



AGENDA

Town of Hooksett Town Council

Wednesday, June 28, 2023 at 5:30 PM

A meeting of the Town Council will be held Wednesday, June 28, 2023 in the Hooksett Municipal Building commencing at **5:30 PM**.

Page

1. **CALL TO ORDER**
2. **PROOF OF POSTING**
3. **ROLL CALL**
4. **PUBLIC SESSION WILL BEGIN IMMEDIATELY FOLLOWING THE NON-PUBLIC SESSION NOTED BELOW**
5. **NON-PUBLIC SESSION NH RSA 91-A:3 II**
6. **PLEDGE OF ALLEGIANCE**
7. **AGENDA OVERVIEW**
8. **PUBLIC HEARINGS**
9. **SPECIAL RECOGNITION**
 - 9.1. Boston Post Cane Recognition - Gertrude Connor
 - 9.2. Hooksett Municipal Employee - New Hire
10. **PUBLIC INPUT - 15 MINUTES**
11. **SCHEDULED APPOINTMENTS**
 - 11.1. Approval for the Kiwanis 5K Race - Sue Willey
 - 11.2. Annual Update from the Library Trustees - Sandra Mack, Chair and Heather Rainier, Library Director
[Staff Report - SR-23-009 - Pdf](#) 5
12. **CONSENT AGENDA**
 - 12.1. Surety Release of \$22,006.00 – Carriage Manor
[Staff Report - SR-23-105 - Pdf](#) 7 - 12
 - 12.2. Surety Release of \$477,570.00 – Seasons Market Project #1311 Hooksett Road
[Staff Report - SR-23-106 - Pdf](#) 13 - 22
13. **NOMINATIONS AND APPOINTMENTS**
 - 13.1. Colin Merritt - Zoning Board of Adjustment
[Staff Report - SR-23-109 - Pdf](#) 23 - 26
 - 13.2. Board/Committee Term Renewals
[Staff Report - SR-23-110 - Pdf](#) 27 - 32

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

14.	BRIEF RECESS	
15.	OLD BUSINESS	
15.1.	FY 2022-23 Budget Encumbrances Staff Report - SR-23-104 - Pdf	33
15.2.	Town Council Goals Update Staff Report - SR-23-100 - Pdf	35 - 39
16.	NEW BUSINESS	
16.1.	Discussion to approve the Town Hall Security Project estimated at \$175,000.00 with ARPA funds. Staff Report - SR-23-087 - Pdf	41 - 53
16.2.	ARPA fund request - Hooksett Community Food Pantry Town Hall Kitchen Renovation Project - Kevin Lane and Barb Brennan Staff Report - SR-23-099 - Pdf	55 - 80
16.3.	ARPA Funds Request: Assessing and Town Clerk Office Optimization Staff Report - SR-23-107 - Pdf	81 - 84
16.4.	Update Sec 5. Administrative Financial Policies and Procedures Section of Administrative Code to increase approval levels and remove "three" competitive bid requirement. Staff Report - SR-23-103 - Pdf	85 - 93
16.5.	Workers' Compensation Contribution Assurance Program Staff Report - SR-23-102 - Pdf	95 - 100
16.6.	Union Negotiation Council Representatives Staff Report - SR-23-108 - Pdf	101
16.7.	Discussion on August Town Council Workshop Staff Report - SR-23-101 - Pdf	103
16.8.	Unsealing of Council Non-Public session minutes (a) (b) (c) (d) (e) (i) (l) (June 2022 - May 2023), if in the opinion of a majority of members, the circumstances that sealed the minutes no longer apply in accordance with RSA 91A:3 III	
17.	APPROVAL OF MINUTES	
17.1.	Public: 6/14/23 TC Minutes 06142023	105 - 114
18.	TOWN ADMINISTRATOR'S REPORT	
19.	TOWN COUNCIL FUTURE AGENDA ITEMS	
20.	INFORMATIONAL ITEMS AND CORRESPONDENCE	
21.	SUB-COMMITTEE REPORTS	
22.	PUBLIC INPUT	
23.	NON-PUBLIC SESSION NH RSA 91-A:3 II	
24.	ADJOURNMENT	

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

PUBLIC INPUT

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

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

Town Council
STAFF REPORT



To: Town Council
Title: Annual Update from the Library Trustees - Sandra Mack, Chair and Heather Rainier, Library Director
Meeting: Town Council - 28 Jun 2023
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

Hooksett's Town Charter requires Town Boards and Committees to come before Town Council annually and report on their activity. The Library Trustees have requested June 28th to formally brief the council on the Trustees efforts, answer questions, and promote coordination between the two bodies.

RECOMMENDATION:

Listen to an update from the Library Trustees.

Town Council **STAFF REPORT**



To: Town Council
Title: Surety Release of \$22,006.00 – Carriage Manor
Meeting: Town Council - 28 Jun 2023
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The developer of Carriage manor has requested a release of bond for the completed site work.

The work on the referenced project has been complete. I've inspected the site and I approve of the work.

The current surety is \$22,006.00. I recommend releasing the surety and returning the funds to the developer.

A landscape bond will be held for two years.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Recommend the release of \$22,006.00 surety to the Enterprise Bank #8193-21-31 on behalf of the developer.

