorizing Signature _____

Date _____

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.



Quote

Quote Number: 1228

Payment Terms:
Expiration Date: 07/27/2023

Quote Prepared For

Andre Garron
Town of Hooksett
35 Main Street
Hooksett, NH 03106
United States
Phone:(603) 485-8472
agarron@hooksett.org

Quote Prepared By

Heidi Morrison
Block 5 Technologies
25 Nashua Road, Unit E1
Londonderry, NH 03053
United States
Phone:603-505-4414
Fax:
hmorrison@block5.com

Quote: Description

The TH requires new switches for additional capacity, increased speed, and better redundancy in the event of a failover. We have quoted a 5 year warranty on the switches so we don't need to do anything until 2027. The switches will be configured in a "stack" offering redundancy and load balancing, which is critical for first responders and critical municipal operations.

We can add one more switch to this stack in order to accomodate PoE phones when TH reaches that point.

Item#	Quantity	Item	Unit Price	Unit Discount	Adjusted Unit Price	Extended Price
One-Time Items						
1)	3	JL809A - Aruba 1960 48 Port - 600w PoE Stacking switch JL809A - Aruba 1960 48 Port - 600w PoE Stacking switch	\$2,349.88		\$2,349.88	\$7,049.64
2)	3	H31LME - Aruba Foundation Care - 5 year NBD (JL809A - 1960 48 Port PoE) H31LME - Aruba Foundation Care - 5 year NBD (JL809A - 1960 48 Port PoE)	\$631.58		\$631.58	\$1,894.74
3)	3	R9D19A - Aruba 1m DAC Stacking Cable R9D19A - Aruba 1m DAC Stacking Cable	\$54.45		\$54.45	\$163.35
4)	8	Level 2 Labor - Unbox, register, and update firmware on switch. - Configure routing, stacking on switches. - Schedule cutover and installation on site with customer - Install on site, confirm connectivity and verify functionality and stability - Update documentation and confirm with customer.	\$156.00	\$39.00	\$117.00	\$936.00
One-Time Total						\$10,043.73
Subtotal						\$10,043.73

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

Item#	Quantity	Item	Unit Price	Unit Discount	Adjusted Unit Price	Extended Price
Total Taxes						\$0.00
Total						\$10,043.73

Authorizing Signature _____

Date _____

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

Town Council
STAFF REPORT



To: Town Council
Title: Jude Nuru and Dan Weeks, ReVision Energy - Solar Array Options
Meeting: Town Council - 27 Sep 2023
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

At the August 23rd Town Council meeting, Jude Nuru and Dan Weeks presented options to the Town Council on how to proceed with a solar array at the old landfill site. Since a lot of information was presented at the meeting, the Town Council decided to digest the information and discuss at a later date. Jude and Dan are present to answer any additional questions the Council may have.

RECOMMENDATION:

Ask additional questions.

Suggest opting for a Power Purchase Agreement (PPA) to secure the essential data for comprehending the advantages of the solar array and then reevaluate the project in the fourth year.

SUGGESTED MOTION:

Motion to authorize the Town Administrator to negotiate a Power Purchase Agreement (PPA) contract with ReVision Energy for a solar array at the Old Landfill Site with an option to transition to a Turnkey Contract prior to Notice to Proceed.

ATTACHMENTS:

[ReVision Presentation for Town Council 8.23.23](#)



Solar for Town of Hooksett

Commercial/PPA Solar Proposal | June 2022



4 MW Town of Skowhegan, ME

Background & Qualifications

REVISION ENERGY



REVISION ENERGY



14,000+

clean energy projects
installed across New
England since 2003

400

Employee-owners
across 5 branches
in NH, ME, and MA

100%

Employee-owned
proudly certified
B Corporation





REVISION ENERGY

Mission: Empower our community to overcome the environmental, economic and social inequity caused by fossil fuels ... so our kids and grandkids can enjoy New England's clean air, water, and land just like we do.



Industry Honors & Associations

**ReVision Ranked #1 Rooftop Solar Contractor
in New England, #5 in U.S.**

Solar Power World Magazine (2017, 2018, 2019, 2020)



Business
of the Year



#1 NH Solar Company



PV Installation
Professional



ReVision Energy
★★★★★ 4.90



REVISION ENERGY

Business Solar Partners include...

L.L.Bean



IDEXX
LABORATORIES



Bangor
Savings Bank



THROWBACK
BREWERY



CHAMBERLAIN

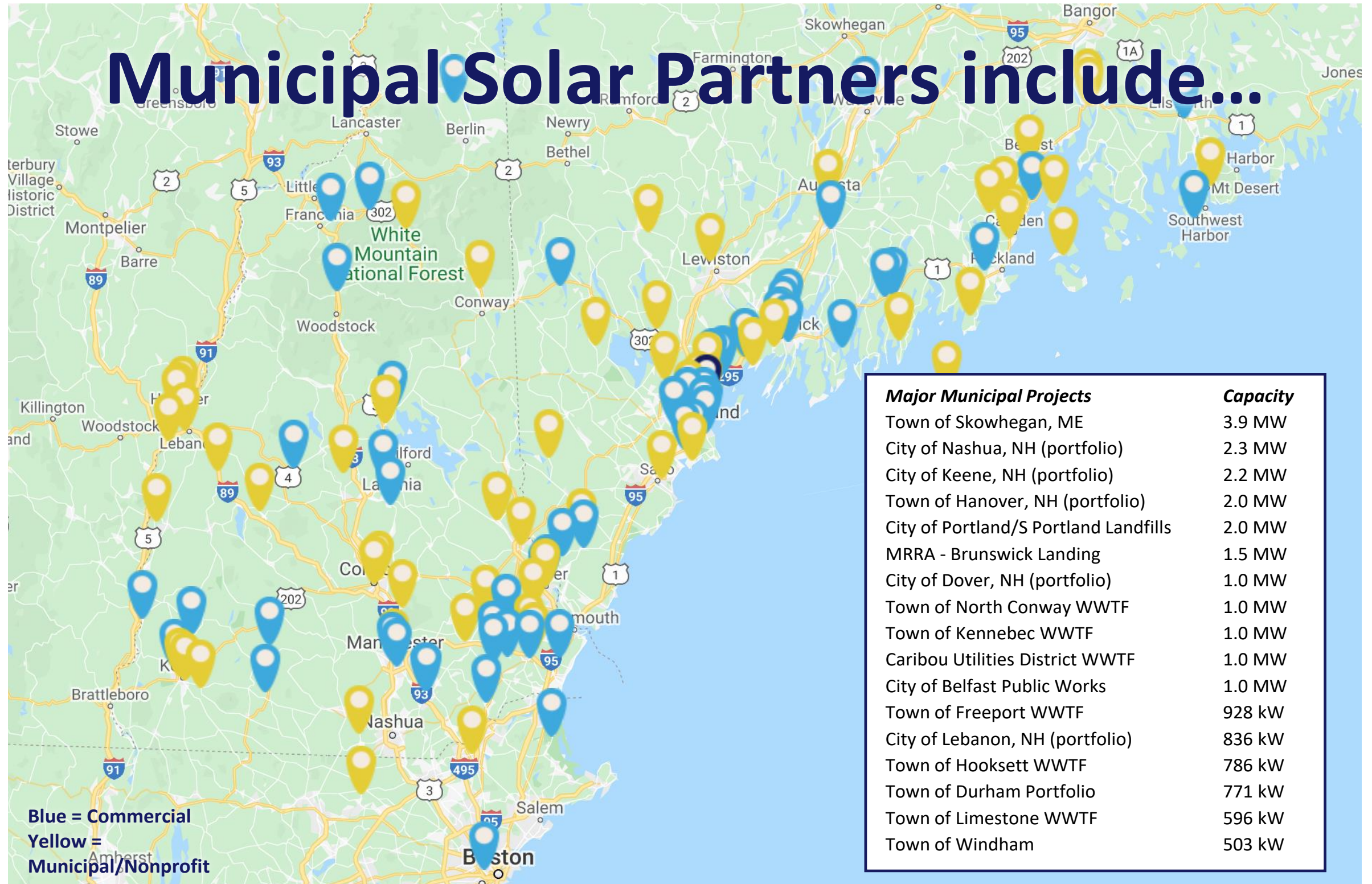


REVISION ENERGY

Nonprofit Solar Partners include...



Municipal Solar Partners include...



REVISION ENERGY

Design & Engineering

Town of Hooksett

2022 Satellite Data



Site Visit Highlights



Engineer's Rendering

System capacity: 1.34MW

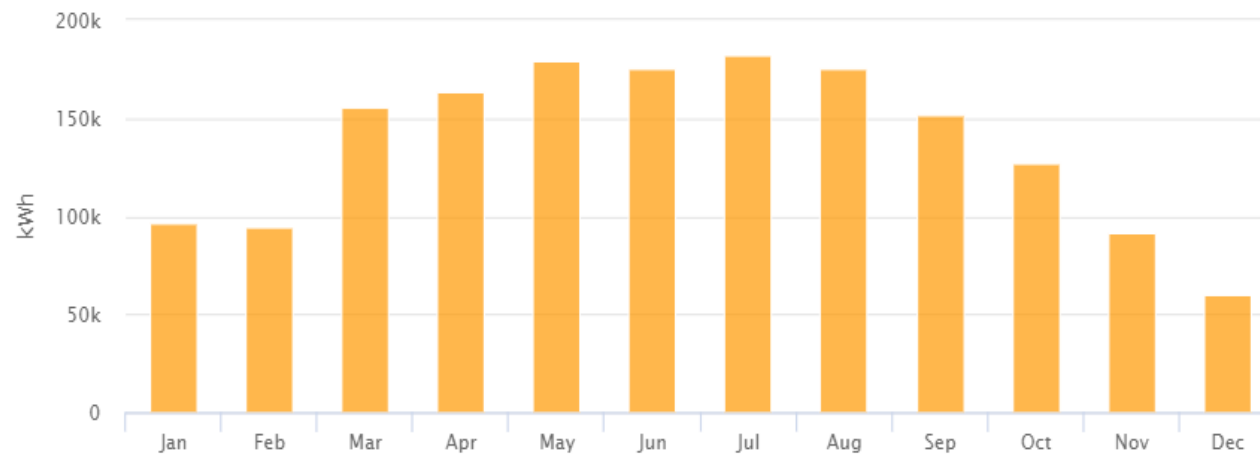
Panel Count: 2304

Inverter count: 16



Solar Annual Production Report

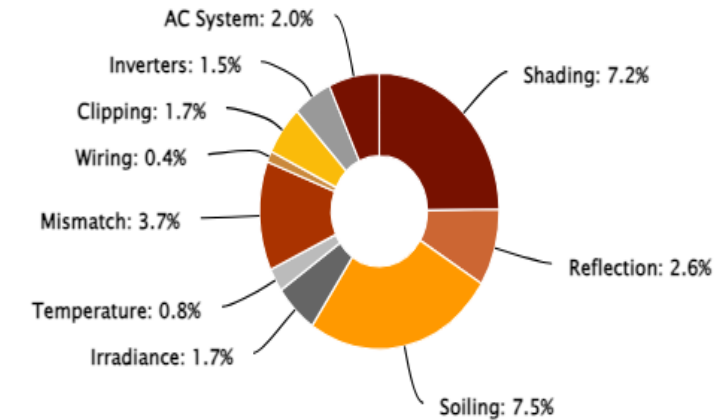
Monthly Production



Hide table

Month	GHI (kWh/m ²)	POA (kWh/m ²)	Shaded (kWh/m ²)	Nameplate (kWh)	Grid (kWh)
January	60.8	105.9	90.4	100,900.1	96,836.9
February	79.0	118.2	109.6	98,000.1	94,883.8
March	117.3	146.8	139.1	174,031.6	156,006.0
April	144.7	157.2	148.6	185,575.5	163,871.8
May	175.9	175.1	165.1	205,837.9	179,475.2
June	182.5	172.5	162.3	201,753.6	175,045.6
July	186.0	181.5	171.5	213,607.3	182,515.0
August	164.8	174.5	165.2	206,353.6	175,680.5
September	123.0	148.5	140.8	176,057.2	152,172.6
October	86.5	121.4	113.4	141,844.9	127,189.7
November	55.9	89.1	78.7	98,446.7	91,249.2
December	47.2	81.4	66.2	63,617.9	60,479.1

Sources of System Loss



Annual Production

	Description	Output	% Delta
Irradiance (kWh/m ²)	Annual Global Horizontal Irradiance	1,423.6	
	POA Irradiance	1,672.1	17.5%
	Shaded Irradiance	1,551.0	-7.2%
	Irradiance after Reflection	1,510.2	-2.6%
	Irradiance after Soiling	1,396.9	-7.5%
	Total Collector Irradiance	1,396.8	0.0%
Energy (kWh)	Nameplate	1,866,026.5	
	Output at Irradiance Levels	1,834,188.1	-1.7%
	Output at Cell Temperature Derate	1,819,414.8	-0.8%
	Output After Mismatch	1,751,483.3	-3.7%
	Optimal DC Output	1,744,934.4	-0.4%
	Constrained DC Output	1,715,362.9	-1.7%
	Inverter Output	1,689,189.4	-1.5%
	Energy to Grid	1,655,405.6	-2.0%



REVISION ENERGY

Major Components & Warranties (Ground)

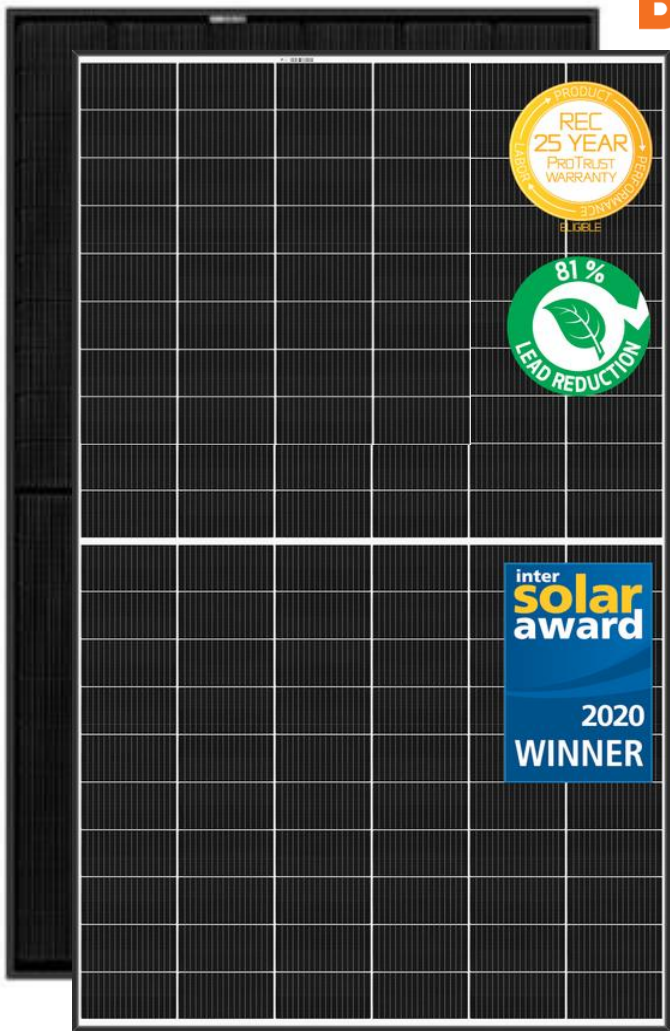
Solar Panels
330-475 watts (DC)
25-year warranty