SUGGESTED MOTION:

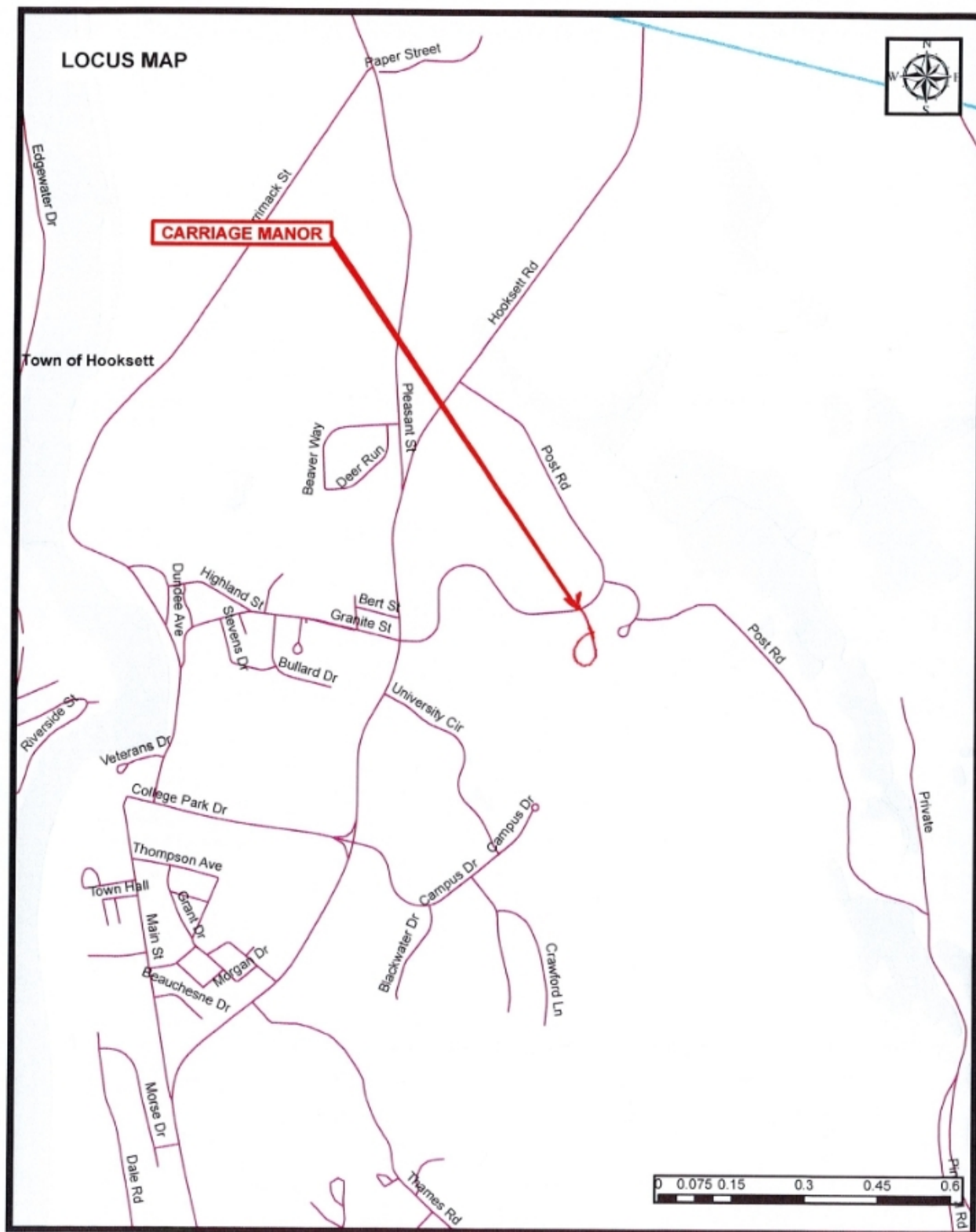
To release of \$22,006.00 surety to the Enterprise Bank #8193-21-31 on behalf of the developer.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion

ATTACHMENTS:

[Locus Map Carriage Manor](#)
[Bond Information 6-15-23](#)
[Carriage Manor Photos](#)



Town of Hooksett		6/15/2023			
Performance Sureties Located at the Finance Dept					
Project Name	Reason	Amount	Origination Date	Expiration Date	Released Date
Carriage Manor					
Federal Insurance Company # 8193-21-41	Landscape Surety	59,345.25	12/03/07	12/3/2009	
Enterprise Bank #8193-21-39	Reduced on 12-11-19 to \$5,225.00	5,225.00	12/20/19	9/3/2021	
JMD Realty Inc.					
Federal Insurance Company # 8193-21-38	Site Plan	163,798.80	12/03/07	12/3/2009	
Enterprise Bank #8193-21-38	Reduced on 12-11-19 to \$22,006.00	22,006.00	12/20/19	9/3/2021	
JMD Realty Inc.					







Town Council
STAFF REPORT



To: Town Council
Title: Surety Release of \$477,570.00 – Seasons Market Project #1311 Hooksett Road
Meeting: Town Council - 28 Jun 2023
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The developer of the Seasons Market Project #1311 Hooksett Road has requested a release of the site bond being held on the project.

The work is complete to my satisfaction, and I recommend releasing the bond of **\$477,570.00** to the developer. The developer has provided a landscape bond in the appropriate amount to be held for two years.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Recommend the release of \$477,570.00 surety to the developer (Colbea/Eastside Enterprises, LLC) through Westchester Fire Insurance Co # K-40400308.

SUGGESTED MOTION:

Motion to approve the release of \$477,570.00 surety to the developer (Colbea/Eastside Enterprises, LLC) through Westchester Fire Insurance Co # K-40400308

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion

ATTACHMENTS:

[Bond Documentation](#)
[DOC061523-06152023090549](#)
[Seasons Market Photos2](#)

Town of Hooksett					
Performance Sureties Located at the Finance Dept					
Project Name	Reason	Amount	Origination Date	Expiration Date	Released Date
Seasons Corner Market Completion Bond Westchester Fire Insurance Co # K-40400308	Colbea Enterprises Site work	477 570.00	07/01/22		6/8/2023



TOWN OF HOOKSETT
COMMUNITY DEVELOPMENT DEPARTMENT

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

35 MAIN STREET

HOOKSETT, NEW HAMPSHIRE 03106

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

Memo

To: Files
From: Bruce A. Thomas, P.E., Town Engineer *BAT*
Cc:
Date: June 15, 2023
Re: Seasons Market and Carriage Manor Bonds

Please be advised that all work on the two referenced projects have been completed, and I recommend that the bonds be released. Landscape bonds for both will be kept for 2 years.

Please feel free to contact me if you have any questions.















Town Council
STAFF REPORT



To: Town Council
Title: Colin Merritt - Zoning Board of Adjustment
Meeting: Town Council - 28 Jun 2023
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

Colin Merritt has applied to join the Zoning Board of Adjustment. His position would be an Alternate with a term expiring June 30, 2026.

RECOMMENDATION:

Nominate and appoint Colin Merritt to the Zoning Board of Adjustment as an Alternate.

SUGGESTED MOTION:

Motion to nominate and appoint Colin Merritt as an Alternate on the Zoning Board of Adjustment with a term ending June 30, 2026.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion

ATTACHMENTS:

[C. Merritt Application and Fraud Policy](#)



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 6/16/23
 Name: Colin Merritt Phone: 603-860-7004
 Address: 31 Autumn Run Hooksett, NH 03106
 Email Address: merrittc@comcast.net
 Signature: [Handwritten Signature]

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,
 Attn: Administration Department or email to lmclaughlin@hooksett.org.

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

Role Preference
 Alternate, Regular, or None?

<input type="checkbox"/> Conservation Commission	_____
<input type="checkbox"/> Economic Development Advisory Committee	_____
<input type="checkbox"/> Heritage Commission	_____
<input type="checkbox"/> Parks & Recreation Advisory Board	_____
<input type="checkbox"/> Planning Board	_____
<input type="checkbox"/> Recycling & Transfer Advisory Committee	_____
<input type="checkbox"/> Town Hall Preservation Committee	_____
<input checked="" type="checkbox"/> Zoning Board of Adjustment	<u>None</u>
<input type="checkbox"/> Other (Please specify.)	_____

2

How long have you been a resident of Hooksett? 3 years

Why are you seeking this position? I see this as an opportunity to give back to my community and help the town of Hooksett.

Do you have any specific goals or objectives? To contribute to the growth and development of the Town of Hooksett

Please list special skills, talents or experience pertinent to the position sought: N/A

Please list any potential conflicts of interest you may have if appointed for a board or commission: N/A

Please list any work, volunteer, and/or educational experience you would like to have considered:

Bachelor's degree from The University of NH -
Whittemore School of Business

12+ years experience Supply Chain & Transportation Industry

Please list any current/prior Town board membership and the dates of service: N/A

Town of Hooksett

35 Main Street
Hooksett, NH 03106

FRAUD POLICY

Recognition & Awareness Form

Acknowledgement:

My signature signifies that I have read the Town of Hooksett's Fraud Policy and that I understand my responsibilities related to the prevention, detection and reporting of suspected misconduct and dishonesty.

Signature: _____



Print Name: _____

Colin Merritt

Date Signed: _____

6/16/23

Department Head Signature: _____

Town Council **STAFF REPORT**



To: Town Council
Title: Board/Committee Term Renewals
Meeting: Town Council - 28 Jun 2023
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

Michelle Gannon has applied to renew her term on the Economic Development Advisory Committee. Mike Somers has applied to renew his term on the Planning Board.

RECOMMENDATION:

Nominate and appoint Michelle Gannon as a Member on the Economic Development Advisory Committee with a term expiring June 30, 2026.

Nominate and appoint Mike Somers as a Member on the Planning Board with a term expiring June 30, 2026.

SUGGESTED MOTION:

Motion to nominate and appoint Michelle Gannon as a member of the Economic Development Advisory Committee with a term expiring June 30, 2026.

Motion to nominate and appoint Mike Somers as a member of the Planning Board with a term expiring June 30, 2026.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion

ATTACHMENTS:

[M. Gannon Application and Fraud Policy](#)

[M. Somers Application and Fraud Policy](#)



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 6-19-23

Name: Michelle Gannon Phone: 603-494-7327

Address: 17 Laurel Rd - Hooksett, NH

Email Address: Michelle@CBCreality.com

Signature: *Michelle Gannon*

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,
Attn: Administration Department or email to lmclaughlin@hooksett.org.

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

Role Preference
Alternate, Regular, or None?