REC

Q CELLS

BOVIET
SOLAR USA



Inverters & Monitoring
33-150 kW (AC)
10-20 year warranty

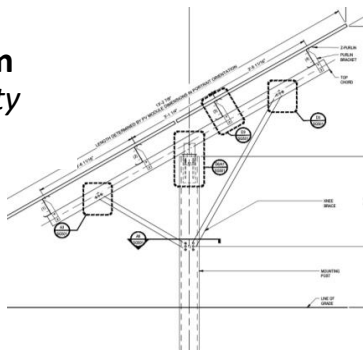


CPS



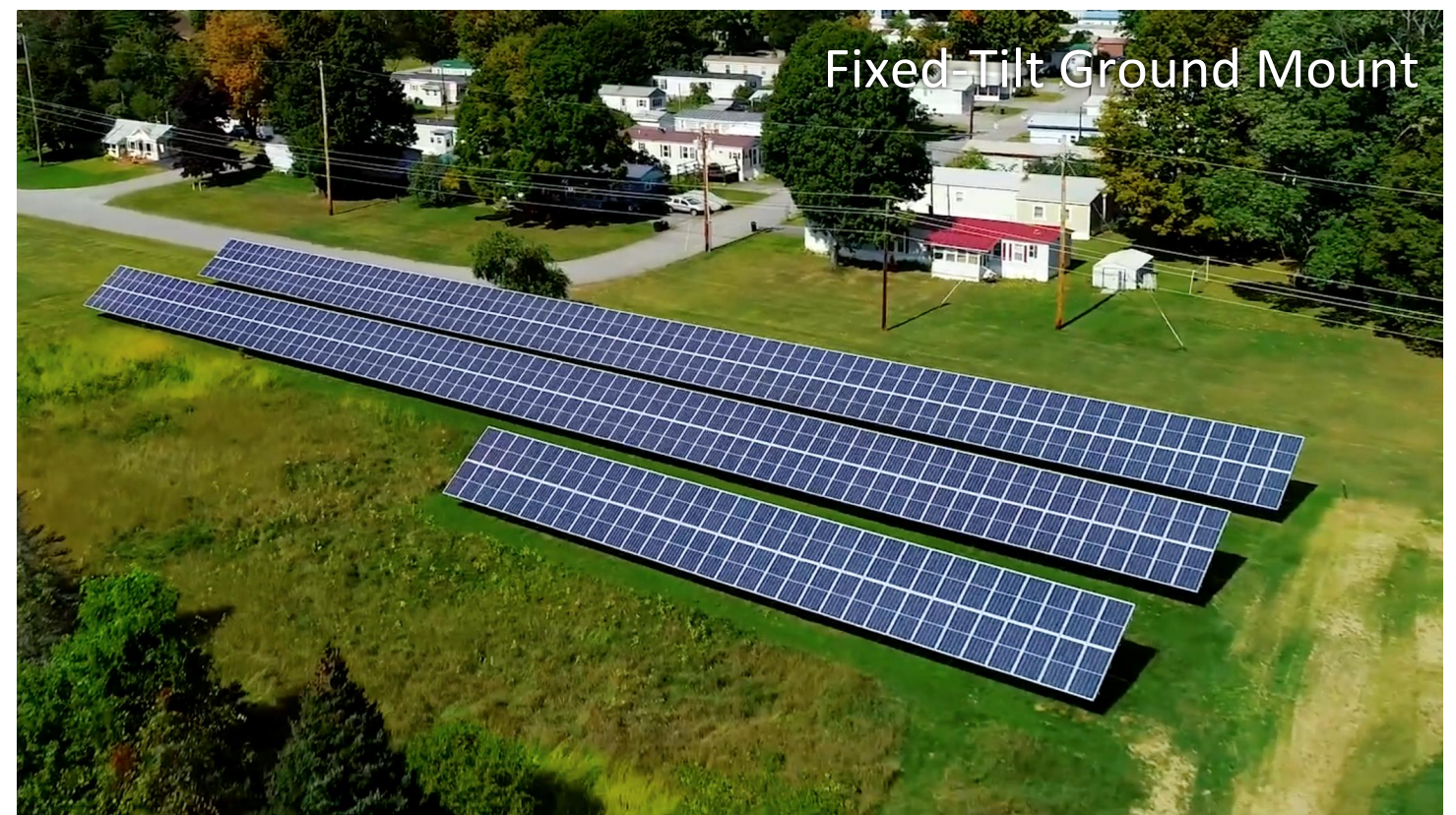
X SOLAR
FLEX RACK

Racking System
25-year warranty

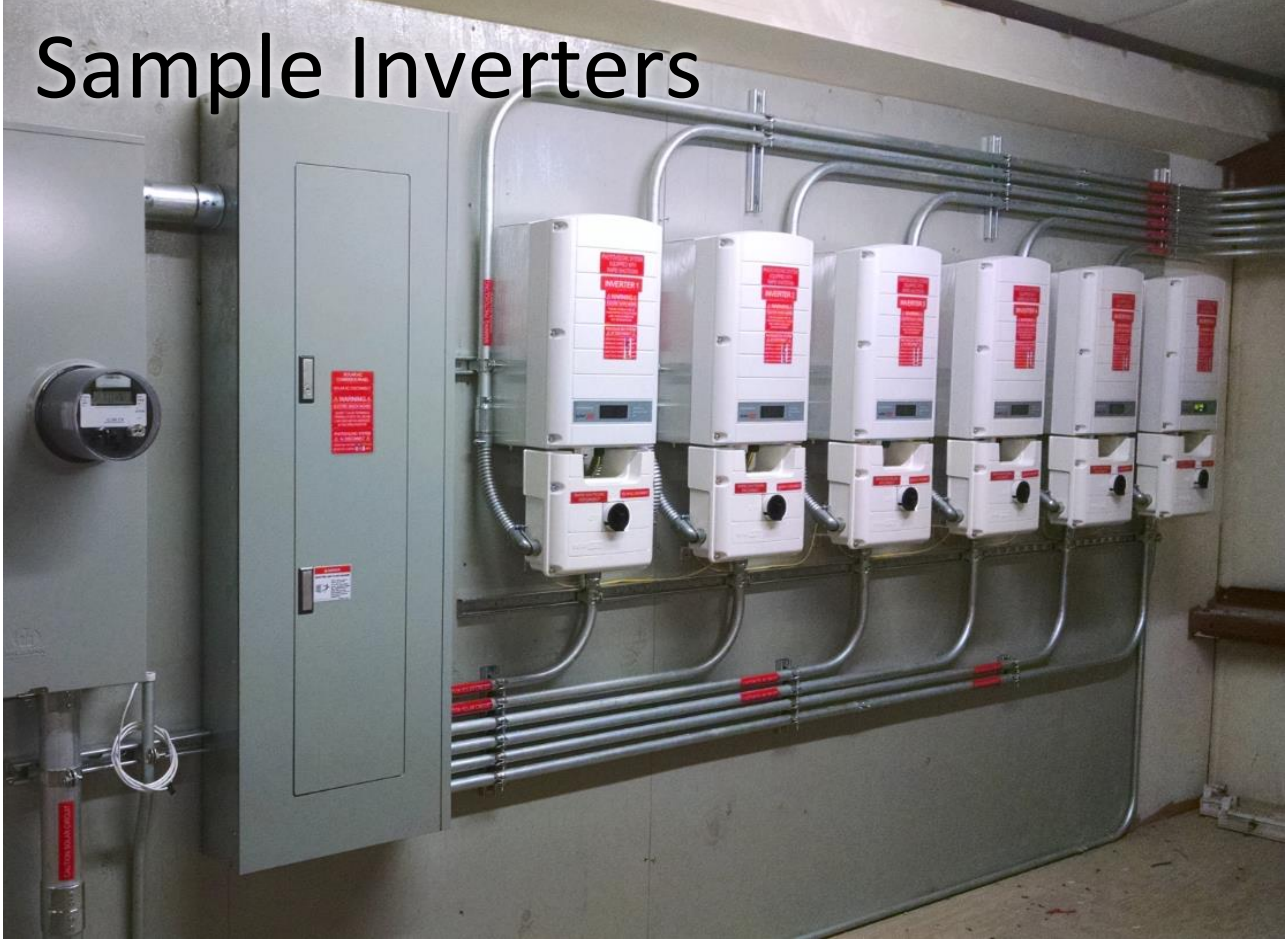


REVISION ENERGY





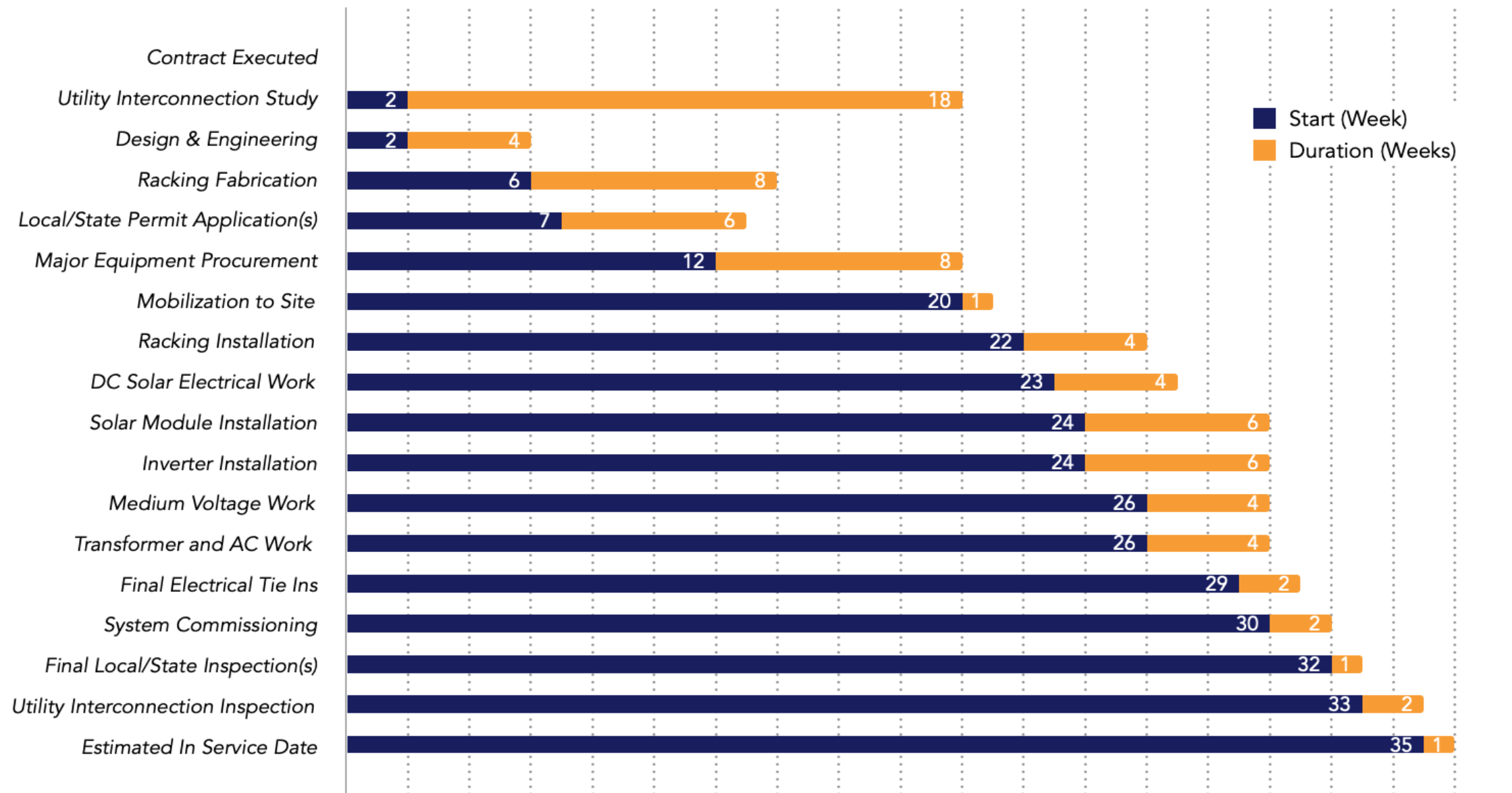
Sample Inverters



Solar Landfill Racking



Sample Construction Timeline (Large)



REVISION ENERGY

Operations & Maintenance (O&M)

Performance Monitoring



80-Point Inspections/Maintenance



Founding Member

Innovation Partner



Performance Package (O&M)

Performance Package Maintenance Schedule						
Service Item	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Major System Inspection	X		X		X	
Minor System Inspection		X		X		X
Daily Performance Monitoring	X	X	X	X	X	X
Remote Troubleshooting	X	X	X	X	X	X
Guaranteed Response Time	X	X	X	X	X	X
Annual Production Report	X	X	X	X	X	X
Annual Price*	\$5,490	\$3,940	\$5,655	\$4,058	\$5,819	\$4,176

6-year average annual price: \$4,856

Premium Package (O&M)

Premium Package Maintenance Schedule

Service Item	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Major System Inspection	X	X	X	X	X	X
Daily Performance Monitoring	X	X	X	X	X	X
Remote Troubleshooting	X	X	X	X	X	X
Guaranteed Response Time	X	X	X	X	X	X
Annual Production Report	X	X	X	X	X	X
Annual Price*	\$5,490	\$5,490	\$5,655	\$5,655	\$5,819	\$5,819

6-year average annual price: \$5,655

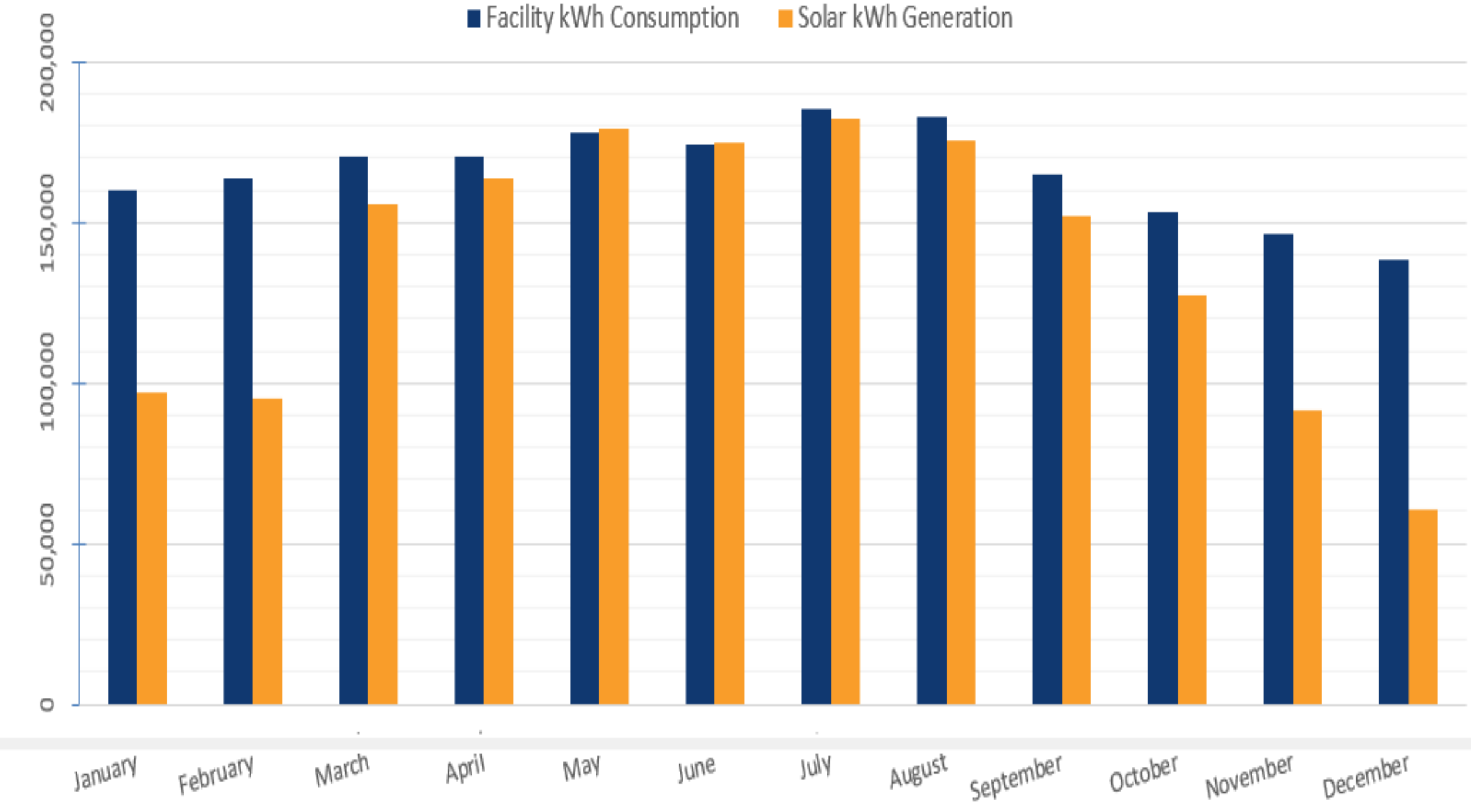


REVISION ENERGY

Commercial Solar Financials

Town of Hooksett

Load Analysis & Solar Offset



Solar Financial Overview

Investment Summary

Turnkey System Cost	\$3,871,119
Permitting & Site Preparation Allowance	TBD
Utility Applications/Studies	\$25,500
Utility Upgrade Allowance	TBD
Annual O&M (Recommended)	\$9,016
Investment Tax Credit	-\$1,161,000
Rebate/Grant (Estimate)	\$0
Net investment	\$2,719,135

Pricing guaranteed for 30 days. Financing and lease options available.

Project Savings/Revenue

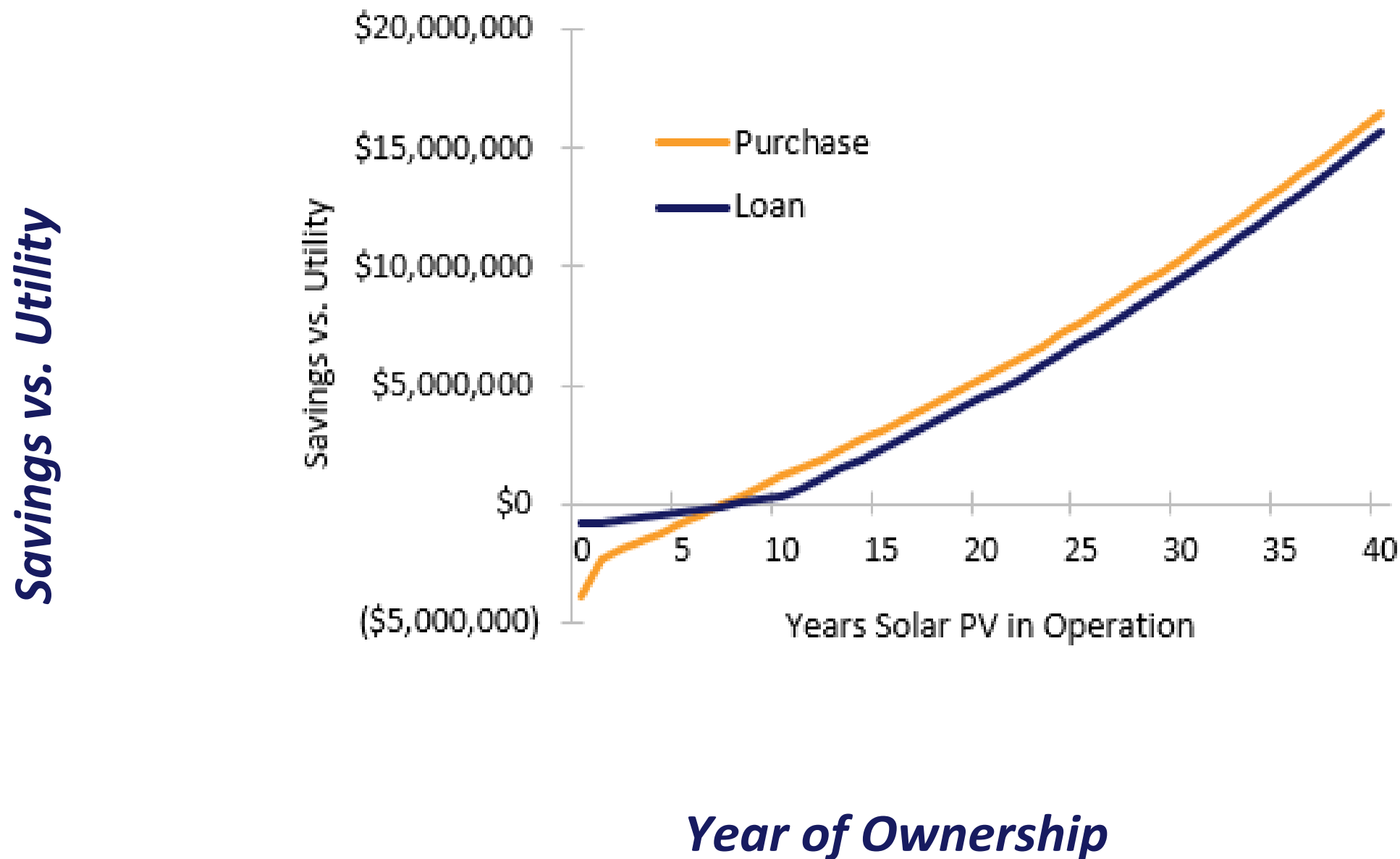
Energy Savings (Year 1)	\$323,128
Renewable Energy Credits (Year 1)	\$51,149
Simple Payback (Years)*	8
Purchase 25-Year Internal Rate of Return*	13.06%
25-Year Net Savings (Warranty Period)	\$7,655,794
40-Year Net Savings (Commercial Lifespan)	\$16,531,379

**Analysis assumes energy savings invested back into company (untaxed)*



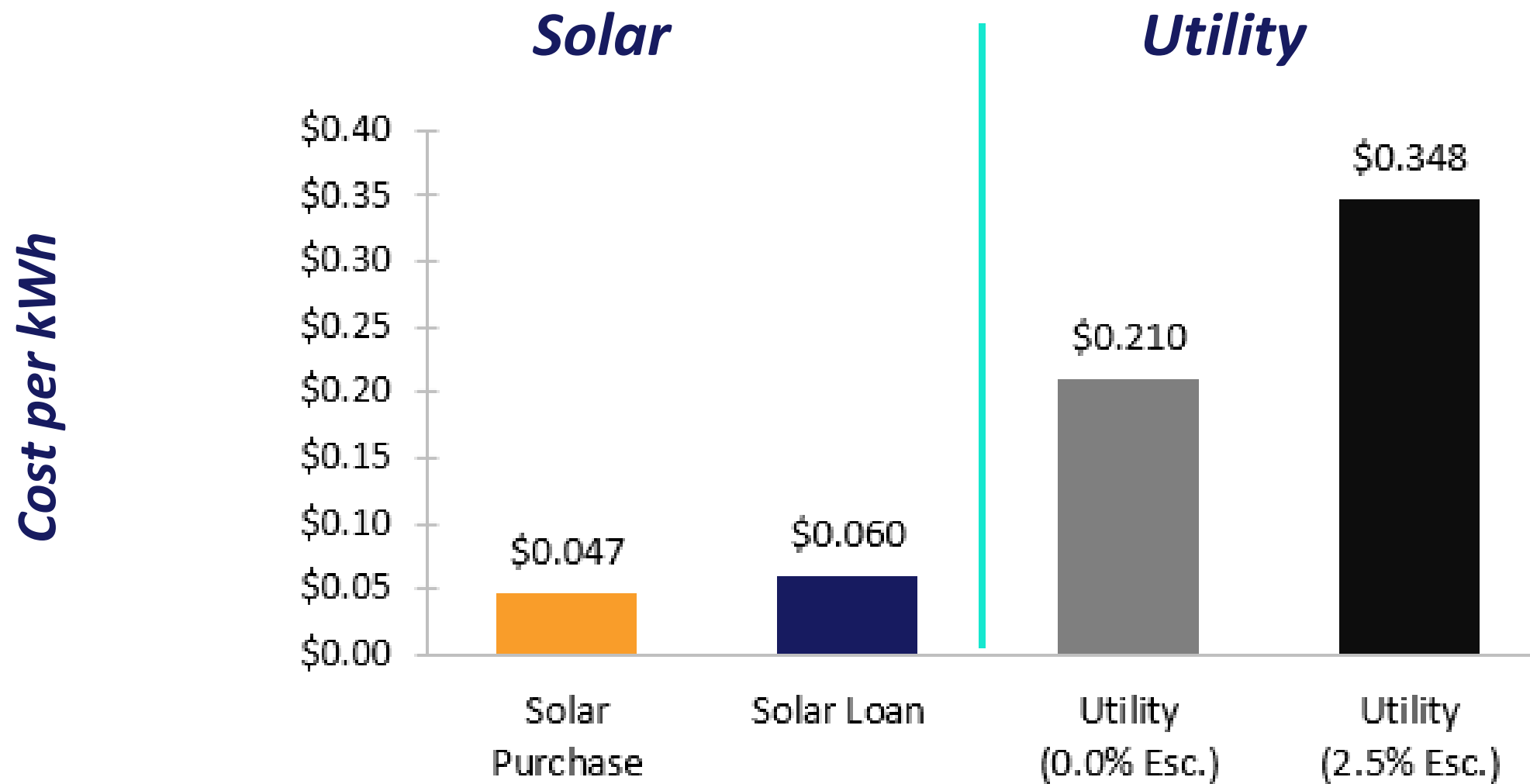
REVISION ENERGY

Solar Savings Projection



REVISION ENERGY

Solar Long-Term Cost of Energy



REVISION ENERGY

Solar PPA Financials

Town of Hooksett

Solar Financing Overview

Challenge: Restricted Incentives

- Tax-exempt entities cannot access solar investment tax credit and depreciation
- High upfront capital expenditure
- Outright ownership results in extended payback absent incentives



Solution: Power Purchase Agreement

- Host nonprofit/municipality licenses roof or land for solar to mission-aligned investor
- Investor builds, owns, and operates array, selling solar power for less than utility rates
- Beginning in year 6, host may purchase solar array at a discount for maximum savings



REVISION ENERGY

Solar PPA Structure

ReVision Impact Investor

- ▶ Provide capital and form solar LLC
- ▶ Build, own, operate array 5+ years
- ▶ Recoup investment through:
 - Federal tax credit, depreciation
 - Energy payments from nonprofit
 - REC sales, rebates (if applicable)
- ▶ Pass on savings by selling array to nonprofit in year 6 or later (optional)

Host Organization

- ▶ License roof/ground space for solar
- ▶ Purchase solar electricity produced on site at below-market rates
- ▶ Purchase solar array in year 6 or later (optional) at significant discount
- ▶ Maximize electricity cost savings by owning and operating solar array for full 40+ year lifespan

PPA

Finance Partner(s)

- *Tax Investor*
- *Major Donor*
- *ReVision Energy*

Special Purpose LLC

- *Build solar project*
- *Own, operate for 6+ yrs.*
- *Sell power to host org.*

PPA

Host Nonprofit

- *Lease space for solar*
- *Buy solar power*
- *Option to buy array*



REVISION ENERGY

Solar Financial Overview

PPA Financial Summary

Upfront cost to Town of Hooksett	\$0.00
Operations & Maintenance (O&M) cost	\$0.00
Year 1 PPA rate (per kWh)	\$0.1150
PPA rate escalator starting year 2	2.0%
PPA term (minimum 5 years)	5-25 years
Year 6 early buyout estimate (optional)	\$2,424,812
Upfront cost financed by investor partner	\$3,848,908
<i>PPA rate offer good for 30 days from date above</i>	