<input type="checkbox"/> Conservation Commission	_____
<input checked="" type="checkbox"/> Economic Development Advisory Committee	<u>Regular</u>
<input type="checkbox"/> Heritage Commission	_____
<input type="checkbox"/> Parks & Recreation Advisory Board	_____
<input type="checkbox"/> Planning Board	_____
<input type="checkbox"/> Recycling & Transfer Advisory Committee	_____
<input type="checkbox"/> Town Hall Preservation Committee	_____
<input type="checkbox"/> Zoning Board of Adjustment	_____
<input type="checkbox"/> Other (Please specify.)	_____

2

How long have you been a resident of Hooksett? 52 yes

Why are you seeking this position? have enjoyed my time servicing over the last year

Do you have any specific goals or objectives?

think this board is wonderful in being proactive and helpful in the thought processes of businesses wanting to come to operate in town

Please list special skills, talents or experience pertinent to the position sought:

full time Realtor so understand the need and my stance of having a balanced community between development and housing

Please list any potential conflicts of interest you may have if appointed for a board or commission:

/

Please list any work, volunteer, and/or educational experience you would like to have considered:

Please list any current/prior Town board membership and the dates of service:

just this committee - used to run the old home day committee - many years ago

Town of Hooksett

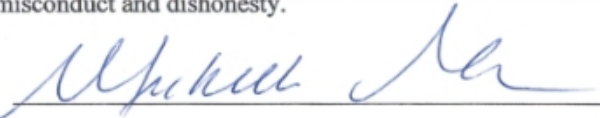
35 Main Street
Hooksett, NH 03106

FRAUD POLICY

Recognition & Awareness Form

Acknowledgement:

My signature signifies that I have read the Town of Hooksett's Fraud Policy and that I understand my responsibilities related to the prevention, detection and reporting of suspected misconduct and dishonesty.

Signature: 

Print Name: Michelle Cannon

Date Signed: 6-19-23

Department Head Signature: _____



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 6/19/2023

Name: MILK SOMER Phone: 603-486-7146

Address: 64 AUBURN ROAD HOOKSETT, NH. 03106

Email Address: MSOMER@NHLRA.COM

Signature: [Handwritten Signature]

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,
Attn: Administration Department or email to lmclaughlin@hooksett.org.

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

Role Preference
Alternate, Regular, or None?

<input type="checkbox"/> Conservation Commission	_____
<input type="checkbox"/> Economic Development Advisory Committee	_____
<input type="checkbox"/> Heritage Commission	_____
<input type="checkbox"/> Parks & Recreation Advisory Board	_____
<input checked="" type="checkbox"/> Planning Board	<u>REGULAR</u>
<input type="checkbox"/> Recycling & Transfer Advisory Committee	_____
<input type="checkbox"/> Town Hall Preservation Committee	_____
<input type="checkbox"/> Zoning Board of Adjustment	_____
<input type="checkbox"/> Other (Please specify.)	_____

Town of Hooksett

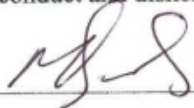
35 Main Street
Hooksett, NH 03106

FRAUD POLICY

Recognition & Awareness Form

Acknowledgement:

My signature signifies that I have read the Town of Hooksett's Fraud Policy and that I understand my responsibilities related to the prevention, detection and reporting of suspected misconduct and dishonesty.

Signature: 

Print Name: MICHAEL SANDERS

Date Signed: 6/14/2023

Department Head Signature: _____

Town Council **STAFF REPORT**



To: Town Council
Title: FY 2022-23 Budget Encumbrances
Meeting: Town Council - 28 Jun 2023
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

In accordance with RSA 32:7, all appropriations shall lapse at the end of the fiscal year unless it meets one of six exceptions:

- I. Encumbered by a legally enforceable obligation created by contract
- II. Capital Reserve Funds and Trust Funds
- III. Issuance of Bonds or Notes
- IV. Anticipated Grants from State, Federal or private sources
- V. Special warrant article at properly noticed meeting for which appropriations is available
- VI. Special warrant articles that are written longer than one year, but not over five years

An updated list of contracts/obligations that meet one of these exceptions will be emailed to each Councilor on Thursday, June 22nd and provided at the meeting.

Items listed on the Non-budgetary Purchase Orders list do not need to be voted on. This list is provided for your information only and are funded from other funds, such as, Capital Reserves with agents to expend, Conservation, Ambulance, Impact Fees, Rte. 3A TIF and American Rescue Plan Act (APRP).

FINANCIAL IMPACT:

Budget Summary with encumbrances will be emailed to each Councilor on Thursday, June 22nd and provided at the meeting.

RECOMMENDATION:

Recommend approving all of the items listed on the encumbrance list. This motion will move the budget for these items from FY 2022-23 to the new budget that starts July 1, 2023.

SUGGESTED MOTION:

Motion to encumber items #1 to 23 on the "Encumbrances" list in the amount of \$_____ from the FY 2022-23 budget under RSA 32:7.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Town Council must now vote on the proposed encumbrances previewed at the last meeting

Town Council

STAFF REPORT



To: Town Council
Title: Town Council Goals Update
Meeting: Town Council - 28 Jun 2023
Department: Administration
Staff Contact: Wendy Baker, Executive Assistant

BACKGROUND INFORMATION:

Town Council had a workshop on August 10, 2022 with Primex to establish short and long-term goals that will move Town's vision forward. The following were the goals set forth with a plan to report updates at the second Council meeting of each month:

GOAL CATEGORY #1: Appearance Regulations and Code Enforcement

Goal Summary: Review and advise on new and existing appearance regulation for commercial properties and empower the Town Administrator and Code Enforcement Officer to enforce regulations on new and existing properties.

GOAL CATEGORY #2: Tax Rate Planning

Goal Summary: Balance the use of fund balance annually to maintain a low tax rate while building the balance amount to the recommended 8% or higher. See Attachments. **Christine Tewksbury will come in front of Council in September with a better idea of where we stand on working towards the 8% and a motion will be done then if Council wants to follow the presented plan.**

GOAL CATEGORY #3: Concise Communication to All Interested Vested Parties

Goal Summary: To continue to provide clear communication to interested/vested parties. Information needed should be requested before meetings in an effort to continue progress and avoid tabling, thus delaying the process.

In reference to: Develop a more comprehensive town vehicle acquisition plan for annual review, see attached FY 2023-24 Vehicle Acquisitions update.

GOAL CATEGORY #4: Economic Development/Infrastructure Expansion

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

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Give any updates on the four goals

SUGGESTED MOTION:




N/A

ATTACHMENTS:

[FY 2023-24 Vehicle Acquisitions](#)

[Unassigned Fund Balance](#)

FY 2023-24 Town Vehicle Acquisitions

Department	Vehicles	TC approval date	Funding Source	Anticipated/Date of Delivery	Cost
FIRE					
	Engine	7/28/2021	Fire Apparatus CR	June 2023	\$ 710,456.00
POLICE					
	Trade-in Unknown		FY 2023-24 Budget		
	Trade-in Unknown		FY 2023-24 Budget		
	Adding to Fleet		FY 2023-24 Budget		
DPW					
	Plow Truck	3/23/2022	DPW Vehicle CR	July 2023	\$ 208,700.00
	Auto Truck	9/28/2022	Solid Waste Disposal	August 2023	\$ 362,643.00
	Town Maintenance Van	8/24/2022	ARPA funds		\$ 47,335.00
	Plow Truck		DPW Vehicle CR		

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	3,107,036	1,348,547	-	(767,363)	3,688,220	8.00%
2015	3,688,220	1,575,485	-	(1,647,814)	3,615,871	8.00%
2016	3,615,871	1,325,418	-	(500,000)	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	1,420,693	-	(1,400,000)	3,059,368	5.69%
2021	3,059,368	1,415,828	g (215,000)	(1,200,000)	3,060,196	5.70%
2022	3,060,196	545,759	h (75,000)	(257,490)	3,273,465	5.43%

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

f - Warrant article #8 Visionary Plan for Sewer and Other Infrastructure Improvements (\$100,000) and Emergency appropriation for Lilac 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 Hooksett's History Book.

Next step

In September 2023, the dollar amount of UFB for 6/30/2023 will be known. At that time, I can run some numbers to aid Council in determining the appropriate “minimum growth percentage” and “level amount of UFB to apply to tax rate”.

Thoughts or comments?



Town Council STAFF REPORT



To: Town Council
Title: Discussion to approve the Town Hall Security Project estimated at \$175,000.00 with ARPA funds.
Meeting: Town Council - 28 Jun 2023
Department: Community Development
Staff Contact: Dana Pendergast, Code Enforcement Officer

BACKGROUND INFORMATION:

This project was presented to the ARPA Subcommittee on May 12, 2023 and was moved to Town Council for a full vote.

Please consider the following request for funding for a comprehensive security system for Town Hall. As you can see from the submitted quote, this system will be quite an upgrade to the nonexistent security of the building and the employees who work here. At the present time the building is wide open and non-employees have access to all areas of the building. This access is dangerous to the safety of the staff, residents and anyone who has business with the town.

The current climate of the country and the fact that our country has seen 200 mass shootings as of this writing it would be prudent to protect our assets and infrastructure. I have been in the building after hours in my office on the second floor and the front door is open; I have no idea who is in the building. Other employees are also in the building at night and have been startled by non-employees walking all over the building.

I have submitted this plan to CIP as well; CIP is taken from taxes and may not get funded for several years. This Subcommittee has the source of funding that can ensure the project gets started within the year.

I will also be applying to the State for a Homeland Security grant to help fund this project and whatever ARPA monies that are expended will be returned.

In closing I am looking to fund this project with the least cost to the taxpayers and provide the maximum security to the Town Hall and its staff.

FINANCIAL IMPACT:

No impact on the budget. ARPA funding.

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Discuss the Town Hall Security Project and move forward with a motion to use ARPA funds.

SUGGESTED MOTION:

Motion to approve the Town Hall Security Project as presented, not to exceed \$175,000.00 with ARPA funds.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Town Council will need vote on this project to be funded from ARPA funds presented to the ARPA Committee on May 12, 2023

ATTACHMENTS:

[Town Hall Security Request](#)

Janet L. Bouchard
Chief of Police



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

Hooksett Police Department

April 6, 2023

Mr. Dana Pendergast
Town of Hooksett – Code Enforcement
35 Main Street
Hooksett, NH 03106

Dear Dana,

Please accept this letter as my support for increased security measures at the Town Hall located at 35 Main Street. I used the term "increased" loosely, as I feel there are nearly zero security measures currently in place. Although I have had concerns for the lack of security in the building for several years, my concerns were heightened when I spent an extended amount of time in the building, during the spring of 2019, when I acted as Town Administrator for 8 weeks. Topics of specific concern are the lack of cameras and lack of key card access to "employee only" areas. Housed in the building are not only public personal information, including motor vehicle and tax information, etc., but also employee personal information including home addresses and social security numbers. It is my personal and professional opinion that this matter is rectified in a timely manner, not only to ensure the safety of the employees that work in the building, but also to safeguard the security of the building and its contents.

Sincerely,


Janet Bouchard
Chief of Police



Steven A. Colburn
Fire Chief

Hooksett Fire-Rescue Department

15 Legends Drive, Hooksett, NH 03106
Phone: (603) 623-7272 Fax: (603) 626-6742
www.hooksettfire.org



David J. Nadeau
Assistant Chief

May 9, 2023

ARPA Committee
35 Main St
Hooksett NH 03106

Dear members of the Hooksett ARPA Committee,

I'm writing this letter to express support for the security upgrades at Hooksett Town Hall. Maintaining a safe and secure building benefits the employees and citizens conducting business within the Hooksett Town Hall. The Joint Loss committee does tremendous work in identifying and addressing hazards. Every injury report is reviewed, and recommendations are made to prevent further accidents or injuries. This aids in keeping employees and the public safe. However, one area the committee is not able to address is security. The Town Hall security system is antiquated. Physical building improvements should be made. The Safety Center has an electronic door locking system that can restrict access and monitor who accessed a certain area. This allows us to have a secure building without impeding the public's ability to conduct business. I believe this type of system would provide the same level of security while still maintaining the customer service the public expects.