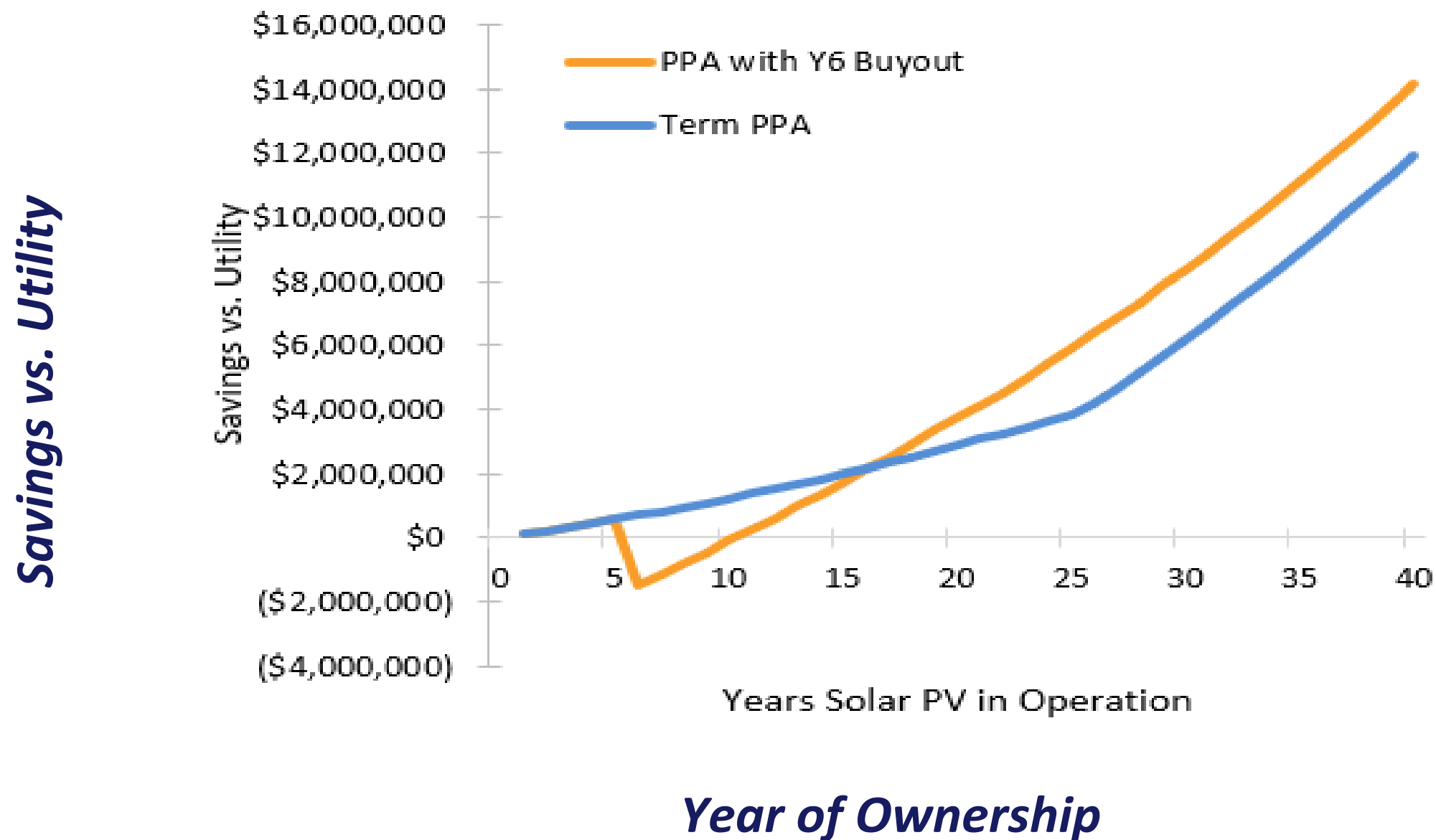
PPA Project Savings/Revenue

Estimated savings years 1-5 under PPA	\$576,000
Year 6 early buyout (optional) less savings	\$1,848,812
O&M cost after buyout (per year, optional)	\$9,954
Term PPA savings, no buyout	\$3,866,000
25-Year net savings with year 6 buyout	\$5,904,000
40-Year net savings with year 6 buyout	\$14,127,000



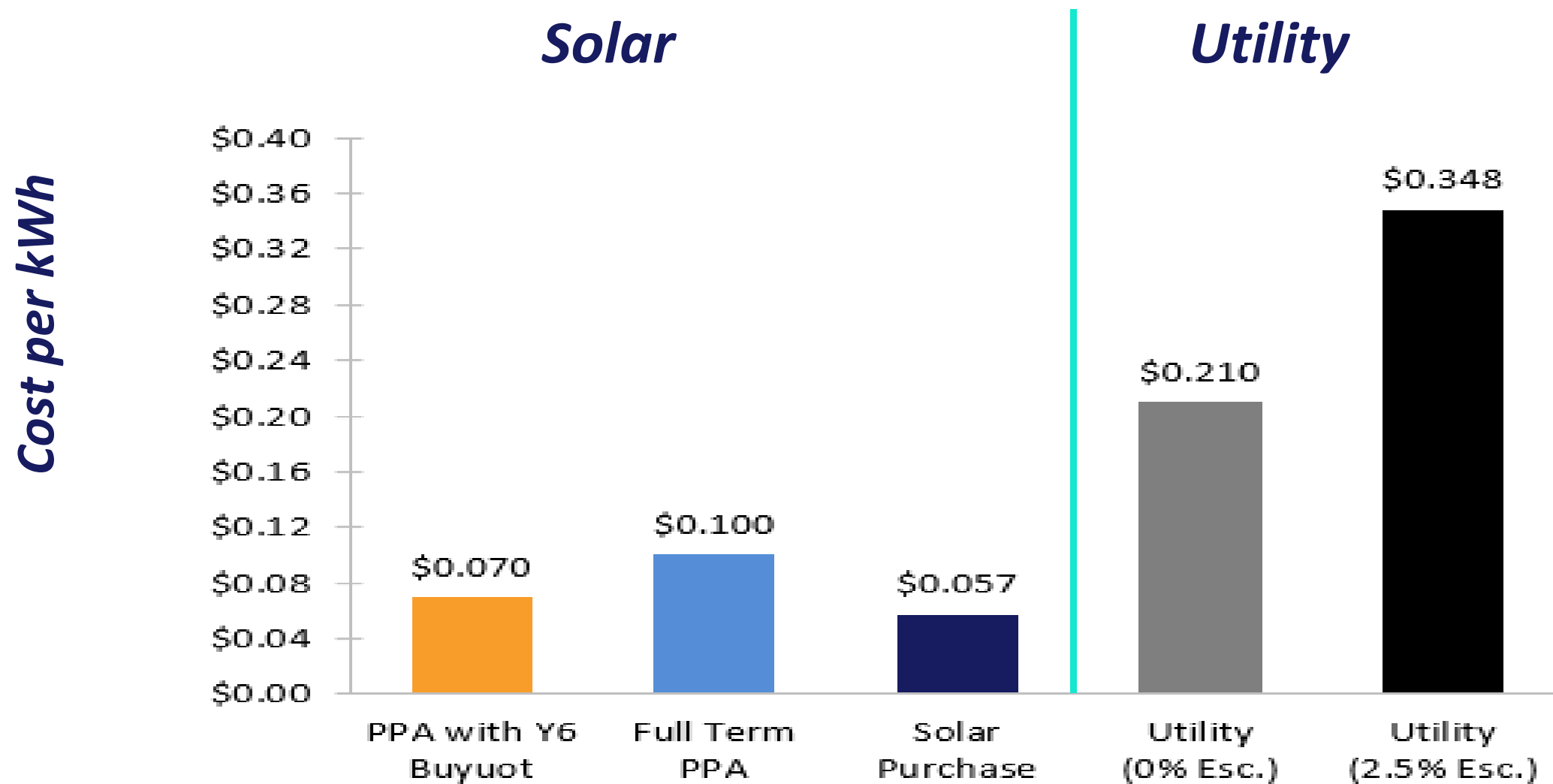
REVISION ENERGY

Solar PPA Savings Projection



REVISION ENERGY

Solar Long-Term Cost of Energy



REVISION ENERGY

ReVision Solar Impact Partners

- ReVision Solar Impact Partners builds on ReVision's decade of experience bringing solar PPAs to **over 100 local nonprofits**
- RSIP pairs **tax equity** and **lender-investors** with established nonprofits ready to go solar
- RSIP enables mission-motivated investors to **cut climate pollution** while earning a low-risk, predictable return on equity or debt



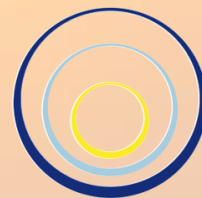
ReVision Solar Impact Partners (RSIP) include:



COMMUNITY
LOAN FUND



Coastal Enterprises



BLUEHAVEN
SOLAR

BALLENTINE
PARTNERS



REVISION ENERGY

Client & Community Engagement

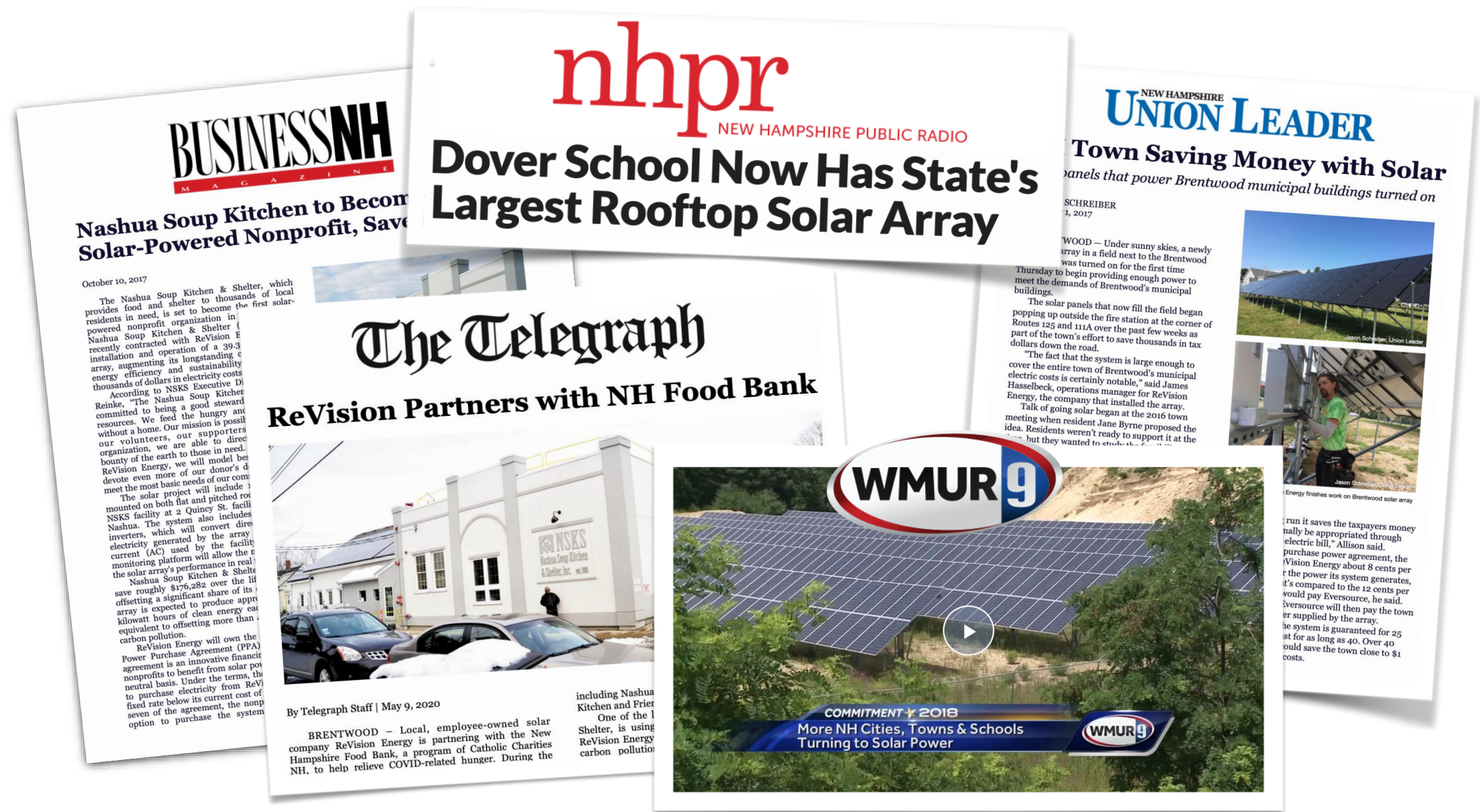
Town of Hooksett

Public Engagement: Ribbon Cuttings



REVISION ENERGY

Public Engagement: Media Articles

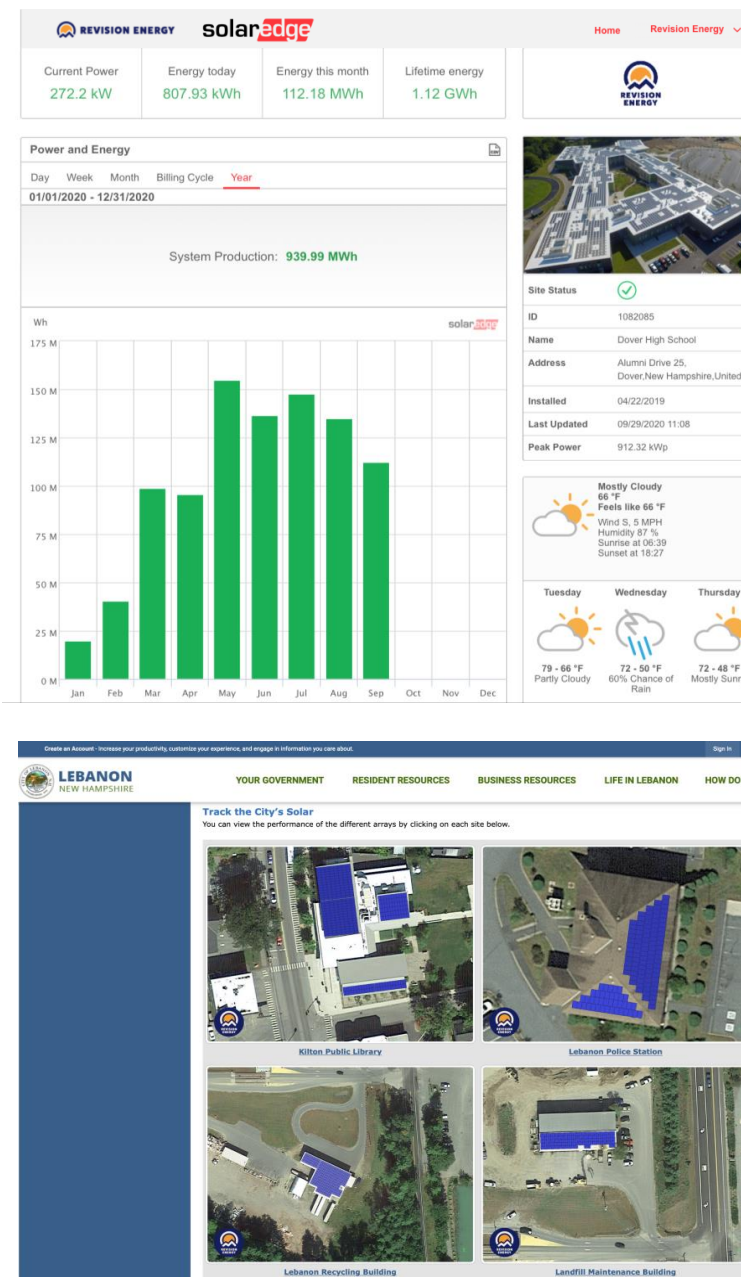
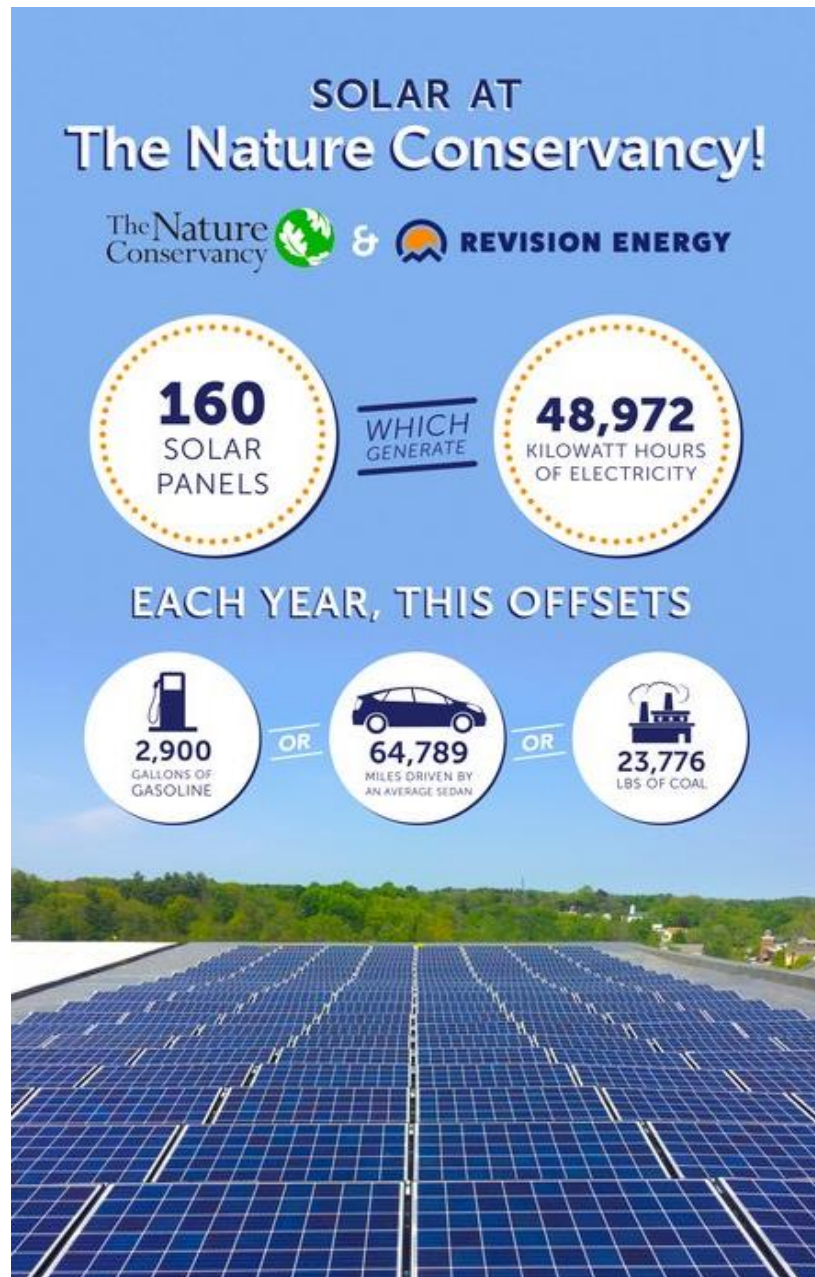


Client Engagement: EV Charging



REVISION ENERGY

Community Engagement: Monitoring

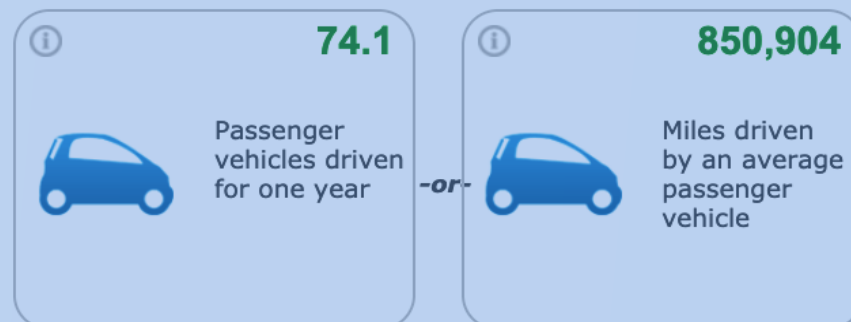


REVISION ENERGY

Environmental Sustainability

Annual CO₂ Reduction - Sample 350 kW Solar Array

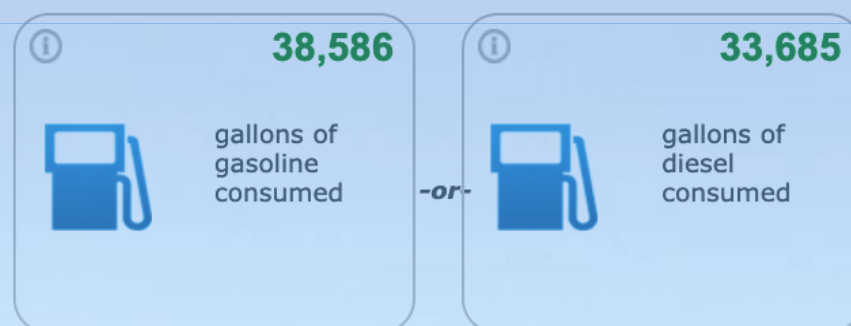
Greenhouse gas emissions from



Greenhouse gas emissions avoided by

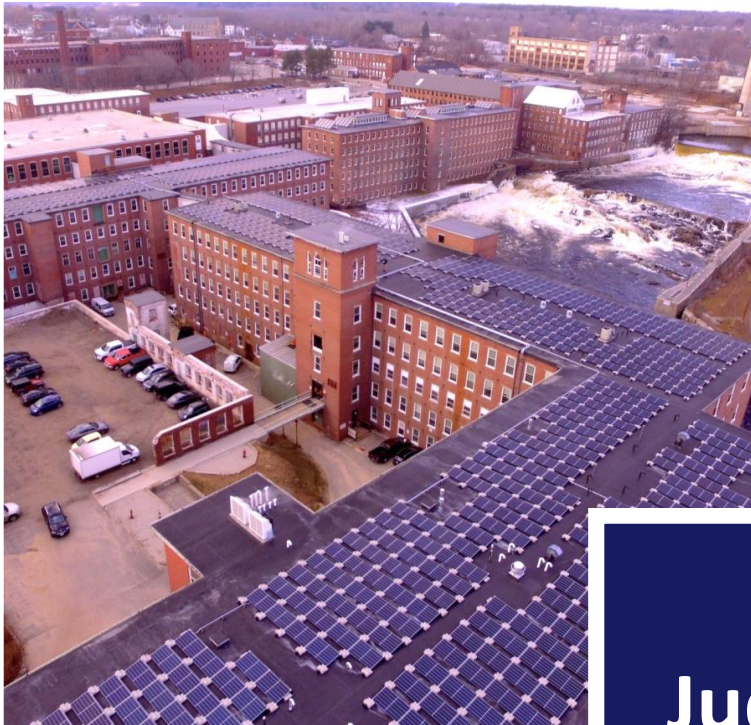


CO₂ emissions from



Carbon sequestered by





Jude Nuru

Employee-Owner

Director of Community Solar

ReVision Energy

Serving New England since 2003

jnuru@revisionenergy.com

603-852-6082



Town Council STAFF REPORT



To: Town Council
Title: Town Clerk/Assessing Office Renovation - HVAC Update
Meeting: Town Council - 27 Sep 2023
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

On June 28, 2023 the Town Council made a decision to allocate \$15,000 from ARPA funds for the purpose of refurbishing the Town Clerk and Assessing Office, thereby creating two distinct office spaces. Subsequently, there was a request to assess the expenses associated with splitting the HVAC system. While this division does not impact heating, it would affect the air conditioning functionality. The estimated cost to renovate the HVAC system for this purpose is an additional \$27,258.00

The Administration is seeking input from the Town Council whether they wish to proceed with this option or opt for the purchase of a window air conditioning unit for the Town Clerk's office. There are units specifically designed for office environments, offering a quieter operation.

RECOMMENDATION:

Determine whether the Town Council would like to move forward with renovating the HVAC system and adding \$27,258 to the ARPA request.

SUGGESTED MOTION:

Two options:

1. Motion to add \$27,258.00 to be funded through ARPA to renovate the HVAC system to allow both the Town Clerk and Assessing Office to have air conditioning in each office.
2. Motion add \$400.00 to be funded through ARPA to add a window air conditioning unit to allow the Town Clerk's office air conditioning.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Administration does not see the Town Clerk office moving to another location in Town Hall in the present or distance future. Investing in adding a new \$27,258 HVAC unit would not be totally lost on this office. I do think the window unit is a decent value proposition to consider.

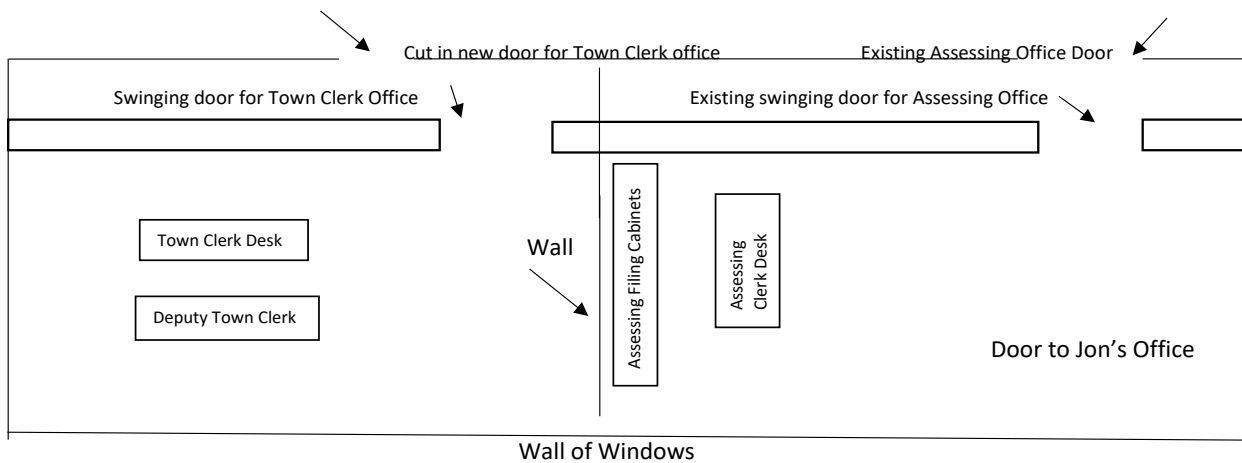
ATTACHMENTS:

[Town Clerk Optimization Explanation and Quotes](#)
[Hooksett Assessing Office Renovation Heat Pump](#)
[AC Window Unit Estimate](#)

ARPA Request: Assessing and Town Clerk Office Optimization

The Town Clerk's office shares space with the Assessing Office. The Town Clerk provides 10 scheduled hours a week with hopes of adding more once a Deputy Town Clerk is in place. Throughout the week, residents are in and out of the office on off hours and this causes a disruption for the Assessing Office. To run both departments efficiently, a separation is required. Administration has investigated a way to better utilize the space and allow Assessing the space they need while keeping the Town Clerk in the same location. Administration recommends a sound buffering wall divider, a new entry door cut into the wall across from the restrooms, and separation of the counter where residents are served.

The ARPA Subcommittee moved the Town Clerk Office Optimization Project to present to the full council with a cost not to exceed \$15,000.





603.748.9517

mcryder8@gmail.com

Town of Hooksett
Dept. of Public Works

Assessing and Town Clerk Office

<i>Description</i>	<i>Materials</i>	<i>Labor</i>
Remove and relocate existing cabinet	\$0.00	\$150.00
Install swinging door	\$298.79	\$100.00
Remove ceiling tiles/frame for partition walls	\$0.00	\$200.00
Frame partition wall/blocking	\$447.50	\$1,200.00
Insulate	\$330.89	\$200.00
Hang sheetrock	\$404.32	\$600.00
Tape, mud, sand 3 coats	\$137.88	\$600.00
Prime and paint	\$209.32	\$300.00
Block wall cut-through	\$107.45	\$1,800.00
Lintel install	\$102.93	\$500.00
Frame door opening	\$97.45	\$250.00
36" x 80" steel door install	\$1,742.99	\$500.00
Install flooring in threshold	\$37.66	\$100.00
Install suspended frame/ceiling tiles	\$289.75	\$600.00
Install baseboard/trim	\$204.32	\$400.00
Total	\$4,411.25	\$7,500.00
Grand Total		\$11,911.25

*Customer Approval**Contractor Approval**Date***Payments**

Date	Amount	Balance
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A.T. ELECTRIC INC.
48 BOG BROOK RD.
NEW BOSTON, N.H. 03070

Proposal

DATE	ESTIMATE #
6/16/2023	5044

NAME / ADDRESS
HOOKSETT TOWN HALL 35 MAIN ST. HOOKSETT, N.H. 03106

PROJECT			
ASSESSING AND TOWN CLERK OPTIMAZATION			
DESCRIPTION	QTY	COST	TOTAL
PROPOSED ELECTRICAL WORK.....			
ADD (4) OUTLETS ON NEW WALL.....			
ADJUST SWITCHING FOR NEW OFFICE LAYOUT.....			
ADD (1) NEW SWITCH FOR NEW LIGHT AND OFFICE LAYOUT.....			
ADD (2) NEW EMERGENCY LIGHT UNITS.....			
TOTAL.....	1	1,625.00	1,625.00
OPTIONAL.....REPLACE EXISTING FIXTURES WITH LED FLAT PANEL FIXTURES..... \$2400.00			
		TOTAL	\$1,625.00

Northern Peabody, LLC

MECHANICAL CONTRACTORS - Plumbing, HVAC & Process
P.O. Box 569 Manchester, NH 03105
Phone: (603)669-3601 FAX: (603)669-2285

Email Bid Sheet

Bid Date: 9/08/2023

Customer: Town of Hooksett	Project Name: 2- Zone Heat Pump for Assessing Office Renovation
Attn: Paul Deverenne	Estimator: James Clogston
Phone: 603-496-9147	email: jclogston@northernpeabody.com
email: pdeverenne@hooksett.org	BID#
All work is per:	
Plans Dated: None	Plumbing Price:
Specs Dated: None	HVAC Price: \$27,258.00
	Combined Price:
Addendums Inc: # -	If a Bond is required, (add): \$15.00/\$1,000.00

Description:		
#1	Install new 36kbtu Mistubishi 2-zone Hyper Heat heat pump for Assessing Office renovation.	\$27,258.00
#2		
#3		
#4		
#5		

Scope Clarifications:	
Remove existing EMI condenser and ceiling mounted cassette serving the Assesing office, including associated refrigerant piping and partial condensate piping. We will tie into existing condensate drain line.	
Install new Mitsubishi 2- Zone Hyper Heat heat pump condenser, (2) 18kbtu wall mount heads, (2) wall mount thermostats, and all associated refrigerant and condensate piping. Includes new electrical circuit to accommodate new condenser.	
Includes slim duct to conceal and protect linesets on exterior wall.	
Ceiling grid repair by others.	
Start up system and check operation. Make adjustments as necessary.	

Work to take place during normal work hours . Payment terms net 30 .
Only Items that are checked below or in scope clarifications above are addressed in our price. Quote good for 10 Days .

Yes	No		Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plumbing & heating town permit & fee.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hazardous materials and remediation
<input type="checkbox"/>	<input checked="" type="checkbox"/>	City investment or impact fee.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	State and Federal environmental permits and fee's
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Gas permit & fee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Concrete pads & GC services
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Insulation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Receiving and rigging into place mechanical equipment installed by NPI
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Automatic temperature controls.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Unforeseen below ground obstructions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Electrical	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Liquidated damages
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Engineering.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Balancing
<input type="checkbox"/>	<input checked="" type="checkbox"/>	VFD's	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Coordination and Cad drawings

Northern Peabody, LLC.

Town of Hooksett

Date:



Date:

Price based on normal work hours Monday - Friday 7am - 3:30 pm Non Holiday

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Midea 8,000 BTU U-Shaped Smart Inverter Window Air Conditioner –Cools up to 350 Sq. Ft., Ultra Quiet with Open Window Flexibility, Works with Alexa/Google Assistant, 35% Energy Savings, Remote Control

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4.4 15,398 ratings
Amazon's Choice in Window Air Conditioners by Midea

Climate Pledge Friendly


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Pay \$31.58/month for 12 months, interest-free upon approval for Prime Visa

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 Customer Support

May be available at a lower price from other sellers, potentially without free Prime shipping.

Size: **8000 BTU**

8000 BTU	8000 BTU with Ionizer	10000 BTU	12000 BTU
\$379.00 FREE Delivery Fri, Sep 22	\$409.00 FREE Delivery Sat, Sep 23	\$419.00 FREE Delivery Fri, Sep 22	\$459.00 FREE Delivery Thursday
12000 BTU with Matter			
\$444.58 FREE Delivery Tue, Sep 26			

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Control this with your device: House +1 more

Buy new:

\$379⁰⁰

FREE delivery **Friday, September 22**. Order within 15 hrs 25 mins

Deliver to Leann - Epsom 03234

In Stock

Qty: 1

Add to Cart

Buy Now

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Packaging Shows what's inside

Add a Protection Plan:

- ☐ 4 Year Cooling Protection Plan for \$140.99
- ☐ 3 Year Cooling Protection Plan for \$107.99

Save with Used - Good
\$219⁸⁸

FREE delivery: **Tuesday, Oct 3**
Ships from: Amazon
Sold by: Amazon Warehouse

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Add to Baby Registry

Add to Registry & Gifting

Add an Accessory:

PARIS RHÔNE Tower Fan, 36" Oscillating Fan, 9 Modes, 3 Speeds, LED Display, 12H Tim...
\$49.99

Add to Cart



= "Alexa, increase the thermostat."

This item
You have this

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New & Used (23) from \$188⁸¹ Prime FREE Delivery

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& FREE Shipping

Sold by: Champion Values

Purchase options and add-ons

Payment plans

\$26.40/mo (18 mo) at example APR of 30% (rates from 10-30% APR)

Brand	Midea
Cooling Power	8000 British Thermal Units
Special Feature	Dust Filter, Fast Cooling, Dehumidifier
Product Dimensions	19.17"D x 21.97"W x 13.46"H
Energy Star	5 Star
Start year	2022

[See more](#)

Sponsored

About this item

- **ULTRA QUIET** - The U-shape design of Midea U Smart Inverter AC uses your window to block noise outside. The highly-efficient inverter system warrants ultra-low noise and vibration, 9x quieter than traditional units with operation as low as 32 dBA. Cooling Watts : 710W, Rated Cooling Amps (AHAM) : 8.78. Airflow (CFM) Roomside (hi low) : 215/150. Refrigerant : R32.
- **MORE THAN 35% ENERGY SAVINGS** - With the advanced DC Inverter technology, Midea U achieves over 35% energy savings compared to other traditional units. It is the first window AC to obtain the ENERGY STAR Most Efficient Certification
- **SMART CONTROL** - Midea U Smart Inverter AC is Wi-Fi enabled and can be controlled from anywhere using the MSmarthome app on iOS or Android. You can also use voice commands throughout your house, office, or apartment using Alexa or Google Assistant devices
- **FLEXIBLE WINDOW OPENING** - The U-shaped design allows your window to open, bringing fresh air into your home and maintaining more of your view when the unit is installed. When the window is closed, the Anti-Theft Mechanism locks the window for added safety
- **ROBUST INSTALLATION** - Install the included quick-snap bracket, set the unit on the bracket, and secure the sidearms. Then you are all done and ready to enjoy. Available for single-hung or double-hung windows with width 22"-36", minimal height at 13.75"


Customer ratings by feature

Noise level	4.5
Energy efficiency	4.5
Value for money	4.3
Remote Control	4.2

[See all reviews](#)

[Report incorrect product information.](#)

AC Controller with a Build-In Air Quality Sensor



Sensibo Air PRO - Air Conditioner Smart...

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Town Council STAFF REPORT



To: Town Council
Title: Town Council 2023/2024 Goals Update
Meeting: Town Council - 27 Sep 2023
Department: Administration
Staff Contact: Wendy Baker, Executive Assistant

BACKGROUND INFORMATION:

Town Council had a workshop on August 9, 2023 to establish short and long-term goals that will move Town's vision forward. The following were the goals set forth with a plan to report updates at the second Council meeting of each month:

Goal #1: Improve community outreach

Goal Summary: Improve communication and outreach to the community.
 Enhance the Town's Newsletter.
 Add to the Library's Newsletter.
 Add advertisements to the Transfer Station cabinet.
 Encourage the public to sign up for the website news alerts.
 Place electronic signs at various location in Hooksett.
 Develop a community Facebook page.

Goal #2: Set budget increase to no more than 2% (starting with 25/26 Budget)

Goal Summary: Strive for a maximum 2% increase in the municipal budget

Goal #3: Remove the unnecessary utility poles

Goal Summary: Remove Eversource utility poles that are no longer in use

Goal #4: Attendance notification for quorum purposes

Goal Summary: Improve notification system of Council, Boards, Committees and Commissions if member cannot attend meetings

Goal #5: Develop network of access to connect various river front area with appropriate sidewalks/trails

Goal Summary: Improve access to the Merrimack River for active and passive recreation

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Give any updates on the goals

SUGGESTED MOTION:

N/A

TOWN ADMINISTRATOR'S RECOMMENDATION:

If no input from the Council on the draft Goals report. Town Administrator will report on the progress of the goals on the second meeting of the month.

Town Council

STAFF REPORT



To: Town Council
Title: ARPA Request - Administration Office Optimization
Meeting: Town Council - 27 Sep 2023
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

The Administration Department is requesting authorization to use ARPA funds for an Administration Office renovation project. The objective is to split the office into two distinct areas, enabling the Project Coordinator and Administration Secretary to each have their own workspace. This change aims to reduce distractions for both roles. On June 23, 2023, the ARPA Subcommittee convened and deliberated on the Administration Office Renovation proposal. They decided to advance the project to the full council, contingent upon receiving cost estimates for the flooring and air conditioning system.

RECOMMENDATION:

Administration recommends moving forward with a cost not to exceed \$23,000. This would include updating the flooring but utilize a window air conditioning unit for the part-time Administration Secretary's office.

SUGGESTED MOTION:

Motion to approve the Administration Office Optimization project with a cost not to exceed \$23,000 to come from ARPA funds.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

ATTACHMENTS:

[Administration Office Renovation ARPA Request](#)

ARPA Request: Administration Office Optimization

Room 102 houses the Project Coordinator and the Part Time Administration Secretary. The Project Coordinator is required to work on many different projects which include participating in meetings via Zoom, in person or on the telephone. The office is currently set up where the Project Coordinator and the Administration Secretary desks are behind each other, and this can cause disruption for both positions. If the Project Coordinator is in a meeting and a resident or other staff comes into the office, they are not aware that the Project Coordinator is in a meeting, or the Administration Secretary will speak with them, it is disruptive to the Project Coordinator.

The office is large and needs to be separated into two offices. After many discussions of ways to reconfigure the office, the attached is the best option. This would build a vestibule at the entrance of the office and create a door to enter the Administration Secretary office or the Project Coordinator's office and a wall in between the two offices.

Ultimately, this will allow both positions to work with minimal disruptions and increase workflow in both offices. Administration has requested updated quotes but has not received them yet.

Costs as of June 16, 2023:

MCR Build & Remodel: \$12,373.17

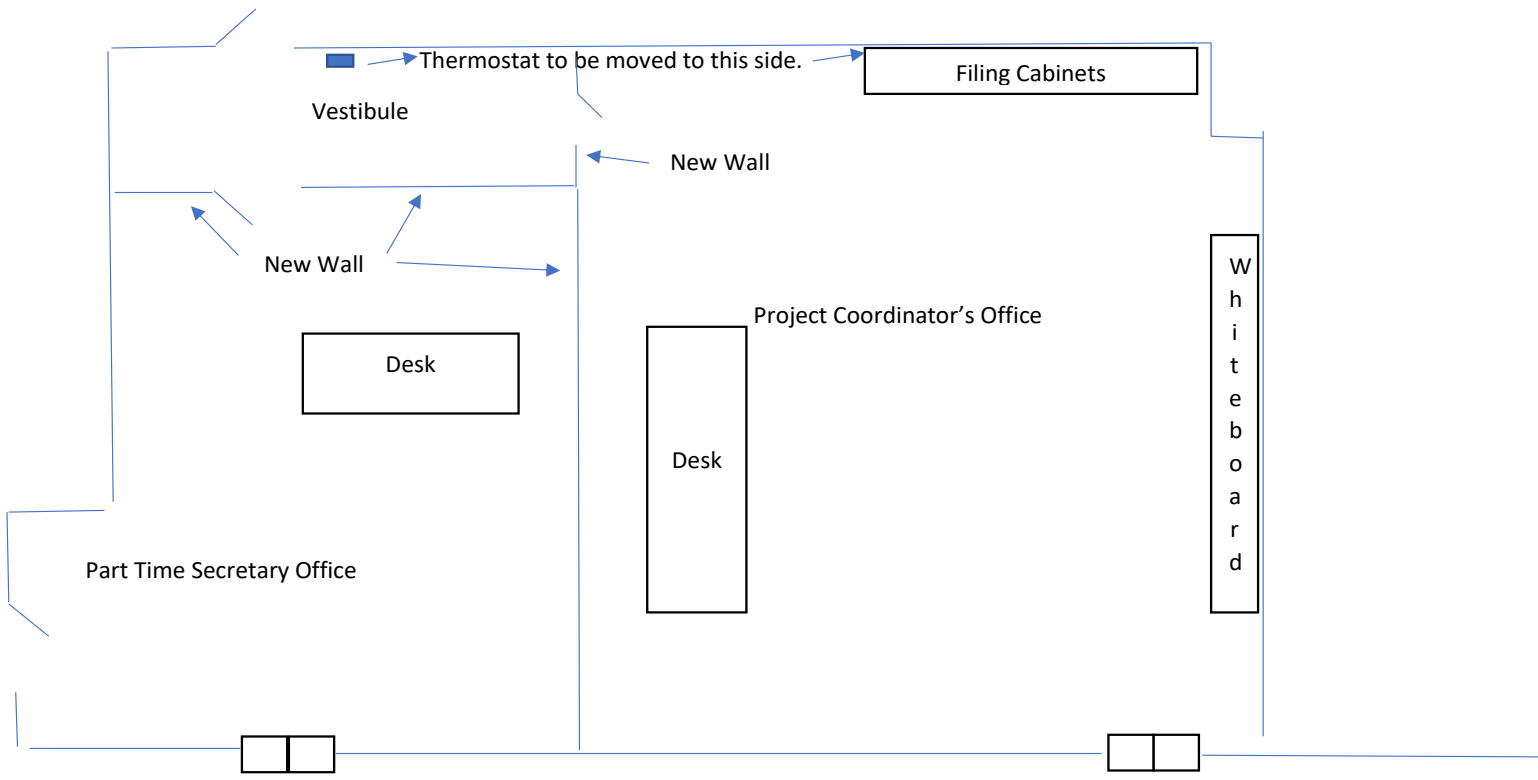
AT Electrical: \$3,660.00

Total: \$16,033.17

Ed's Flooring America: \$6,068.26 (to install carpet over existing flooring)

HVAC Updates: \$27,258.00 (to install a new heat pump allowing two heads for Air Conditioning and two wall mounted thermostats for each office) OR install a window A/C unit in one office \$400.00.

Total with Optional Costs: \$49,359.43 OR \$22,501.43 with window A/C unit



Drawing is *not* to scale.