A blue ink signature of David Nadeau, written in a cursive style.

Assistant Chief David Nadeau

Town of Hooksett Capital Improvements Plan Project Request Form

Capital Improvements which are eligible for inclusion in the CIP are any projects or equipment which cost \$50,000 or more and which have a useful life of at least 5 years. Any motor vehicles, regardless of cost, should be included in the CIP.

DEPARTMENT: Administration

PROJECT NAME: Security Project

☐ Existing request ☒ New request

ESTIMATED TOTAL COST: \$175,000
*If multi-year plan, include 3% compounded rate for each year

ESTIMATED USEFUL LIFE: _____

REASON(S) FOR REQUEST: (Check all which apply)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Safeguards public health and safety | <input type="checkbox"/> Alleviates substandard conditions or deficiencies |
| <input type="checkbox"/> Responds to State, Federal, or other legal requirements | <input type="checkbox"/> Improves quality of existing services or infrastructure |
| <input type="checkbox"/> Provides added capacity to service growth | <input type="checkbox"/> Reduces long-range operational costs |
| <input type="checkbox"/> Provides an incentive for economic development | <input type="checkbox"/> Responds to public demand |
| <input type="checkbox"/> Continues an existing project | <input type="checkbox"/> Reflects goals of the Town Master Plan |

BRIEF PROJECT DESCRIPTION: (Attach photographs of vehicles/equipment as necessary; Provide maps of special project)

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

HOW DOES THE CAPITAL IMPROVEMENT ACHIEVE MASTER PLAN GOALS AND/OR HELP MANAGE GROWTH?

PROJECT PRIORITY: (See attached. Select one. If "Necessary, Committed, or Urgent," cost estimates must be provided)

☐ Urgent ☐ Committed ☒ Necessary ☐ Desirable ☐ Deferrable ☐ Research

FUNDING SOURCES (See CIP for clarification. List all sources, including user fees)

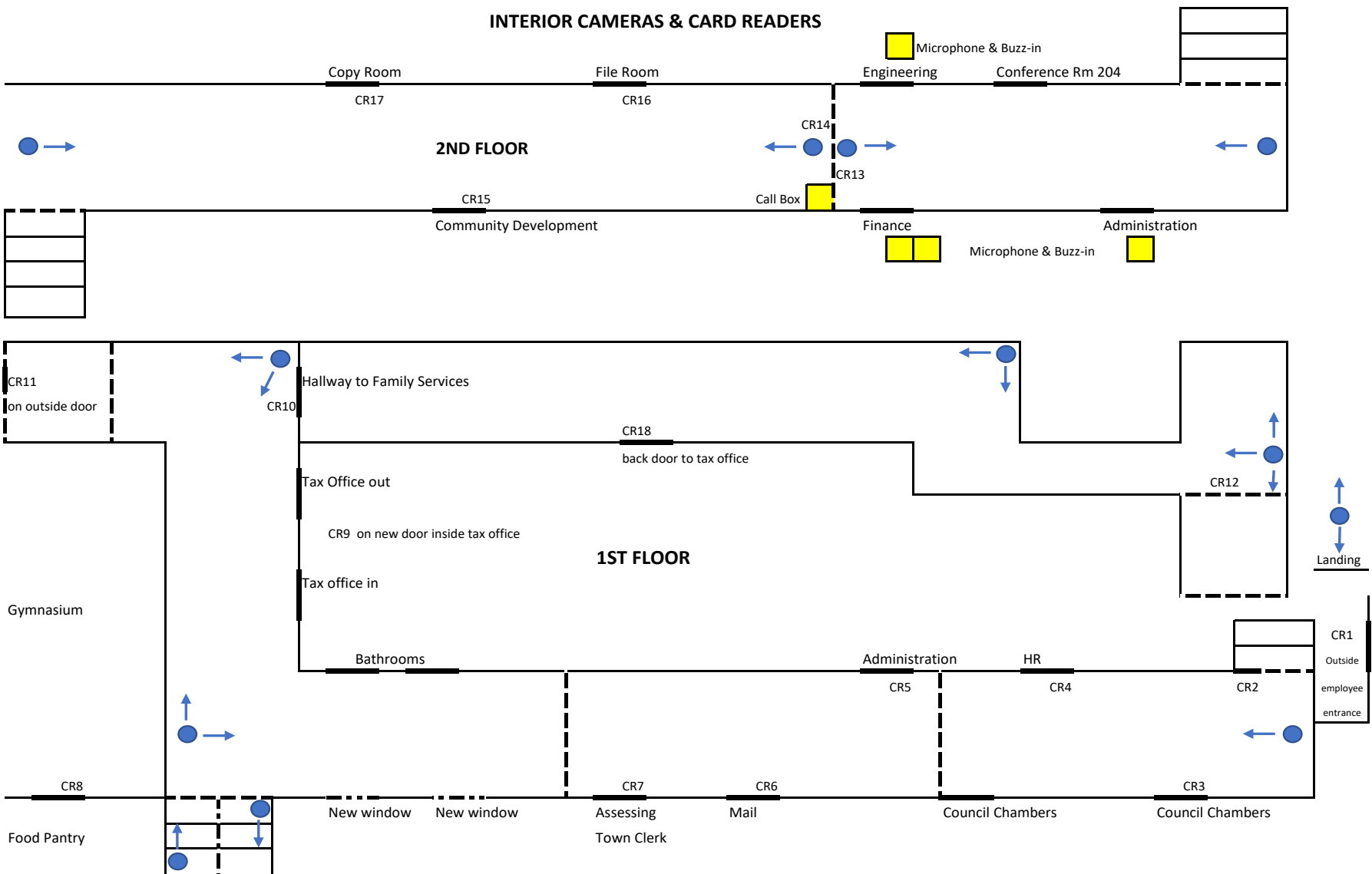
Funding Source	2024-25 Capital Budget	2025-26	2026-27	2027-28	2028-29	2029-30
Taxation	175,000					