603.748.9517

mcryder8@gmail.com

Town of Hooksett
Dept. of Public Works

Project Coordinator's Office

<i>Description</i>	<i>Materials</i>	<i>Labor</i>
Remove ceiling tiles/frame for partition walls	\$0.00	\$280.00
Frame partition wall/blocking/doorways	\$580.00	\$1,800.00
Insulate walls	\$590.00	\$350.00
Hang sheetrock	\$520.75	\$725.00
Tape/mud/sand 3 coats	\$178.45	\$700.00
Prime and paint	\$218.82	\$395.00
Install two 36" x 80" steel doors	\$3,485.98	\$800.00
Install frames/grids/ceiling tiles	\$309.72	\$700.00
Install baseboards/trim	\$289.45	\$450.00
Total	\$6,173.17	\$6,200.00
Grand Total		\$12,373.17

Customer Approval

Contractor Approval

Date

Payments

Date	Amount	Balance
-------------	---------------	----------------



A.T. ELECTRIC INC.
48 BOG BROOK RD.
NEW BOSTON, N.H. 03070

Proposal

DATE	ESTIMATE #
6/16/2023	5045

NAME / ADDRESS
HOOKSETT TOWN HALL 35 MAIN ST. HOOKSETT, N.H. 03106

PROJECT			
ADMINISTRATION OFFICE			
DESCRIPTION	QTY	COST	TOTAL
PROPOSED ELECTRICAL WORK..... WIRE IN (8) NEW OUTLETS..... ADD BOXES FOR EXISTING PHONE/DATA LINES..... MOVE EXISTING THERMOSTAT..... ADJUST LIGHT SWITCHING FOR NEW ROOM LAYOUT..... ADJUST EXISTING LIGHTS TO FIT NEW LAYOUT.....(MOVING EXISTING LIGHTS MAY BE PROBLEMATIC. EXISTING INSTALLATION MAY HAVE REMOVED FIXTURE ENDS THAT WILL BE NEEDED FOR RECONFIGURING LIGHTS TO FIT NEW ROOM LAYOUTS) TOTAL.....	1	3,660.00	3,660.00
OPTIONAL.....REMOVE AND REPLACE EXISTING FIXTURES WITH (10) LED FLAT PANEL LIGHTS..... \$2150.00			
TOTAL			\$3,660.00

From: [Paul Devarenne](#)
To: [Leann McLaughlin](#)
Subject: Fw: Flooring Quote
Date: Tuesday, August 29, 2023 10:31:00 AM

From: Madison Juelfs <madison@edsfa.com>
Sent: Thursday, August 24, 2023 3:18 PM
To: Paul Devarenne <PDevarenne@hooksett.org>
Subject: Flooring Quote

Good afternoon Paul,

Thank you for being patient with the delay in getting you these quotes and updates, I have been out sick this week and am catching up. As discussed the quote for the courtroom is \$4,948.43 if you rip up and dispose of the materials there now. If you would like us to do that labor the new quote would be \$5,839.43. For the admin office is \$6,068.26, we are installing over the existing floors there so no need for any rip out for that space.

Let me know which way you are wanting to go and I can send over everything.
Please do reach out if you have any other questions.
I look forward to hearing from you soon

--

Madison Juelfs
Sales: Ed's Flooring America
603-218-1241
101 Quality Dr
Hooksett NH 03106

Northern Peabody, LLC

MECHANICAL CONTRACTORS - Plumbing, HVAC & Process
P.O. Box 569 Manchester, NH 03105
Phone: (603)669-3601 FAX: (603)669-2285

Email Bid Sheet

Bid Date: 9/08/2023

Customer: Town of Hooksett	Project Name: 2- Zone Heat Pump for Planning Office Renovation
Attn: Paul Deverenne	Estimator: James Clogston
Phone: 603-496-9147	email: jclogston@northernpeabody.com
email: pdeverenne@hooksett.org	BID# _____
All work is per:	
Plans Dated: _____ None	Plumbing Price: _____
Specs Dated: _____ None	HVAC Price: \$27,258.00
	Combined Price: _____
Addendums Inc: # _____	If a Bond is required, (add): \$15.00/\$1,000.00

Description:

#1	Install new 36kbtu Mitsubishi 2-zone Hyper Heat heat pump for Assessing Office renovation.	\$27,258.00
#2	_____	_____
#3	_____	_____
#4	_____	_____
#5	_____	_____

Scope Clarifications:

Remove existing EMI condenser and ceiling mounted cassette serving the Assessing office, including associated refrigerant piping and partial condensate piping. We will tie into existing condensate drain line.	_____
Install new Mitsubishi 2- Zone Hyper Heat heat pump condenser, (2) 18kbtu wall mount heads, (2) wall mount thermostats, and all associated refrigerant and condensate piping. Includes new electrical circuit to accommodate new condenser.	_____
Includes slim duct to conceal and protect linesets on exterior wall.	_____
Ceiling grid repair by others.	_____
Start up system and check operation. Make adjustments as necessary.	_____

Work to take place during normal work hours . Payment terms net 30 .

Only Items that are checked below or in scope clarifications above are addressed in our price. Quote good for 10 Days .

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Northern Peabody, LLC.

Date: _____

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>
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<input type="checkbox"/>	<input checked="" type="checkbox"/>

Town of Hooksett

Date: _____

Price based on normal work hours Monday - Friday 7am - 3:30 pm Non Holiday

Town Council
STAFF REPORT



To: Town Council
Title: Exterior Ballistic Vest Carrier ARPA request.
Meeting: Town Council - 27 Sep 2023
Department: Police Department
Staff Contact: Justin Sargent, Chief of Police

BACKGROUND INFORMATION:

See attached report.

FINANCIAL IMPACT:

\$10,836.00

POLICY IMPLICATIONS:

Modify current uniform policy to adapt to new uniforms.

RECOMMENDATION:

Recommend Purchase

SUGGESTED MOTION:

Motion to accept the purchase of exterior vests and uniforms to be paid with ARPA funds in the amount of \$10,836.00.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion

ATTACHMENTS:

[ARPA Exterior Carrier](#)

Justin Sargent
Chief of Police



15 Legends Drive
Hooksett, NH 03106
Telephone 603-624-1560
Fax 644-1849

Hooksett Police Department

ARPA Committee:

I am writing to request funding for the purchase of new police equipment, specifically, the acquisition of new exterior ballistic vest carriers, uniforms, and patches required to accompany these carriers. After several months of testing two different exterior carriers, namely the Armor Express Traverse and the Safarilands Oregon City Carrier, we have selected the Oregon City Carrier as the preferred option. This decision was made by a team of four officers who rigorously tested this equipment over several months.

The switch from more traditional under-the-shirt ballistic vests to the newer exterior carrier is driven by several reasons. The primary and most significant motive for this transition is to relieve officers from bearing the weight of their equipment on their duty belts, transferring it to their shoulders. One of our officers already possesses a doctor's note requiring this adjustment, and to prevent potential issues for other officers, it is prudent to make this move now to ensure there are no future hip or back problems. Another rationale is to provide officers with more accessible equipment placement. Currently, equipment is carried on the belt, and sometimes it is challenging to reach, especially items located toward an officer's back. With the exterior carrier, there is more upfront space in the officer's workspace, facilitating easier access to equipment. Additionally, these carriers have designated mounting areas for external body cameras. The Hooksett Police Department strongly supports the purchase of body cameras, and we currently have a warrant article ready for a vote to acquire body cameras for all sworn officers.

In conjunction with the exterior carriers, we need to procure new uniforms to be worn underneath these carriers. These uniforms are manufactured by Blauer and have also undergone testing and approval by a group of four officers who have been wearing this equipment for evaluation over the past several months. My objective is to equip each officer with a new exterior carrier, one short-sleeve shirt, one long-sleeve shirt, and a pair of pants to ensure uniformity throughout the department. Following this initial purchase, officers will be responsible for purchasing additional uniforms with their uniform allowance. Additionally, there is a cost associated with embroidery and patch sewing. Below, I provide a detailed breakdown of the expenses and the company we have chosen after searching for the best prices.

We have already secured a grant in the amount of \$2,500.00 from the Concord Regional Crimeline to assist with the purchase of 9 Oregon City exterior vests. To fund this project, I believe ARPA funds would be suitable. If these funds are not granted, I will have to utilize the Police Department's budget to cover these expenses. If ARPA funds are allocated, any unused funds from my budget can be returned to the town.

Cost Breakdown:

1. Atlantic Tactical, Oregon City Carrier: \$264 each, total (24) = \$6336 - \$2,500 (grant) = \$3,836.00
2. East Coast Outfitters, Blauer Shirts + Pants: \$232 (2 shirts + 1 pant x25), total = \$5,800.00
3. Silver Graphics, Shirt embroidery + Patch Sewing: \$19 per shirt (50 shirts total), total = \$950.00
4. Silver Graphics, name plate: \$10 per name plate (25), total = \$250.00

(Silver Graphics prices quoted over the phone as on 9/7/23)

Justin Sargent
Chief of Police



15 Legends Drive
Hooksett, NH 03106
Telephone 603-624-1560
Fax 644-1849

Hooksett Police Department

Total cost: \$10,836.00

Thank you for considering our request for funding. We believe these investments in equipment and uniforms will enhance the effectiveness and safety of our officers, and we look forward to your response.

Town Council

STAFF REPORT



To: Town Council
Title: 2023 MS-535 Financial Report of the Budget
Meeting: Town Council - 27 Sep 2023
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

The Town is required to complete the State form MS-535 Financial Report of the Budget prior to setting the tax rate. Using the unaudited trial balance for the period ending June 30, 2023, I believe this report to be in accordance with NH Department of Administration Rev 1700 rules.

Attached is a reconciliation of the MS-535 to the June 30, 2023, Budget Summary and Revenues as reported in the Town Report and a detailed list of the items that increased the Town's Unassigned Fund Balance by \$1,047,093.

FINANCIAL IMPACT:

At the bottom of page 8 on the MS-535 is the Unassigned Fund Balance for June 30, 2023, which is **\$4,201,420**.

SUGGESTED MOTION:

Motion to authorize the Town Council to sign the 2023 MS-535 Financial Report of the Budget for period ending June 30, 2023, as presented.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

ATTACHMENTS:

[Reconciliation of Form MS-535 to Town Reports](#)
[MS-535](#)
[FY 2022-23 Budget Status Report](#)
[FY 2022-23 Revenues to Offset Taxes](#)

Reconciliation of form MS 535 to June 30, 2023 Town Reports

	Adjusted Budget	Actual Expenditures
Total General Fund Expenditures (from page 5 of the MS 535)	\$ 66,567,493	\$ 58,905,835
Due to other Governments (County & School)	(35,537,326)	(35,537,326)
Encumbrance from FY 2021-22	482,646	
Grants	570,676	
FY 2022-23 Grand Total from Budget Status Report FY 2022-23	\$ 32,083,489	\$ 23,368,509

	Approved Revenues	Actual Revenues
Total General Fund Revenues (from page 7 of the MS 535)	\$ 66,639,307	\$ 59,952,928
Property Taxes (from page 9 of the MS 535)	(49,907,447)	(49,405,290)
Wastewater bonds	(6,900,000)	-
Grants	570,676	-
Sale of Town Property Adjustment	-	138,083
Rounding	-	1
FY 2022-23 Total Revenues to Offset Taxes FY 2022-23	\$ 10,402,536	\$ 10,685,722

Fund Balance use to reduce taxes in 2022	\$ (247,490)
Voted Fund Balance to be used to update History book	(75,000)
FY 2022-23 Budget surplus	691,850
Revenues surplus	283,186
Less loss on Sale of Town Property	(138,083)
Change in Encumbrances (\$482,646 - \$1,112,816)	640,170
Allowance for uncollected property taxes	(158,186)
Net changes in other assets	50,646
Total change in Fund Equity (from Page 9 of MS 535)	\$ 1,047,093



New Hampshire
Department of
Revenue Administration

2023
MS-535

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Financial Report of the Budget

Hooksett

For the period ending June 30, 2023

DRAFT

THIS IS A DRAFT REPORT FOR REVIEW PURPOSES ONLY
THE PROPOSED BUDGET PROCESS MUST BE COMPLETED IN
THE TAX RATE SETTING PORTAL BEFORE A FINAL REPORT CAN
BE GENERATED FOR THE PURPOSES OF CERTIFICATION AND
PUBLIC POSTING

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:
<https://www.proptax.org/>

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



New Hampshire
Department of
Revenue Administration

2023
MS-535

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Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
General Government			
4130-4139	Executive	\$625,685	\$591,861
4140-4149	Election, Registration, and Vital Statistics	\$40,246	\$33,658
	<i>Explanation: Budget Transfer (\$5,141)</i>		
4150-4151	Financial Administration	\$837,087	\$850,588
	<i>Explanation: Budget Transfer \$5,141 & \$39,891, PY Encumbrance \$4,000</i>		
4152	Revaluation of Property	\$221,283	\$207,576
4153	Legal Expense	\$110,000	\$114,300
4155-4159	Personnel Administration	\$252,948	\$232,608
	<i>Explanation: Grants \$245</i>		
4191-4193	Planning and Zoning	\$414,078	\$355,360
4194	General Government Buildings	\$534,387	\$546,072
	<i>Explanation: PY Encumbrance \$6,146</i>		
4195	Cemeteries	\$5,750	\$1,657
4196	Insurance	\$274,899	\$274,899
4197	Advertising and Regional Association	\$15,000	\$14,329
4199	Other General Government	\$1	\$0
General Government Subtotal		\$3,331,364	\$3,222,908
Public Safety			
4210-4214	Police	\$5,329,556	\$5,278,889
	<i>Explanation: Budget Transfer (\$5,997), Grants \$19,157</i>		
4215-4219	Ambulance	\$0	\$0
4220-4229	Fire	\$4,822,852	\$4,807,775
	<i>Explanation: Budget Transfer (\$33,894), Grants \$5,778, PY Encumbrance \$25,513</i>		
4240-4249	Building Inspection	\$125,985	\$121,579
4290-4298	Emergency Management	\$8,228	\$7,794
4299	Other (Including Communications)	\$0	\$0
Public Safety Subtotal		\$10,286,621	\$10,216,037
Airport/Aviation Center			
4301-4309	Airport Operations	\$0	\$0
Airport/Aviation Center Subtotal		\$0	\$0
Highways and Streets			
4311	Administration	\$283,082	\$296,957
4312	Highways and Streets	\$2,258,134	\$2,223,741
	<i>Explanation: PY Encumbrance \$186,615 \$ Grant \$261,202</i>		
4313	Bridges	\$1	\$6,535
	<i>Explanation: Grant \$284,294</i>		
4316	Street Lighting	\$30,001	\$22,872
4319	Other	\$263,910	\$271,005
Highways and Streets Subtotal		\$2,835,128	\$2,821,110



New Hampshire
Department of
Revenue Administration

2023
MS-535

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Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
Sanitation			
4321	Administration	\$168,360	\$185,364
4323	Solid Waste Collection	\$307,183	\$325,826
4324	Solid Waste Disposal	\$830,938	\$765,778
4325	Solid Waste Cleanup	\$0	\$0
4326-4328	Sewage Collection and Disposal	\$0	\$0
4329	Other Sanitation	\$0	\$0
Sanitation Subtotal		\$1,306,481	\$1,276,968
Water Distribution and Treatment			
4331	Administration	\$0	\$0
4332	Water Services	\$0	\$0
4335-4339	Water Treatment, Conservation and Other	\$0	\$0
Water Distribution and Treatment Subtotal		\$0	\$0
Electric			
4351-4352	Administration and Generation	\$0	\$0
4353	Purchase Costs	\$0	\$0
4354	Electric Equipment Maintenance	\$0	\$0
4359	Other Electric Costs	\$0	\$0
Electric Subtotal		\$0	\$0
Health			
4411	Administration	\$1	\$0
4414	Pest Control	\$0	\$0
4415-4419	Health Agencies, Hospitals, and Other	\$0	\$0
Health Subtotal		\$1	\$0
Welfare			
4441-4442	Administration and Direct Assistance	\$107,049	\$104,206
4444	Intergovernmental Welfare Payments	\$34,923	\$27,902
4445-4449	Vendor Payments and Other	\$0	\$0
Welfare Subtotal		\$141,972	\$132,108
Culture and Recreation			
4520-4529	Parks and Recreation	\$681,209	\$606,949
4550-4559	Library	\$1,058,085	\$1,058,085
4583	Patriotic Purposes	\$2,945	\$2,945
4589	Other Culture and Recreation	\$86,501	\$12,576
Culture and Recreation Subtotal		\$1,828,740	\$1,680,555



New Hampshire
Department of
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Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
Conservation and Development			
4611-4612	Administration and Purchasing of Natural Resources	\$1,219	\$1,218
4619	Other Conservation	\$0	\$0
4631-4632	Redevelopment and Housing	\$0	\$0
4651-4659	Economic Development	\$1,000	\$700
Conservation and Development Subtotal		\$2,219	\$1,918
Debt Service			
4711	Long Term Bonds and Notes - Principal	\$300,000	\$300,000
4721	Long Term Bonds and Notes - Interest	\$117,555	\$117,555
4723	Tax Anticipation Notes - Interest	\$1	\$0
4790-4799	Other Debt Service	\$0	\$0
Debt Service Subtotal		\$417,556	\$417,555
Capital Outlay			
4901	Land	\$1	\$0
4902	Machinery, Vehicles, and Equipment	\$371,000	\$43,106
4903	Buildings	\$0	\$0
4909	Improvements Other than Buildings	\$53,600	\$760
Capital Outlay Subtotal		\$424,601	\$43,866
Operating Transfers Out			
4912	To Special Revenue Fund	\$0	\$0
4913	To Capital Projects Fund	\$0	\$0
4914A	To Proprietary Fund - Airport	\$0	\$0
4914E	To Proprietary Fund - Electric	\$0	\$0
4914O	To Proprietary Fund - Other	\$0	\$0
4914S	To Proprietary Fund - Sewer	\$9,427,984	\$2,527,984
4914W	To Proprietary Fund - Water	\$0	\$0
4915	To Capital Reserve Fund	\$1,027,500	\$1,027,500
4916	To Expendable Trusts/Fiduciary Funds	\$0	\$0
4917	To Health Maintenance Trust Funds	\$0	\$0
4918	To Non-Expendable Trust Funds	\$0	\$0
4919	To Fiduciary Funds	\$0	\$0
Operating Transfers Out Subtotal		\$10,455,484	\$3,555,484
Payments to Other Governments			
4931	Taxes Assessed for County	\$0	\$5,442,104
4932	Taxes Assessed for Village District	\$0	\$0
4933	Taxes Assessed for Local Education	\$0	\$27,337,055
4934	Taxes Assessed for State Education	\$0	\$2,758,167
4939	Payments to Other Governments	\$0	\$0
Payments to Other Governments Subtotal			\$35,537,326
Total Before Payments to Other Governments		\$31,030,167	\$23,368,509



New Hampshire
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Expenditures

Plus Payments to Other Governments		\$35,537,326
Plus Commitments to Other Governments from Tax Rate	\$35,537,326	
Less Proprietary/Special Funds	\$0	\$0
Total General Fund Expenditures	\$66,567,493	\$58,905,835



New Hampshire
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Revenues

Account	Source of Revenues	Estimated Revenues	Actual Revenues
Taxes			
3110	Property Taxes	\$0	\$49,405,290
3120	Land Use Change Tax - General Fund	\$0	\$0
3121	Land Use Change Taxes (Conservation)	\$0	\$0
3180	Resident Tax	\$0	\$0
3185	Yield Tax	\$5,000	\$8,798
3186	Payment in Lieu of Taxes	\$0	\$0
3187	Excavation Tax	\$12,000	\$10,291
3189	Other Taxes	\$0	\$0
3190	Interest and Penalties on Delinquent Taxes	\$230,000	\$120,293
9991	Inventory Penalties	\$0	\$0
Taxes Subtotal		\$247,000	\$49,544,672
Licenses, Permits, and Fees			
3210	Business Licenses and Permits	\$250	\$0
3220	Motor Vehicle Permit Fees	\$4,252,000	\$4,631,412
3230	Building Permits	\$200,000	\$174,101
3290	Other Licenses, Permits, and Fees	\$23,051	\$19,321
3311-3319	From Federal Government	\$0	\$25,796
<i>Explanation: Grants \$21,585</i>			
Licenses, Permits, and Fees Subtotal		\$4,475,301	\$4,850,630
State Sources			
3351	Municipal Aid/Shared Revenues	\$0	\$0
3352	Meals and Rooms Tax Distribution	\$1,266,630	\$1,266,630
3353	Highway Block Grant	\$310,442	\$571,605
<i>Explanation: Grant \$261,202</i>			
3354	Water Pollution Grant	\$370,796	\$0
3355	Housing and Community Development	\$0	\$0
3356	State and Federal Forest Land Reimbursement	\$552	\$524
3357	Flood Control Reimbursement	\$0	\$0
3359	Other (Including Railroad Tax)	\$1,731,750	\$396,045
<i>Explanation: Grant \$284,294</i>			
3379	From Other Governments	\$0	\$0
State Sources Subtotal		\$3,680,170	\$2,234,804
Charges for Services			
3401-3406	Income from Departments	\$71,563	\$80,228
3409	Other Charges	\$0	\$0
Charges for Services Subtotal		\$71,563	\$80,228



New Hampshire
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Revenues

Account	Source of Revenues	Estimated Revenues	Actual Revenues
Miscellaneous Revenues			
3501	Sale of Municipal Property	\$5,000	\$35,361
3502	Interest on Investments	\$30,000	\$206,801
3503-3509	Other	\$446,638	\$179,197
<i>Explanation: Grant \$3,595</i>			
Miscellaneous Revenues Subtotal		\$481,638	\$421,359
Interfund Operating Transfers In			
3912	From Special Revenue Funds	\$300,000	\$0
3913	From Capital Projects Funds	\$0	\$0
3914A	From Enterprise Funds: Airport (Offset)	\$0	\$0
3914E	From Enterprise Funds: Electric (Offset)	\$0	\$0
3914O	From Enterprise Funds: Other (Offset)	\$310,000	\$285,935
3914S	From Enterprise Funds: Sewer (Offset)	\$2,157,188	\$2,527,984
3914W	From Enterprise Funds: Water (Offset)	\$0	\$0
3915	From Capital Reserve Funds	\$1,225,000	\$0
3916	From Trust and Fiduciary Funds	\$4,000	\$7,316
3917	From Conservation Funds	\$0	\$0
Interfund Operating Transfers In Subtotal		\$3,996,188	\$2,821,235
Other Financing Sources			
3934	Proceeds from Long Term Bonds and Notes	\$3,780,000	\$0
Other Financing Sources Subtotal		\$3,780,000	\$0
Less Proprietary/Special Funds		\$0	\$0
Plus Property Tax Commitment from Tax Rate		\$49,907,447	
Total General Fund Revenues		\$66,639,307	\$59,952,928



New Hampshire
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Balance Sheet

Account	Description	Starting Balance	Ending Balance
Current Assets			
1010	Cash and Equivalents	\$15,892,978	\$14,415,270
1030	Investments	\$6,180,602	\$1,965,719
1080	Tax Receivable	\$3,456,573	\$12,887,648
1110	Tax Liens Receivable	\$1,770,505	\$2,075,967
1150	Accounts Receivable	\$201	\$613
1260	Due from Other Governments	\$8,023	\$3,273
1310	Due from Other Funds	\$419,716	\$51,399
1400	Other Current Assets	\$84,719	\$65,763
1670	Tax Deeded Property (Subject to Resale)	\$585,270	\$415,981
Current Assets Subtotal		\$28,398,587	\$31,881,633
Current Liabilities			
2020	Warrants and Accounts Payable	\$630,319	\$762,199
2030	Compensated Absences Payable	\$0	\$0
2050	Contracts Payable	\$0	\$0
2070	Due to Other Governments	\$907	\$1,498
2075	Due to School Districts	\$0	\$0
2080	Due to Other Funds	\$0	\$0
2220	Deferred Revenue	\$22,860,081	\$24,889,017
2230	Notes Payable - Current	\$0	\$0
2270	Other Payable	\$148,690	\$423,234
Current Liabilities Subtotal		\$23,639,997	\$26,075,948
Fund Equity			
2440	Non-spendable Fund Balance	\$669,989	\$481,448
2450	Restricted Fund Balance	\$0	\$0
2460	Committed Fund Balance	\$255,912	\$647,250
2490	Assigned Fund Balance	\$226,734	\$475,565
2530	Unassigned Fund Balance	\$3,605,955	\$4,201,420
Fund Equity Subtotal		\$4,758,590	\$5,805,683



New Hampshire
Department of
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2023
MS-535

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Tax Commitment

Source	County	Village	Local Education	State Education	Other	Property Tax
MS-535	\$5,442,104	\$0	\$27,337,055	\$2,758,167	\$0	\$49,405,290
Commitment	\$5,442,104	\$0	\$27,337,055	\$2,758,167		\$49,907,447
Difference	\$0	\$0	\$0	\$0		(\$502,157)

General Fund Balance Sheet Reconciliation

Total Revenues	\$59,952,928
Total Expenditures	\$58,905,835
Change	\$1,047,093
Ending Fund Equity	\$5,805,683
Beginning Fund Equity	\$4,758,590
Change	\$1,047,093



New Hampshire
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Long Term Debt

Description (Purpose)	Original Obligation	Annual Installment	Rate	Final Payment	Start of Year	Issued	Retired	End of Year
2018 NHMBB (Safety Center Renovations & Fire Pumper)	\$976,750	\$0	2.56	2028	\$670,000	\$0	\$100,000	\$570,000
2021 NHMBB (refinanced 2019 TD Note) (Route 3A TIF)	\$1,904,000	\$0	.912	2030	\$1,685,000	\$0	\$200,000	\$1,485,000
SRF Loan (Upgrade Wastewater Plant)	\$3,500,000	\$0	2.728	2030	\$1,771,399	\$0	\$185,333	\$1,586,066
SRF Loan (Upgrade Wastewater Plant)	\$927,284	\$0	2.00	2023	\$342,481	\$0	\$169,545	\$172,936
SRF Loan (ARRA) (Upgrade Wastewater Plant)	\$6,212,940	\$0	1.104	2013	\$1,397,911	\$0	\$155,323	\$1,242,588
	\$13,520,974				\$5,866,791	\$0	\$810,201	\$5,056,590

Budget Status Report FY 2022-23

Department	Approved Budget	Budget Transfers	Budget Increases	Adjusted Budget	Encumbered	Year to Date Expenditures	(Over) Under Spent	Percent Expended
Administration								
Executive	\$ 625,685	\$0	\$0	\$ 625,685	\$0	\$ (591,861)	\$ 33,824	95%
Computers	217,426	39,891	0	257,317	(3,574)	(247,648)	6,095	98%
Legal	110,000	0	0	110,000	0	(114,300)	(4,300)	104%
Benefits	252,948	0	245	253,193	0	(232,608)	20,585	92%
Insurance	274,899	0	0	274,899	0	(274,899)	0	100%
Planning	15,000	0	0	15,000	0	(14,329)	672	96%
Other General Gov't	1	0	0	1	0	0	1	0%
Patriotic	2,945	0	0	2,945	0	(2,945)	0	100%
Other Culture	11,502	0	0	11,502	0	(12,576)	(1,074)	109%
Economic Development	1,000	0	0	1,000	0	(700)	300	70%
Land Purchases	1	0	0	1	0	0	1	0%
Administration Total	1,511,407	39,891	245	1,551,543	(3,574)	(1,491,866)	56,103	96%
Assessing	221,283	0	0	221,283	(2,790)	(207,576)	10,917	95%
Bonded Debt Principal & Interest	417,555	0	0	417,555	0	(417,555)	0	100%
Budget Committee	7,949	0	0	7,949	0	(5,507)	2,442	69%
Cemetery Commission	750	0	0	750	0	(742)	8	99%
Community Development								
Planning & Engineering	414,078	0	0	414,078	0	(355,360)	58,718	86%
Building Inspections	125,985	0	0	125,985	0	(121,579)	4,406	97%
Public Health	1	0	0	1	0	0	1	0%
Community Development Total	540,064	0	0	540,064	0	(476,939)	63,125	88%
Conservation Commission	1,219	0	0	1,219	0	(1,218)	1	100%
Family Services	141,972	0	0	141,972	0	(132,108)	9,864	93%
Finance	290,801	0	4,000	294,801	0	(283,802)	10,999	96%
Fire-Rescue								
Fire	4,822,852	(33,894)	31,291	4,820,249	(29,488)	(4,743,692)	47,068	99%
Emergency Management	8,228	0	0	8,228	0	(7,794)	434	95%
Fire-Rescue Total	4,831,080	(33,894)	31,291	4,828,477	(29,488)	(4,751,486)	47,502	99%
Library	1,058,085	0	0	1,058,085	0	(1,058,085)	0	100%
Police	5,329,556	(5,997)	19,157	5,342,716	(252)	(5,278,889)	63,575	99%
Public Works								
Highway	3,369,515	0	738,257	4,107,772	(433,618)	(3,367,182)	306,972	92%
Parks, Recreation & Cemeteries	686,208	0	0	686,208	0	(607,864)	78,344	89%
Recycling & Transfer	1,306,481	0	4,459	1,310,940	(4,996)	(1,276,968)	28,976	98%
Public Works Total	5,362,204	0	742,716	6,104,920	(438,614)	(5,252,014)	414,292	93%
Tax Anticipation Interest	1	0	0	1	0	0	1	0%
Tax Collector	320,911	5,141	0	326,052	(848)	(313,631)	11,574	96%
Town Clerk	40,246	(5,141)	0	35,105	0	(33,658)	1,447	96%
Wastewater Department	2,527,984	0	0	2,527,984	0	(2,527,984)	0	100%
Total Operating Budget	\$ 22,603,067	\$0	\$ 797,410	\$ 23,400,477	\$ (475,565)	\$ (22,233,061)	\$ 691,850	97%
Warrant Articles								
Wastewater Bonds	\$6,900,000	\$0	\$0	\$ 6,900,000	\$0	\$0	\$6,900,000	0%
Merrimack Riverfront Trail Phase III	0	0	191,830	191,830	(191,070)	(760)	0	100%
Fire Command Vehicle	0	0	64,082	64,082	0	(64,082)	0	100%
Auto Truck Solid Waste	300,000	0	0	300,000	(300,000)	0	0	100%
K-9 Police Car	71,000	0	0	71,000	(27,580)	(43,106)	314	99%
Hooksett History Book	75,000	0	0	75,000	(75,000)	0	0	100%
Parks Upgrades	53,600	0	0	53,600	(53,600)	0	0	100%
Fire Apparatus CR	250,000	0	0	250,000	0	(250,000)	0	100%
Public Works Vehicles CR	200,000	0	0	200,000	0	(200,000)	0	100%
Town Building Maintenance CR	200,000	0	0	200,000	0	(200,000)	0	100%
Digital Mapping CR	100,000	0	0	100,000	0	(100,000)	0	100%
Emergency Radio Communications CR	50,000	0	0	50,000	0	(50,000)	0	100%
Drainage Upgrades CR	50,000	0	0	50,000	0	(50,000)	0	100%
Fire Tools & Equipment CR	35,000	0	0	35,000	0	(35,000)	0	100%
Automated Collection Equipment CR	30,000	0	0	30,000	0	(30,000)	0	100%
Revaluation CR	30,000	0	0	30,000	0	(30,000)	0	100%
Conservation Land Improvements CR	30,000	0	0	30,000	0	(30,000)	0	100%
Air Pack and Bottles CR	27,500	0	0	27,500	0	(27,500)	0	100%
Parks & Recreation Facilities Development CR	25,000	0	0	25,000	0	(25,000)	0	100%
Total Warrant Articles	\$ 8,427,100	\$0	\$ 255,912	\$ 8,683,012	\$ (647,250)	\$ (1,135,448)	\$ 6,900,314	
Grand Totals	\$ 31,030,167	\$0	\$ 1,053,322	\$ 32,083,489	\$ (1,122,816)	\$ (23,368,509)	\$ 7,592,164	75%

Submitted by:

Christine Tewksbury. Finance Director (603)-485-2712

All expenditures are preliminary and unaudited.

Revenue to Offset Taxes FY 2022-23

Type	Source	Budget		Year to Date	Over (Under)	Percent
		Approved	Unanticipated	Collected	Collected	Collected
Taxes						
	Yield Tax	\$ 5,000	\$0	\$ 8,798	\$ 3,798	176%
	Excavation Tax	12,000	0	10,291	(1,709)	86%
	Interest and Penalties on Taxes	230,000	0	120,293	(109,707)	52%
Licenses, Permits & Fees						
	Business Licenses an Permits	250	0	0	(250)	0%
	Motor Vehicles Permits	4,252,000	0	4,631,412	379,412	109%
	Building Permits	200,000	0	174,101	(25,899)	87%
	Other Licenses, Permits & Fees	23,051	0	19,321	(3,731)	84%
From Federal						
	FBI, US Marshals, BVP, DOS	0	21,585	25,796	4,211	120%
From State						
	Shared Revenues	0	0	0	0	0%
	Meals & Rooms Tax	1,266,630	0	1,266,630	0	100%
	Highway Block Grant	310,442	261,202	571,605	(39)	100%
	State & Federal Forest Land	552		524	(28)	95%
	Other - Railroad, Grants	111,750	284,294	396,045	1	100%
Charges For Services						
	Assessing	13	0	2	(11)	15%
	Community Development	37,500	0	27,291	(10,209)	73%
	Fire	11,000	0	20,509	9,509	186%
	Police	9,000	0	10,112	1,112	112%
	Public Works	14,000	0	22,313	8,313	159%
	Town Clerk	50	0	0	(50)	0%
Miscellaneous						
	Sale of Town Property	5,000	0	173,446	168,446	3469%
	Interest on Investments	30,000	0	206,801	176,801	689%
	Rental of Town Property	78,001	0	78,730	729	101%
	Court Fines	12,550	0	19,050	6,500	152%
	Insurance Dividends and Reimbursements	30,001	0	35,273	5,272	118%
	Gifts and Grants	5,000	0	4,549	(451)	91%
	Elderly Lien Payoff	1	0	19,243	19,242	
	Welfare Reimbursement	10,000	0	0	(10,000)	0%
	Other	25,150	3,595	22,353	(6,392)	78%
Other Funds						
	Special Revenue Funds - Solid Waste	300,000	0	0	(300,000)	0%
	Special Revenue Funds - Rte. 3A TIF	285,935	0	285,935	0	100%
	Special Revenue Funds - Conservation	10,000	0	0	(10,000)	0%
	Capital Reserve	25,000	0	0	(25,000)	0%
	Enterprise Fund - Wastewater	2,527,984	0	2,527,984	0	100%
	Trust Funds	4,000	0	7,316	3,316	183%
Totals Revenues		\$ 9,831,860	\$ 570,676	\$ 10,685,722	\$ 283,186	103%

Submitted by:

Christine Tewksbury, Finance Director (603) 485-2712

All revenues are preliminary and unaudited.

Town Council

STAFF REPORT



To: Town Council
Title: Hooksett's Goal #2: Tax Rate Planning
Meeting: Town Council - 27 Sep 2023
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

Last year's goal #2 was to "Balance the use of (unassigned) fund balance annually to maintain a low tax rate while building the (unassigned fund) balance amount to the recommended 8% or higher. "

In March 2023, I presented to the Council a two-step strategy to meet this goal. Step 1 - set a minimum growth percentage. Step 2 - set a level amount to apply to the tax rate. It was recommended that the Council wait until late summer to set the minimum growth percentage and amount to apply to tax rate once we know what the change in unassigned fund balance was for June 2023.

As stated in the State form *MS 535 Financial Report of the Budget* the Unassigned Fund Balance for June 30, 2023, is \$4,201,420, which is an increase of \$1,047,093 from last year.

FINANCIAL IMPACT:

November 2023 tax rate would include using \$300,000 in Unassigned Fund Balance to lower the tax rate. This is \$52,810 more than what was used to set the November 2022 tax rate, which would lower the rate by an estimated two cents.

SUGGESTED MOTION:

Motion to recommend updating the Fund Balance policy as follows: "5.3) Minimum growth percentage – The Town shall increase the unassigned fund balance each year by .75% before applying an up to level of \$300,000 to the tax rate until unassigned fund balance reaches 8%."

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion

ATTACHMENTS:

[Tax Rate Planning](#)

[Fund Balance Policy from Admin Code dated 7-12-23](#)

9/14/2023

Hooksett's Goal #2: Tax Rate Planning

PRESENTED TOWN COUNCIL SEPTEMBER 27, 2023.

BY CHRISTINE TEWKSBURY, FINANCE DIRECTOR

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Tax Rate Planning Goal

"Balance the use of (unassigned) fund balance annually to maintain a low tax rate while building the (unassigned fund) balance amount to the recommended 8% or higher."

- 1) Fund balance:
 - a) what is it
 - b) how is it calculated
 - c) calculating the percentage
 - d) retention of unassigned fund balance
- 2) Strategy to meet Council's goal

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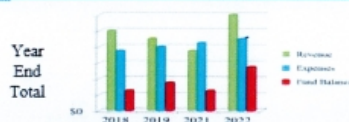
9/14/2023

What is Fund Balance

"In government accounting, fund balance is the difference between operating assets and liabilities resulting in a surplus or a deficit.

A common misconception is that fund balance is a cash account, associated with or correlated to a government's bank account balance. But unlike a personal bank account, a general fund balance is not a "cash-account;" it is a measure of equity between revenues and expenditures." Katherine Heck, Government Finance Advisor for NHMA

Fund Balance is the total accumulation of operating surpluses and deficits since the beginning of a local government's existence.



The Fund Balance Formula:
Fund Balance = Assets - Liabilities

Operating Surplus / Deficit
The difference between a unit's revenues and expenditures for a fiscal year.

Revenues - Expenditures = Operating Surplus / (Deficit)

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Categories of Fund Balance

Fund balance is calculated at the completion of the Town's fiscal year and broken down into the following categories:

Non-Spendable fund balance – *prepaid inventories and assets held for resale.*

Restricted fund balance – *externally enforceable legal restrictions.*

Committed fund balance – *town meeting restrictions.*

Assigned fund balance – *town council restrictions.*

Unassigned fund balance(UFB) – *residual category includes resources whose use is limited, but not for a purpose narrower than the purpose of the fund.*

Categories	Reported to DRA as of 6/30/2022
Non-spendable	\$ 669,989.00
Restricted	-
Committed	255,912.00
Assigned	226,734.00
Unassigned	3,273,465.00
Total fund balance	\$ 4,426,100.00

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9/14/2023

Calculating the Percentage of Unassigned Fund Balance (UFB)

NH DRA Guidelines: 5% to 17% of municipal operating expenses including tax effort for the county, local and state schools.

November 2022 Tax Rate Information			
Total Voted Appropriations for the Town	\$	31,030,167	
Less Wastewater Appropriations		(6,247,188)	
Tax Effort for County		5,442,104	
Tax Effort for Local Schools		27,337,055	
Tax Effort for State Schools		2,758,167	
	\$	60,320,305	

5% of \$60,320,305 =	\$	3,016,015
8% of \$60,320,305 =	\$	4,825,624
10% of \$60,320,305 =	\$	6,032,031
17% of \$60,320,305 =	\$	10,254,452

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Retention of Unassigned Fund Balance (UFB)

- 1) In government finance, the retention and use of unassigned fund balance assists in measuring the financial health of the chief operating fund known as the general fund.
- 2) Unassigned fund balance can be used for emergency expenditures.
- 3) Helps with credit rating.
- 4) Helps with fluctuation in collection of property taxes.
- 5) Can be used to stabilize the tax rate.

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Recommended strategy to achieve goal:

Step one – Set a minimum growth percentage. Recommend 0.5% to 1%.

Currently unassigned fund balance is 5.43%. Before applying any UFB the town must increase the % by the growth rate set in this step.

Step two – Set a fixed amount of UFB to apply to tax rate. Recommend level set at \$300,000 to \$500,000.

Setting a fixed amount of UFB to be applied to the tax rate each year has a stabilizing effect on the tax rate.

Unassigned General Fund Balance History

Year	Beginning Balance	Current year Increase	Warrant Articles	Used to Reduce Tax Rate	Ending Balance	% of FB Retained
2012	1,770,434	666,248	-	-	2,436,682	6.00%
2013	2,436,682	733,354	-	-	3,170,036	7.87%
2014	3,170,036	1,348,547	-	(767,363) f	3,688,220	8.00%
2015	3,688,220	1,575,465	-	(1,947,814) g	3,615,871	8.00%
2016	3,615,871	1,325,418	-	(500,000) h	4,441,289	9.34%
2017	4,441,289	1,384,377 f	(2,160,917)	(1,000,000)	2,664,749	5.20%
2018	2,664,749	702,887	-	(300,000)	3,067,636	6.18%
2019	3,067,636	1,356,133	-	(1,385,094)	3,038,675	5.97%
2020	3,038,675	1,420,893	-	(1,400,000)	3,059,568	5.99%
2021	3,059,568	1,415,628 g	(215,000)	(1,200,000)	3,060,196	5.70%
2022	3,060,196	945,799 h	(75,000)	(257,490)	3,273,405	5.43%

* Current year increase are from actual revenues higher than estimated and expense lower than budgeted and changes in overlay.

f - Warrant article 48 Visionary Plan for Sewer and Other Infrastructure Improvements (\$100,000) and Emergency appropriation for Uteac Bridge (\$2,060,917).

g - Warrant article #13 Retirement Trust (\$150,000) and article #16 Fire Command Vehicle (\$65,000).

h - Warrant article #15 Update Hooke's History Book.

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Fact: UFB held as of 6/30/2022 was 5.43%

Fact: UFB increased \$1,047,093 as of 6/30/2023

Option 1

- 1) set minimum growth percentage at .75%
- 2) set level amount to apply to tax rate up to \$400,000
- Step 1: UFB must be at 6.18% before any UFB is used to lower the 2023 tax rate. Step 2: Apply up to \$400,000 to lower the 2023 tax rate.
- UFB not used will increase to the percentage held, which will be used as the starting percentage for the 2024 tax rate.

Example to be used for illustration purposes only

UFB increase as of 6/30/2023	\$ 1,047,093
Step 1) .75% minimum (based on 2022)	(452,402)
Step 2) apply up to amount	(400,000)
UFB increased not used	\$ 194,691

In this example, \$194,691 would be added to the UFB bringing the amount held to an estimated 6.5%, which is 1.07 % higher than the prior year.

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9/14/2023

Fact: UFB held as of 6/30/2022 was 5.43%
Fact: UFB increased \$1,047,093 as of 6/30/2023

Option 2

- 1) set minimum growth percentage at .75%
- 2) set level amount to apply to tax rate up to \$300,000
- Step 1: UFB must be at 6.18% before any UFB is used to lower the 2023 tax rate. Step 2: Apply up to \$300,000 to lower the 2023 tax rate.
- Any UFB not used will increase the percentage held, which will be used as the starting percentage for the 2024 tax rate.

Example to be used for illustration purposes only

UFB increase as of 6/30/2023	\$ 1,047,093
Step 1) .75% minimum (based on 2022)	(452,402)
Step 2) apply up to amount	<u>(300,000)</u>
UFB increased not used	\$ 294,691

In this example, \$294,691 would be added to the UFB bringing the amount held to an estimated 6.67%, which is 1.24% higher than the prior year.

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What could go wrong!

Fact: UFB held as of 6/30/2022 was 5.43%
Assumption: UFB increased by \$545,759 (which was the case in 2022)

Option 2

- 1) set minimum growth percentage at .75%
- 2) set level amount to apply to tax rate up to \$300,000
- Step 1: UFB must be at 6.18% before any UFB is used to lower the 2023 tax rate. Step 2: Apply up to \$300,000 to lower 2023 tax rate.
- In this example, we would meet the 6.18% held in step 1, but there was only \$93,357 to apply to the tax rate. This would increase the tax rate by approximately 10 cents, because we were not able to apply \$300,000.