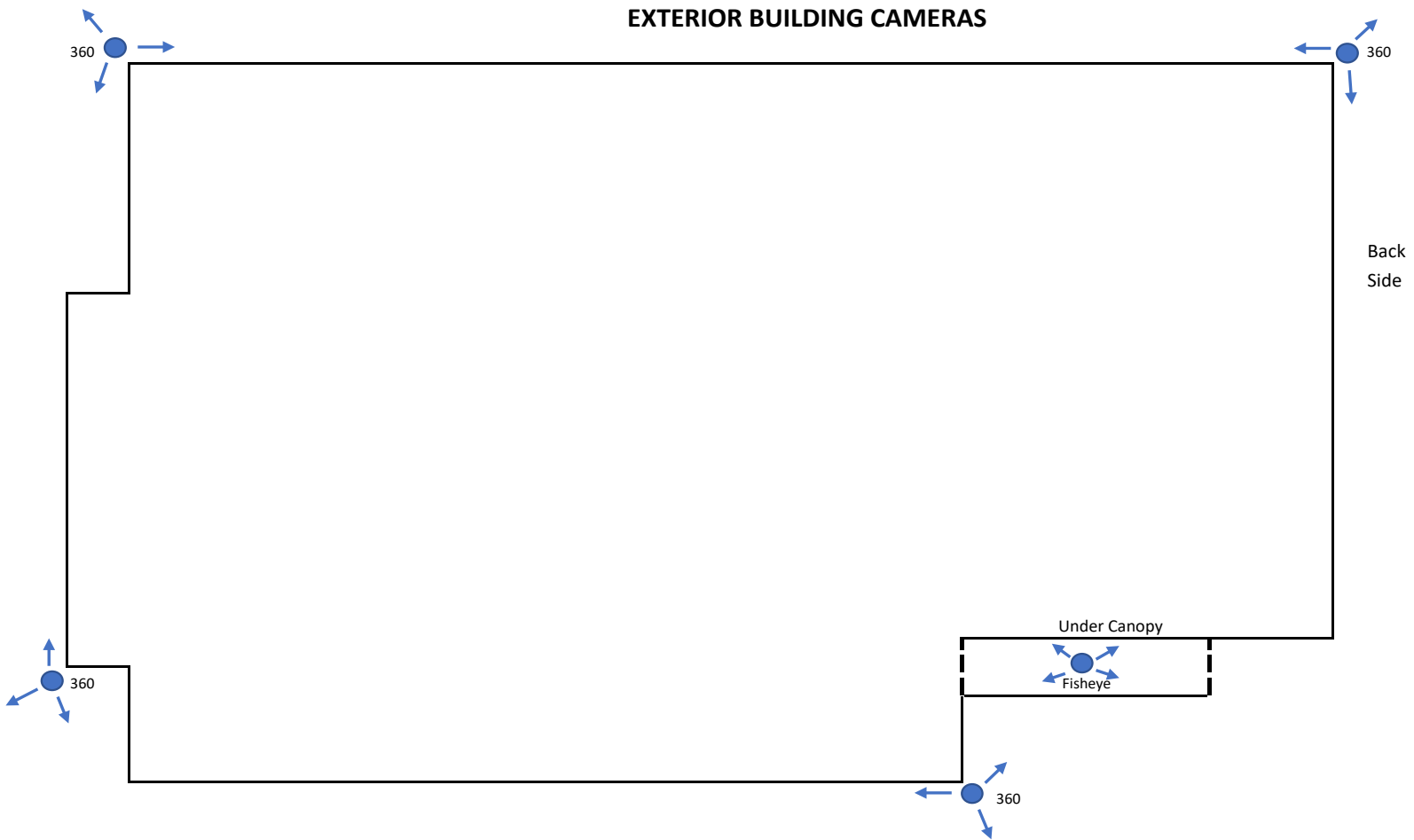
DATE DEPARTMENT EXPECTS TO PURCHASE CAPITAL ITEM: As soon as possible

ESTIMATED DURATION OF PROJECT/NUMBER OF YEARS NEEDED TO COMPLETE PROJECT: 1

Department Head Authorization (Signature)

Date





5 2

Dana Pendergast

From: Glen Glanville <glen.glanville@arcomm1.com>
Sent: Tuesday, March 21, 2023 12:46 PM
To: Dana Pendergast
Subject: Arcomm Communications Corp. Proposal
Attachments: Quote - 611207 - Town of Hooksett.pdf

Hi Dana,

Attached is a proposal for an Exacq and Axis camera system for the Town Offices.. This package includes our top-of-the-line products which also offer multisensor cameras, which actually lowers the number of cameras, but provides improved coverage because each outdoor camera comes with 4 lenses, so it produces four images. This technology is more expensive, but the range of camera options and expansion capabilities are greater than the more economically priced Aiibi system. Please look it over and let me know if you have any questions. Separate quotes for a couple access control system options will follow shortly.