Example to be used for illustration purposes only

UFB increase as of 6/30/2023	\$ 545,759
Step 1) .75% minimum (based on 2022)	(452,402)
Step 2) apply up to amount	<u>(93,357)</u>
UFB increased not used	\$ -

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9/14/2023

Recommendation to meet the Tax Rate Planning Goal of 2022

Motion to recommend updating the Fund Balance policy as follows: "5.3) Minimum growth percentage – The Town shall increase the unassigned fund balance each year by .75% before applying an up to level of \$300,000 to the tax rate until unassigned fund balance reaches 8%."

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Administrative Code
Amended July 12, 2023

Town Council approved the Town of Hooksett Investment Policy at their September 25, 2013 meeting.

Town Council approved amendments of the Town of Hooksett Investment Policy at their September 24, 2014 meeting.

- 5.7 Fund Balance Policy.** The Council shall review and adopt the Fund Balance Policy annually. The general purpose of this policy is to maintain an adequate level of Unassigned Fund Balance to mitigate financial risks that can occur from unforeseen revenue fluctuation and unanticipated expenditures. ***See below for policy details.***

FUND BALANCE POLICY

Section 1. Purpose

The Town hereby establishes and will maintain reservations of Fund Balance, as defined herein, in accordance with Governmental Accounting Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Types Definitions*. This policy shall only apply to the Town's governmental funds. Fund balance shall be composed of nonspendable, restricted, committed, assigned and unassigned amounts.

The general purpose of this policy is to improve the Town of Hooksett's financial stability by protecting itself against emergencies and economic downturns. Unassigned fund balance is an important measure of economic stability. It is essential that the Town maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. The fund balance also provides cash flow liquidity for the Town's general operations.

Section 2. Definitions

2.1) Nonspendable Fund Balance - includes amounts that are not in a spendable form (such as inventory, tax deeded property subject to resale or prepaid expenses) or are required to be maintained intact (such a principal of an endowment fund).

2.2) Restricted Fund Balance – includes amounts that can be spent only for the specific purposes stipulated by external resource providers (such as grantors) or laws or regulations of other governments or imposed by law through constitutional provisions or through enabling legislation. Restrictions may be changed or lifted only with the consent of the resource providers or the enabling legislation. Non-lapsing warrant articles, library, income portion of permanent funds and Capital Project funds would be considered restricted.

2.3) Committed Fund Balance – includes amounts that can be used only for the specific purposes determined by a formal action of the Town's highest level of decision-making authority (The Annual Town Meeting). Commitments may be changed or lifted only by the Annual Town Meeting. This classification also

includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual obligation. Expendable trust funds and legislative body votes relative to the use of unassigned fund balance at year-end are included in this classification.

2.4) Assigned Fund Balance – includes amounts the Town *intends* to be used for specific purposes. For all governmental funds other than the General Fund, any remaining positive amounts are to be classified as “assigned”. The Town Council expressly delegates this authority to the Town Administrator. Items that would fall under this type of fund balance would be Police and Fire Details, Ambulance Fund and Conservation Fund etc. The Town also has assigned funds consisting of encumbrances in the general fund at year-end.

2.5) Unassigned Fund Balance – is the residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose. Any deficit fund balance of another governmental fund is also classified as unassigned.

Section 3. Spending Prioritizations

3.1) When expenditures are incurred for purposes for which both restricted and unrestricted fund balance is available, restricted fund balance is considered to have been spent first.

3.2) When expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classification can be used, committed amount should be reduced first, followed by assigned amounts and then unassigned amounts.

Section 4. Deficit Fund Balance

At year end, if any of the special revenues funds has a deficit unassigned fund balance, the Town Administrator is authorized to transfer from the General Fund to cover the deficit, providing the General Fund has the resources to do so.

Section 5. Unassigned Fund Balance – General Fund

As recommend by the New Hampshire Department of Revenue, the Town shall strive to maintain an unassigned fund balance in its General Fund equal to 8-17% of the total annual appropriations of the community (which includes the Town, County, School District and Precincts).

5.1) Minimum Balance – The Town shall maintain a minimum unassigned fund balance of 5% of the general fund's annual appropriations of the community.

5.2) Target Balance - The Town shall work toward maintaining an unassigned fund balance of 8% of the general fund's annual budget, including Town, School and County appropriations.

Section 6. Annual Review

Town Council shall review and approve this policy annually.

Section 7. Policy Approval/Amendments

Town Council approved adoption of the Town of Hooksett's Fund Balance policy at their May 13, 2009 meeting.

Town Council amended the Town of Hooksett's Fund Balance policy at their September 14, 2011 meeting.

Town Council amended the Town of Hooksett's Fund Balance policy at their October 10, 2012 meeting.

Town Council amended the Town of Hooksett's Fund Balance policy at their September 25, 2013 meeting.

Town Council amended the Town of Hooksett's Fund Balance policy at their September 24, 2014 meeting.

Town Council amended the Town of Hooksett's Fund Balance policy at their August 28, 2019 meeting.

5.8 Stipends paid to Boards, Commissions and Committees. Stipends paid to Boards, Commissions, and Committees shall be made quarterly for those members currently sitting on the Board, Commission, or Committee on that date. The amounts of the stipends are set by the Town Charter for the Town Council and by the current budget for all other Boards, Commissions and Committees.

5.9 Post-Issuance Tax Compliance Policy and Procedures for Tax-Exempt Obligations. The purpose of this Tax-Exempt Obligation Post Issuance Compliance Policy and Procedures is to establish policies and procedures in connection with tax-exempt bonds and notes (the "Bond" or "Bonds") issued by the Town of Hooksett, New Hampshire (the "Issuer") so as to maximize the likelihood that all applicable post-issuance requirements of federal income tax law needed to preserve the tax-exempt status of the Bonds are met. *See below for policy details.*

**POST-ISSUANCE TAX COMPLIANCE POLICY AND PROCEDURES FOR
TAX-EXEMPT OBLIGATIONS**

Section 1: Purpose

The purpose of this Tax-Exempt Obligation Post Issuance Compliance Policy and Procedures is to establish policies and procedures in connection with tax-exempt bonds and notes (the "Bond" or "Bonds") issued by the Town of Hooksett, New Hampshire (the "Issuer") so as to maximize the likelihood that all applicable post-issuance requirements of federal income tax law needed to preserve the tax-exempt status of the Bonds are met.

Town Council
STAFF REPORT



To: Town Council
Title: Proclamation for the 2023 Hooksett Citizens of the Year, Wayne & Sally Gehris
Meeting: Town Council - 27 Sep 2023
Department: Administration
Staff Contact: Wendy Baker, Executive Assistant

BACKGROUND INFORMATION:

The 2023 Hooksett Citizens of the year were chosen by the Lion's Club. Wayne and Sally Gehris were chosen. The 2023 Hooksett Citizen of the Year Dinner is scheduled for October 13, 2023. Need a volunteer to attend the dinner and present a proclamation to them.

FINANCIAL IMPACT:

N/A

POLICY IMPLICATIONS:

N/A

RECOMMENDATION:

Choose a Council member to present the proclamation and make a motion as such.

SUGGESTED MOTION:

Motion to authorize..... to present a Proclamation to the 2023 Hooksett Citizens of the year, Wayne and Sally Gehris.

TOWN ADMINISTRATOR'S RECOMMENDATION:

No comment. Council recommendation

ATTACHMENTS:

[Hooksett Citizens of the Year 2023 letter](#)



**Hooksett Lion Officers
2023-2024**

President
Wayne Gehris

Vice-President
David Hutchinson

Treasurer
Deborah Ithier

Secretary
Lori Pinkham

Membership Chair
Alden Beauchemin

Hooksett Lions Club

Hooksett, New Hampshire

1465 Hooksett Rd #387, Hooksett, NH 03106

James Sullivan
Hooksett Town Councilor
Town of Hooksett, NH
2 Trent Road
Hooksett, NH 03106

Dear Mr. Sullivan,

Since 1959, the Town of Hooksett has named a Citizen of the Year for their service, dedication, and commitment to "making Hooksett a better place in which to live". The 2023 Hooksett Citizen of the Year is a joint honor this year. This year the Citizens of the Year honor goes to Sally and Wayne Gehris.

Sally has been the director of the Hooksett Food Pantry, Hooksett Women's Club President, Hooksett Village/Memorial School PTA member, the Rebekah's and a Girl Scout leader. Wayne is an Air Force Veteran, Hooksett Lions Club member, active with the VFW, active with the American Legion and had been a Cub Scout Den Leader. Together they have been active with the HYAA, Town Election Volunteers, Deacons & trustees of the Hooksett Congregational Church. They are often seen together helping the other with each other's individual projects too.

What's more remarkable is how long they have been active with the town of Hooksett. The Gehris' settled in Hooksett in 1972, raised their family and started a 51-year legacy (and counting) of service to their community. Now retired, Sally and Wayne spend their time spoiling their grandchildren and working on their volunteer projects.

The Hooksett Lions Club, who hosts this recognition event, requests that you please consider participating in honoring Sally and Wayne, with a letter of recognition from your office. Please address honors to Sally and Wayne Gehris 1465 Hooksett Road Unit 387, Hooksett, NH 03106. Please forward recognition to Hooksett Lions Club C/O David Hutchinson & Elmer Avenue Hooksett, NH 03106 for formal presentation at their award dinner October 13, 2023.

Thank you for your assistance in this matter and for your service to our great state.

Sincerely,

Citizen of the Year Committee
Hooksett Lions Club

Celebrating 59 Years of Community Service
www.e-clubhouse.org/sites/hooksett

**Town of Hooksett
Town Council Budget Review Meeting Minutes
Wednesday, September 06, 2023**

CALL TO ORDER- Chairman T. Tsantoulis called the meeting of September 6, 2023, to order at 6:00 pm.

PROOF OF POSTING- Provided by Town Administrator Andre Garron.

IN ATTENDANCE- Councilor James Sullivan, Councilor David Boutin, Councilor Timothy Tsantoulis, Councilor Alex Walczyk (arrived at 6:04), and Keith Judge, Councilor John Durand and Councilor Jodi Pinard.

ABSENT- Councilor Randall Lapierre, Councilor Roger Duhaime

PLEDGE OF ALLEGIANCE

PUBLIC INPUT

Joleen C Shambo-46 Gary Ave Hooksett- I have come to you about the proposed plan for the bus storage area on Thames Rd. between the Villages at Granite Hill Condos and Granite Brook Park MHP. All surrounding residents strongly oppose the bus storage parking lot plan. The bus storage area proposal would negatively impact Granite Hill Condos and Granite Brook Park MHP residents' quality of life, human health, public safety, delay to US RTE 3 traffic, cause condo resident's vehicle congestion, create extreme road noise and degradation of private road. The bus storage parking would create noise pollution, light pollution, toxic air pollution, water pollution and would devalue existing homes. A fleet of buses will be a nuisance to the neighboring residents, an eyesore to see every day and a hazard in a residential neighborhood. The towns zoning ordinance article 3 under general provisions page 5 says: any use that may be obnoxious or injurious by reasons of the production or emission of color dust, smoke, refuse matter, fumes, noise, vibrations, or similar conditions, or that are dangerous to the comfort, peace, enjoyment, health or safety of the community or lending to its disturbance or annoyance are prohibited. There shall be no rezoning of land to industrial or commercial use in areas identified as protection properties in Hook Six Open Space Plan the latest version, including aquifer, prime wetlands, wetlands connected to prime wetlands, floodplains and or steep slopes. Article 10. Commercial Districts, page 40. Buffer Zones. Whenever commercial or industrial use abuts a residential use zone or district, a buffer zone shall be provided, subject to the approval of the Planning Board. The buffer is an area where they within a property or site generally adjacent to and parallel with the property line, either consisting of natural existing vegetation or created by the use of trees, shrubs, fences, and or berms designed to limit continuously the view of and or sound from the site. To adjacent sites or properties. The buffer shall not less than 50 feet in width and shall be planted with a dense screen of shrubbery and trees not less than 8 feet in height. At the same time as planting, the screen shall be at least 25

38 feet in width and shall be permanently maintain suitable by the owner. The buffer shall provide
 39 a year-round dense visual screen in order to minimize adverse impacts. In order to maintain
 40 dense screening, around at least 50% of the plantings shall be evergreens. Existing natural
 41 growth may be included as part of the screen. No penetration of this buffer zone shall be
 42 allowed. With the approval of the Planning Board, a suitable combination of other elements
 43 such as fencing firms, boulders, may be incorporated within the buffer zone.

44 T. Tsantoulis- your comments are now officially recorded. Thank you for coming here to express
 45 your concerns.

46 D. Boutin- I am very sympathetic to you. This is a shame, and the Town has done nothing. I
 47 haven't seen the TA and Code Enforcement Officer down there. This project should never go
 48 forward.

49 Joleen- they are in the process of doing emission and noise tests now. We have to wait 3-4
 50 weeks for that.

51 **BUDGET OVERVIEW OF FISCAL YEAR 2024-2025**

52 A. Garron- the total amount needed to be raised for taxation is \$13,735,427. This is the
 53 expenditures minus the revenues.

54 J. Sullivan- Why the reduction in revenues from 2024 to 2025?

55 C. Tewksbury- the other would be the wastewater, and we don't have those in yet.

56 A. Garron- The Town Administrator's (TA's) recommended operating budget of \$20,483,852 is
 57 higher than the FY 2023-24 budget by \$581,669 or 2.92%. The TA's recommended budget
 58 supports the following:

- 59 1. Union raises approved by the voters for Mid-management and Police union members.
- 60 2. The Heritage Commission's request to support the Light Up the Village event.
- 61 3. Increased funds in Assessing to hire a contractor for new construction pickups.
- 62 4. Additional funding to update the impact fee ordinances in Community Development.
- 63 5. The Fire budget supports additional funds for water hydrant rentals.
- 64 6. The Police department's budget includes funds to replace two cruisers at today's cost.
- 65 7. In the Department of Public Works, there are increases for road salt, highway new
 66 equipment, town building heating costs, parks new equipment, old home day costs, cemetery
 67 ground maintenance, tipping fees and fuel costs.
- 68 8. The TA's budget supports a new part-time employee for the Town Clerk's office and
 69 additional funds for the two federal elections.
- 70 The TA's recommendation does not include the library's request of \$1,132,495 or the
 71 Wastewater's requests. Also, the employees' health and dental insurance rates are level funded
 72 until the official rates are known.

73 C. Tewksbury- Page 13 is more what you are used to seeing.

74 J. Sullivan- at the top It says there will be a 2.9% increase and a 2.62% increase in the default.

75 C. Tewksbury- Because the default does not include items 2-8 as listed above.

76 ***J. Pinard motioned to accept the Town Administrators budget as presented; seconded by J.***
 77 ***Durand.***

78 ***Vote in favor 6-1***

79 **BUDGET REVIEWS**

80 **7.1. Family Services**

81 Patrici Carusso Family Services Director- we don't have many changes to the budget. I will
 82 highlight the changes. The FS Software & Program I'd like to reduce that line and remove Image
 83 Silo's and just keep the current program GAP

84 ***J. Sullivan motioned to amend the FS line for Software & programs by \$775.seconded by A.***
 85 ***Walczyk.***

86 ***Vote in Favor 7-0***

87 P. Carusso- for Town welfare we kept that line level funded. We do have several homeless
 88 people in the community that we are housing.

89 **7.2. Cemetery Commission**

90 C. Tewksbury- this budget is up \$40 and is attributable to training and dues.

91 **7.3. Conservation Commission**

92 Cindy Robertson- this budget is up \$335. We have an increase in postage and printing, and a
 93 small \$5 increase in supplies.

94 **7.4. Tax Collector**

95 Kimberly Blichmann- there are no real changes to the budget.

96 D. Boutin- can you explain the decrease in the budget.

97 K. Blichmann- we removed the purchase in the toner, and the company I use for the tax liening
 98 and deeding does not charge me if she doesn't have to search 2x. and the longevity bonuses are
 99 not in there this year.

100 A. Walczyk- what level of effort and expense occurred in the auction.

101 K. Blichmann- I did not work on it after hours.

102 **7.5 Community Development**

103 Planning & Zoning

104 Elizabeth Robideau Town Planner present with TA Garron to get a feel for the budget process.

105 A. Garron- this budget has increased \$53,635 A portion of that is to update the impact fee
106 ordinance. The last time the ordinance was updated was in 2004-2008, we need to update that
107 to reflect today's costs. In the past we have paid a consultant to review this. Now we have to
108 search for a new firm and hire a consultant to help us.

109 A. Garron- impact fees is a PB matter.

110 Building Inspection & CEO

111 A. Garron- this budget has a \$2,183 increase attributed to wages.

112 **7.6. Police**

113 A. Garron- the Police department budget has an increase of \$133,811. This is a 2.38% increase
114 mostly attributable to wages.

115 J. Pinard- on the fuel costs, were they lower because you weren't fully staffed?

116 Justin Sargent Police Chief- it is also attributable to the new fleet being hybrid. We are saving
117 money on fuel.

118 A. Walczyk- the difference between the TA budget and department budget for education why
119 the difference.

120 A. Garron- that is based on historical usage of that line.

121 J. Sullivan- I see maintenance is up from last year.

122 A. Garron- a few years ago we cut the cruiser replacement down to 1, then brought it back up to
123 3, then 2 again and now back on 2 again.

124 A. Garron – moving to hybrid vehicles we had expected to see fuel saving costs and we are
125 seeing that.

126 D. Boutin- what is the % of savings on hybrid vehicles.

127 J. Sargent- I don't have that figure, but I can provide it at the next meeting.

128 **7.7. Fire-Rescue**

129 Steve Colburn Fire Chief- this budget has a \$57,806 increase which is a 1.15% increase.

130 A. Garron- a part time position was proposed in the dept, but I had removed the request due to
131 lack of information. The chief had presented an warrant article for 2 new fire officers. We are
132 getting to the point that we may need to look at adding more firefighters in the near future as
133 the town grows.

134 **CAPITAL IMPROVEMENT PLAN**

135 A. Garron- the CIP was presented back in June and the PB will approve it, and they have
136 approved it already.

137 Public Input- None

138 **ADJOURNMENT**

139 **D. Boutin motioned to adjourn the meeting at 8:00 pm; seconded by J. Sullivan,**

140 **Vote in favor 7-0**

141

142 Respectfully submitted,

143 *Alicia Jipson*

144 Alicia Jipson

145 Recording Clerk

146

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, September 13, 2023**

The Hooksett Town Council met on Wednesday, September 13, 2023, at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Tsantoulis called the meeting of 13 Sep 2023 to order at 6:00 pm.

PROOF OF POSTING

Town Administrator, Andre Garron provided proof of posting.

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor John Durand, Councilor Randall Lapierre, Councilor Roger Duhaime, Councilor David Boutin, Councilor Timothy Tsantoulis, Councilor Jodi Pinard, and Councilor Alex Walczyk

Absent: Councilor Keith Judge.

PLEDGE OF ALLEGIANCE

AGENDA OVERVIEW

PUBLIC HEARINGS

6.1 Public Hearing to accept a grant for \$384,170 from the New Hampshire Drinking Water & Groundwater Trust Fund per RSA 31:95 b, III (a) (see new business item).

B. Thomas- The Town was awarded a grant of \$384,170 from the New Hampshire Drinking Water & Groundwater Trust Fund to extend a water main on Meadowcrest Road (see attached plan for location). The proposed water main extension was designed as part of the current TIF construction project being conducted by the Port One (Granite Woods) development, but due to the cost, this work was eliminated from Port One's project. The benefit of the project is that it provides a "Loop" in the water system to better serve Hooksett Village Water District customers, and residents. The plan requires that we do an environmental review for \$9,800 and we still haven't figured out who will pay that yet, and once we do it will be an amendment to Underwoods contract. The Hooksett Village Water District found out there is a ROW in the middle. Right now, I am asking you to accept the grant, but know that there may be changes to the design in the future.

T. Tsantoulis- you made us aware of the future issue and that is fine.

A. Garron- what I think you mean to say that the change in the additional cost is the \$9k that the state told us after the fact that we would need to fund, we just have not yet decided who will fund it at this point.

T. Tsantoulis- so it seems that either way it is a condition of the grant that we have the environmental study done, so either way someone needs to pony up the money or we lose the grant. This is going to connect 2 dead ends, and when 2 dead ends connect it creates stagnant water

48 Mike Hydehorn- that is correct.

49

50 R. Duhaime- the total \$9,800 is HWD willing to split the difference?

51

52 Mike Hydehorn- yes, we are willing to split the cost.

53

54 B. Thomas- with the extensions on both sides it could be less. The \$9,800 is low enough we don't have
55 to go in front of the full council for that.

56

57 No public comments

58

59 **SPECIAL RECOGNITION**

60

61 **7.1 Hooksett Municipal Employee**

62

63 A. Garron- no new hires. We do have 1 person who has given her resignation, and that is Rebecca
64 Colins in the Family Services dept.

65

66 **PUBLIC INPUT - 15 MINUTES**

67

68 Phyllis West 45 Gary Avenue- I'm here concerning the bus depot that is being proposed. I was away for
69 3 weeks in Maine and there have been several developments while I was gone. There is now a huge
70 pile of dirt piled by my house. The lot that they cleared is now a dumping ground. There are trucks,
71 stumps, a sign, oil spill, pile of asphalt. I suffer from asthma. I am afraid if this pollution continues my
72 health issues will get worse. We have been battling this since February. I was offered a \$100 gift card
73 by the developer to buy some shrubs. I tried to activate the gift card that was given and was told it was
74 an inactive gift card. They have been moving the dirt all around in my back yard. If the hurricane hits all
75 that dirt may be in my backyard.

76

77 D. Boutin- Mr. Chairman this has been an ongoing issue and the Town needs to do something now not
78 tomorrow.

79

80 T. Tsantoulis- this is in District 1, which is my area, and I took a drive there 2x, and I was not really able
81 to get a sense of the area, and I'd like to meet with residents to help show me the issues.

82

83 P. West- their drainage area yesterday was almost full, and I'm concerned about what it will do to the
84 area.

85

86 A. Garron – I understand this is a public comment section and the discussion back and forth is not
87 appropriate, but I will add that this is an active case in front of the Planning Board, and they are taking
88 in all the comments that have been made. All violations that have been brought forward by the code
89 enforcement officer have been looked at and have followed up with those involve.

90

91 Jared William 1465 Hooksett Road- I was the one who realized that they were not in compliance with
92 their ATP and I contacted DES. All the files that DES had were for boat storage and. I did some further
93 digging and found issues with improper filings. I filed a formal complaint with DES, and they had to shut
94 down construction. At the time at the PB meeting Mr. Pendergast said they were fine and could start
95 construction, and that was not true. When I told DES that this was going to be a vehicle fleet storage
96 facility. They have strict restrictions under this category. They build that building under sales and retail. I
97 want to make sure that the building is built to spec. There was no TRC done on this, and it seems that it
98 was by passed. I went to the sewer regulations and wondered if their discharge is proper.

99

100 T. Tsantoulis- you are providing a lot of information and we won't have the answers tonight. If you have
101 any questions, I ask that you forward them onto the TA. We are concerned and we are listening.

102

103 D. Boutin- what kind of actions have the PB taken on this?

104

105 **Brief recess at 6:46-6:51**

106

107 D. Ross 56 Sherwood Drive- I have a serious public safety concern on the rail routes on Depot Road.
108 You can see that the ties have settled, and the spikes are popping up. I have brought it to the
109 authorities, and they have done what they can. It is a huge issue and makes me wonder if this is why
110 we are having so many train derailments due to them punching in the new RR ties. It also appears that
111 given the age of the ties they have been dumping them between the RR and the river. CSX has to be
112 demanded to fix it by this town.

113

114 Christina Catisikas 1253 Hooksett Road- I am the owner of Hooksett Fireworks. I am on the west side
115 of the Granite Hills project. They were susposta put a retaining wall between their property and mine.
116 They just piled up a mound of dirt and piles of unsecured rocks. I am not comfortable with having no
117 protection between my fireworks store and theirs. I respectfully disagree with Bruce Thomas that the
118 rocks are not going to fall. They have fallen and I have pictures of the rocks that fell. I asked if they
119 were going to build the retaining wall and Bruce said it was too late to do anything about it and that it
120 would ruin my driveway if they come on my side to do the retaining wall. I feel like all these issues are
121 just being swept under the rugs and not taken seriously. My landlord wants to know why the
122 Conservation Commission was not involved in this case and why they were not asked about the
123 geological issues. You are invited when you go out and look at Gary Ave, you can come onto my
124 property and see it from that side.

125

126 T. Tsantoulis- I don't have the answers. We are taking the concerns that we have heard and as you
127 know it takes time.

128

129 David Ross- I was on the CC back when this project was first brought forward years ago and back then
130 it was just proposed as a storage facility.

131

132 Joleen R Archambeault 46 Gary Ave- I made a map of what we are talking about. I'm here to talk about
133 3 different things. 1st- this bay here faces the road bay doors are facing residential road. Article 10 a-
134 they are in direct violation, and it was approved.

135 2nd- these are the doors facing Jared house which is a direct line of site. The buffer zone was
136 demolition without permission and no plan to put anything back. You can read that in the industrial
137 zoning 11 page 62.

138 3rd- waste water sewage approval October 2022. We have water coming in for 1 bathroom approved in
139 2022. They later changed what they wanted to do and added 7 bathrooms without TRC. I feel that
140 should have been another approval. Page 4 #13. There is a checklist for site plan reviews that should
141 have been done and they are in violation of that too. My concern is not that they are there, and they
142 build whatever they want. All that piece of land is all one piece. If they do what they want with no
143 infractions what will stop them from doing what they want. It is not acceptable.

144

145 **SCHEDULED APPOINTMENTS**

146

147 **9.1 Town Charter - Proposed Amendments - Answers with Atty Matt Serge**

148

149 Att. Matt Serge- I'm here to talk about your charter amendment changes and your possibility of going
150 from 9-7 member TC and eliminating the districts. There is not really a lot of guidance for how you

151 handle this. I have given the options before you. You have 2 options #1 would be to start fresh and
 152 elect 7 new with new terms. 2nd option would be to make sure that in 2025 you are electing however
 153 many you need to have 7. I think if the want was to eliminate 2 and get rid of the districts, then option 1
 154 would be the best option as it would be starting fresh in 2025 with 7 new people with no districts.
 155
 156 J. Sullivan- Mr. Durand were on the subcommittee for this. The question that perplexed us was how you
 157 make the appropriate deduction. All of us under option 1 would have to all run again. I would be
 158 supportive of option 1 where we all start from scratch.
 159
 160 R. Lapierre- on the charter that was written in 88 or 89 there are transitional provision, and we would
 161 follow the same transitional period.
 162
 163 M. Serge- that would be there to set the table.
 164
 165 J. Durand- say it passed could you also ask if there are any volunteers who want to step down?
 166
 167 M. Serge- I tend to move towards one of these options' vs voluntary step downs. These options make it
 168 clearer.
 169
 170 R. Duhaime- we originally had Selectmen. When Granite Hills went in they were worried. If we do away
 171 with districts
 172
 173 M. Serge- I think with 7 members you will still have good diversity but that is all up to the voters.
 174
 175 Wendy- now what I need from the council is what direction you want to go with so that I can get all the
 176 meeting notices out properly for the next meeting.
 177
 178 ***D. Boutin motioned to remove the item from the table seconded by J. Durand***
 179
 180 ***Vote in favor 8-0***
 181
 182 ***J. Durand motioned to have a Public Hearing for proposed Town Charter changes to go with***
 183 ***option 1 and seat all new 7 council members and stagger the terms; seconded by D. Boutin.***
 184
 185 **Roll Call Vote #2**
 186 ***R. Duhaime Aye***
 187 ***J Durand Aye***
 188 ***J. Pinard Aye***
 189 ***R. Lapierre Aye***
 190 ***A. Walczyk Nay***
 191 ***D. Boutin Aye***
 192 ***K. Judge NP***
 193 ***J. Sullivan Aye***
 194 ***T. Tsantoulis Aye***
 195
 196 ***Vote in favor 7-1***
 197
 198 ***J. Sullivan motioned to approve a charter change for changing the stipend seconded by D.***
 199 ***Boutin.***
 200

201 **Vote in favor 7-1**

202

203 **J. Sullivan motioned to change the charter to a simple majority for a charter quorum; seconded**
204 **by D. Boutin.**

205

206 **Vote in favor 7-1**

207

208 **J. Sullivan motioned we place on the ballot for charter change together in 1 warrant article the**
209 **elimination of districts and the creation of a 7 council members; seconded by D.Boutin.**

210

211 **Roll Call Vote #3**

212 **D. Boutin ABS**

213 **J. Pinard Aye**

214 **A. Walczyk Nay**

215 **J. Durand Aye**

216 **R. Duhaime Nay**

217 **J. Sullivan Aye**

218 **R. Lapierre Aye**

219 **K. Judge NP**

220 **T. Tsantoulis Aye**

221

222 **Vote in favor 5-2-1**

223

224 **J. Sullivan motioned that the charter changes that have been submitted hold a Public Hearing**
225 **on Sept 27th seconded by D. Boutin.**

226

227 **Roll Call Vote #4**

228 **A. Walczyk Aye**

229 **R. Lapierre Aye**

230 **J. Pinard Aye**

231 **R. Duhaime Aye**

232 **J. Durand Aye**

233 **K. Judge NP**

234 **J. Sullivan Aye**

235 **D. Boutin Aye**

236 **T. Tsantoulis Aye**

237

238 **Vote in favor 8-0**

239

240 **9.2 Jude Nuru and Dan Weeks, ReVision Energy - Solar Array Options- Visitors were a no show.**

241

242

243 **9.3 NH 3A/Hackett Hill Road and NH 3A/Main Street - Request for Approval to Award Engineering**
244 **Study Contract to McFarland-Johnson for \$379,617.50. Mr. Gene McCarthy, P.E., Engineer for**
245 **McFarland-Johnson, and Bruce Thomas, Town Engineer, will be present to answer any questions**
246 **regarding the project.**

247

248 **D. Boutin motioned to approve of the Town Administrator to sign a contract with McFarland-**
249 **Johnson for \$379,617.50 to complete the Engineering Study of the NH 3A/Hackett Hill Road and**
250 **NH 3A/Main Street Intersections; seconded by R. Lapierre.**

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Roll Call Vote #5

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

Vote in favor 8-0

T. Tsantoulis- this is part of the requirement by the State of NH and we have followed the steps up to this point and this is the next step.

R. Lapierre- I see this a lot on the staff report is use or funded by impact fees, how are those tracked and used?

A. Garron- when each development is assessed an impact based on their impact on the corridor, goes into a impact fee fund and is used in that particular zone.

J. Durand- so what you are saying is the fees that come from that area stay in that area.

R. Duhaime- is the Hooksett Toll Booth section included in this project?

B. Thomas- that is not part of this project.

A. Garron- that was part of the Granite Hill scope project.

B. Thomas- that turn lane project will be looked at next year. Nothing is ever that easy putting 2 projects together.

B. Thomas- technically it is not in the scope of work.

Gene McCarthy, P.E, engineer for McFarland-Johnson- the idea that his is a corridor occurred to us as well. We are going to evaluate this in its totality. These 2 intersections are pretty linked. It's just going to happen that way, it is the way the scope was written, and the state knows that piece to.

D. Boutin- the TIB will have a meeting in October to give the TIF committee an overview of projects going on.

CONSENT AGENDA

10.1

R. Lapierre motioned to accept grant funds up to \$2,500 from the Concord Regional Crimeline, to the Town of Hooksett for the Hooksett Police Department per RSA 31:91-b: III(b) and return the funds to the Police Department's operating budget under the uniform equipment line; seconded by D. Boutin.

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Vote in favor 8-0

R. Lapierre- they have been trying out new external vest that will distribute the weight better and will shift the weight off their hips and this is the way they want to go with.

J. Pinar- in Chichester they have switched to these vests, and they do like them and the older crew who didn't initially want them have switched.

NOMINATIONS AND APPOINTMENTS- None

OLD BUSINESS

13.1 Phase II Town Owned Properties

R. Lapierre motioned to remove Phase II of the Town Owned Properties from the table; seconded by D. Boutin.

Vote in favor 8-0

A. Garron-

Leann McLaughlin- in 1995 there was an issue with development. Because the state required them to be put into conservation easements to the town. We were not aware of that because we tax deeded them 10 years later. We see the tax deeds and did not see the easements. We have since rectified that and will remain the owner of those properties.

J. Sullivan motioned to auction Phase II of the Town Owned Properties included on page 98 in our packet seconded by D. Boutin.

Roll Call Vote #6

J. Durand Aye

R. Lapierre Aye

K. Judge NP

D. Boutin Aye

J. Pinard Aye

J. Sullivan Aye

A. Walczyk Aye

R. Duhaime Aye

T. Tsantoulis Aye

Vote in favor 8-0

J. Sullivan motioned to have the Town Administrator sign a contract with NH Tax Deed and Auction to sell Phase II of the town owned properties included on page 98 of our packet; seconded by D. Boutin

Roll Call Vote #7

J. Pinard Aye

K. Judge NP

351 **R. Lapierre Aye**
 352 **R. Duhaime Aye**
 353 **A. Walczyk Aye**
 354 **J. Durand Nay**
 355 **J. Sullivan Aye**
 356 **D. Boutin Aye**
 357 **T. Tsantoulis Aye**

358
 359 **Vote in favor 7-1**
 360

361 J. Durand- I would like us to stick with the first company they did a good job why switch?

362
 363 A. Garron- I do agree the auction part of phase 1 went well. What we thought with this phase was they
 364 had legal on their team and the whole process was all included.
 365

366 L. McLaughlin- I have gone back and forth with Matt Surg a lot and it has been months to get to the
 367 interpleader process. Our legal team is not here for us just for interpleaders, they have other stuff to do
 368 and go with. Going with the other auction house they specialize in all of this and do it start to finish.
 369

370 T. Tsantoulis- back when we interviewed both auction houses we decided then that we would go with
 371 both.
 372

373 **13.2 Solar Array Option**
 374

375 T. Tsantoulis- the reps are not here tonight do we want to vote on it tonight or invite them back at a later
 376 night?
 377

378 **D. Boutin motioned to table the discussion for a later date; seconded by J. Durand.**
 379

380 **Vote in favor 5-3**
 381

382 **13.3 Update On Old Home Day, September 16, 2023, Town Council Booth**
 383

384 A. Garron- final decision has not been made, it is this weekend. There is a storm coming in on Saturday
 385 as well, and I had a chance to meet with the FD. PD and DPW. The concern is that the storm is coming
 386 and may bring wind and rain and concern for the tents and bouncy houses. We agreed that we were
 387 going to recheck with each other and if postponed to the next day.
 388

389 T. Tsantoulis- we will make the decision tomorrow; the concern is for safety. We still need to have
 390 councilors sign up.
 391

392 A. Garron- we ask that you allow us some time to gather information and collaborate with all involved in
 393 this decision.
 394

395 R. Lapierre-
 396

397 **R. Duhaime motioned to reconsider the original motion to move OHD to Sunday; seconded by**
 398 **A. Walczyk.**
 399

400 **Vote in favor 7-1**

401
 402 The TA with his authority with discussions with the appropriate parties will make the decision on OHD.
 403
 404 J. Sullivan – the agenda item for the question is who is signing up for Saturday and or Sunday.
 405
 406 R. Duhaime- it is not all that important that the council have a table there, but I will be there if I can.
 407
 408 ***R. Duhaime motioned to give authority to the TA to make the final decision on postponing OHD***
 409 ***upon discussion with the appropriate parties; seconded by D. Boutin.***
 410
 411 ***Vote in favor 7-0-1***
 412
 413 **NEW BUSINESS**
 414
 415 **14.1 Accept grant for \$384,170 from the New Hampshire Drinking Water & Groundwater Trust**
 416 **Fund for Water Main Extension on Meadowcrest Road.**
 417
 418 T. Tsantoulis closed Public Hearing
 419
 420 ***J. Sullivan motioned to waive the Town Council Rules of Procedure and vote on the same night***
 421 ***as public hearing seconded by D. Boutin.***
 422
 423 ***Vote in favor 8-0***
 424
 425 ***J. Sullivan motioned to accept grant for \$384,170 from the New Hampshire Drinking Water &***
 426 ***Groundwater Trust Fund to install water main infrastructure in the Meadowcrest Road area per***
 427 ***RSA 31:95 b, III (a). seconded by D. Boutin.***
 428
 429 **Roll Call Vote #8**
 430 ***R. Lapierre Aye***
 431 ***R. Duhaime Aye***
 432 ***J. Sullivan Aye***
 433 ***A. Walczyk Aye***
 434 ***J. Durand Aye***
 435 ***J. Pinard Aye***
 436 ***D. Boutin Aye***
 437 ***K. Judge NP***
 438 ***T. Tsantoulis Aye***
 439
 440 ***Vote in favor 8-0***
 441
 442 **14.2 Request to revisit and discuss the Juneteenth Holiday by Councilor J. Pinard.**
 443
 444 J. Pinard- I reached out to administration for it to be brought back. I saw that it was first discussed back
 445 in 2021. Towns are now recognizing it and more Towns are recognizing it. Hooksett has always
 446 recognized Federal holidays. I think it is a very important holiday. I do have the cost in what it would be
 447 to add it to the budget would be \$44,279.
 448
 449 J. Durand- the only thing I see in this is the impact on the tax payers. It is not truly a holiday if it is
 450 lumped into a 3-day holiday. It should always be observed on the 19th of June.

451

452 J. Sullivan- if we do this then we need to make a change to the holiday schedule and make comment
453 that June 19th will be celebrated on the actual holiday and honored and celebrated for its reason.

454

455 ***J. Pinard motioned to add June 19th to the list of observed holidays with the stipulation that the***
456 ***holiday remain on the holiday with the exception of Saturday or Sunday; seconded by A.***
457 ***Walczyk.***

458

459 **Roll Call Vote #9**

460 ***J. Durand Aye***

461 ***D. Boutin Aye***

462 ***J. Pinard Aye***

463 ***R. Duhaime Nay***

464 ***K. Judge NP***

465 ***A. Walczyk Aye***

466 ***J. Sullivan Aye***

467 ***R. Lapierre Aye***

468 ***T. Tsantoulis Aye***

469

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

471

472 J. Sullivan- we would need to vote to add it to the budget for 24/25 and we would need to find the
473 \$51,000 somewhere in the current budget.

474

475 ***J. Durand motioned to vacate the seat of Councilor Judge for lack of attendance; seconded by***
476 ***D. Boutin.***

477

478 **Roll Call Vote #10**

479 ***K. Judge NP***

480 ***J. Sullivan Aye***

481 ***R. Lapierre Nay***

482 ***J. Pinard Nay***

483 ***D. Boutin Aye***

484 ***J. Durand Aye***

485 ***A. Walczyk Nay***

486 ***R. Duhaime Aye***

487 ***T. Tsantoulis Aye***

488

489 ***Vote in favor 5-3***

490

491 J. Durand- I'm moving to vacate Town Councilors K. Judge seat District 5 based on his repeated
492 violations of the Town Charter both 2022 and 2023. During 2022 K. Judge term started in July he was
493 absent on the following dates: 8/10/22, 9/7/22, 9/14/22, 9/21/22, 11/2/22, 11/16/22. His violations in
494 September alone violate charter 6.2 of the charter, he failed to attend a quarter of the scheduled
495 meetings in 2022 further demonstrates his noncompliance with the charter. In 2023 Councilor Judge
496 continued to exhibit a pattern of absences missing meetings on 1/18/23, 2/8/23, 3/22/23, 4/26/23,
497 5/10/23, 8/9/23, 8/23/23, 9/13/23 by failing to attend a quarter of the scheduled meetings. This
498 significantly impacts the council. The charter exists to ensure the effectiveness of the governance of our
499 town and therefore I vote that we vacate Council Keith Judge seat in District 5. 2 prior councilors have
500 had this same attendance issue.

501

502 **APPROVAL OF MINUTES**

503

504 *D. Boutin motioned to approve the public minutes of August 23, 2023; seconded by J.*
505 *Pinard.*

506

507 **Corrections to lines**

508 *538- attributed to J. pinard but was J. Durand.*

509 *573- motion passed should be motion failed*

510 *667&668- J. Sullivan motioned should read as submitted in the 8/23/23 agenda packet.*

511

512 **Vote in favor 8-0**

513

514 *R. Lapierre motioned to approve the non-public minutes of August 23, 2023; seconded*
515 *by D. Boutin.*

516

517 **Vote in favor 7-0-1**

518

519 **TOWN ADMINISTRATOR'S REPORT**

520

521 A. Garron- Report and Goals from the Town Council Workshop-Aug. 9th everyone should have a copy.
522 It is a draft, please look it over to make sure I captured it all. 1st goal being community outreach, 2nd
523 goal being to set budget increase to no more than 2%. Goal #3 remove all unnecessary utility poles, #4
524 attendance notification for quorum purposes, #5 develop a access to connect varies riverfront areas
525 with sidewalks and trails.

526

527 A. Garron- Bruce Gudrick retired right before covid hit and he did not get a proper retirement party and
528 they would like to have one on September 27, 2023.

529

530 **TOWN COUNCIL FUTURE AGENDA ITEMS- none**

531

532 **INFORMATIONAL ITEMS AND CORRESPONDENCE- None**

533

534 **SUB-COMMITTEE REPORTS- None**

535

536 **PUBLIC INPUT- None**

537

538 **NON-PUBLIC SESSION NH RSA 91-A:3 II a and c.**

539

540 *J. Sullivan motioned to enter NON-PUBLIC SESSION NH RSA 91-A:3 II A,C; seconded by A.*
541 *Walczyk.*

542

543 **Roll Call #11**

544 *J. Sullivan Aye*

545 *R. Lapierre Aye*

546 *J. Durand Aye*

547 *J. Pinard Aye*

548 *K. Judge NP*

549 *A. Walczyk Aye*

550 *R. Duhaime Aye*

551 **D. Boutin Aye**
 552 **T. Tsantoulis Aye**

553
 554 **Vote in favor 8-0**

555
 556 (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the
 557 investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests
 558 that the meeting be open, in which case the request shall be granted.

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

563
 564 **J. Sullivan motioned to leave the non-public session of September 13, 2023, at 9:45, seconded**
 565 **by R. Lapierre**

566
 567 **Vote in favor 8-0**

568
 569 **R. Lapierre motioned to seal the minutes of the non-public session of September 13, 2023;**
 570 **seconded by J. Pinard.**

571
 572 **Roll Call Vote #12**

573 **D. Boutin Aye**
 574 **A. Walczyk Aye**
 575 **J. Durand Aye**
 576 **J. Pinard Aye**
 577 **K. Judge NP**
 578 **R. Lapierre Aye**
 579 **J. Sullivan Aye**
 580 **R. Duhaime Aye**
 581 **T. Tsantoulis Aye**

582
 583 **Vote in favor 8-0**

584
 585 **ADJOURNMENT**

586
 587 **R. Lapierre motioned to adjourn the meeting at 9:45 pm. Seconded by J. Pinard.**

588
 589 **All in favor 8-0**

590
 591
 592
 593
 594 Respectfully submitted,

595
 596 **Alicia Jipson**

597
 598 Alicia Jipson
 599 Recording Clerk