Thank you,

Glen.

Glen A. Glanville
 Director of Sales

Arcomm Communications Corp.
 462 West Main Street
 Hillsboro, NH 03244

Office: (603)-464-4600 ext. 206
 Fax: (603)-478-6655
 glen.glanville@arcomm1.com
 www.arcomm1.com

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Arcomm Communications Corp.
462 W. Main St.
Hillsboro, NH 03244
Phone: (603) 464 4600
Fax: (603) 478-5655
info@arcomm1.com



www.arcomm1.com

Quote

611207

No.:

Date:

Expires:

3/21/23

3/16/23

VOICE, DATA & VIDEO CABLING - TELEPHONE SYSTEMS - IT NETWORKING & COMPUTERS
FIBER OPTICS - SECURITY CAMERAS - ACCESS CONTROL - PAGING & PA SYSTEMS

Prepared for: Dana Pendergast (603) 485-4117
Town of Hooksett
35 Main Street
Hooksett, NH 03106 U.S.A.

Exacq and Axis IP Camera System

Includes materials and labor required to install a new Exacq Network Video Server equipped with 20TB storage, a 16-port PoE switch to be installed in the data closet on the second floor, an 8-port PoE switch and installed in the tel/data closet on the first floor, 17 new IP cameras consisting of 4 outdoor multisensor 360 cameras, 1 fisheye camera for the main entry and 12 indoor cameras, to cover areas identified on the print provided and confirmed at a recent site review. Package includes recorder, three storage hard drives, cameras and mounting hardware, 23 new CAT6 plenum cables placed from the recorder and switch to each camera location, water-tight conduit and back boxes for all outdoor cameras, a battery back-up UPS for run time in the event of a power outage and for surge protection, and a wall mount 22" monitor, mouse and keyboard for programming and administration. Work includes camera firmware updates, software programming, patching, remote access set-up for 2 users, testing and user training at the time of system installation. This package will support up to 64 IP cameras, and all Exacq equipment comes with a 3-year warranty from the manufacture, Axis cameras come with a 5-year warranty from the manufacturer, and Arcomm provides a 1-year warranty on our installation workmanship. Materials included are listed below.

Note: Materials pricing is subject to change and cannot be guaranteed for the purposes of this estimate. Price assumes use of existing data rack or shelf space, use of one 120VAC power outlets in each closet, a network connection and a reliable high-speed Internet service, to allow for remote access. Price assumes all camera locations are located within 100-meters from the recorder. Price does not include trouble shooting or repairs to existing Internet services or customer provided network equipment. However, those services are available on a T&M basis, if needed.

Qty.	UOM	Description
1	EA	(Exacq) Z-Series Server 8-IP Lic 48TB 2U Win10 Raid5
11	EA	IP License for Exacq Camera
1	EA	ENET SWITCH POE+ 8P 10/100BASE-TX RJ45+2SFP W/BSMART 50W RCK MNT
1	EA	Web-smart 16-port 10/100BASE-TX PoE and 2-port Combo Gigabit 2-SFP Ethernet Switch
4	EA	(Axis) 15MP 360 Multisensor Camera IR WDR 3-6MM
4	EA	Pendant Kit
4	EA	Wall and Pole Mount
4	EA	Corner Mount
1	EA	(Axis) 12MP Fisheye 360 In/Outdoor IP Camera WDR 12/N 1.65mm
1	EA	Conduit Back Box for Interior Cameras
12	EA	(Axis) 4MP Indoor Dome Camera WDR IR 3-6mm Varifocal
12	EA	(Axis) Tile Grd Ceiling Mount
1	EA	22-Inch Flat LED Color Monitor 1920X1080 IPS VGA HDMI

Arcomm Communications Corp.
462 W. Main St.
Hillsboro, NH 03244
Phone: (603) 484 4600
Fax: (603) 478-5055
info@arcomm1.com



www.arcomm1.com

Quote

611207

No.:

Date:

Expires:

3/21/23

3/16/23

VOICE, DATA & VIDEO CABLING - TELEPHONE SYSTEMS - IT NETWORKING & COMPUTERS
FIBER OPTICS - SECURITY CAMERAS - ACCESS CONTROL - PAGING & PA SYSTEMS

Qty.	UOM	Description
1	EA	Articulating Wall Mount Bracket for 13-42-Inch 1V Max Vesa 200x200 - Black
2	EA	(CyberPower)Intelligent LCD UPS 1500VA/500W 12-Outlets 2-USB AVR Mini Tower, Black
5,500	FT	Cable - CAT6 - Plenum - Blue
2	EA	Patch Panel - CAT6 - 24 port - Hubbell
17	EA	Jack Insert - CAT6 - Blue
17	EA	Surface Box - 1 Port - Office White
4	EA	Box - 2 Gang Weatherproof w/5 1/2-in KOs
4	EA	Cover - 2 Gang Weatherproof
40	FT	EMT Conduit - 3/4-in.
20	FT	Carflex Conduit - 3/4-in.
4	EA	Box - 2 Gang Weatherproof 4 3/4-in. Knock Outs
4	EA	Box Cover - 1 Gang Weatherproof
8	EA	Male Connector - 3/4-in. for Liquidtight
8	EA	Male Connector - 3/4-in. for Liquidtight 90 Degree
17	EA	Patch Cable - CAT6 - 03-ft. Yellow
17	EA	Patch Cable - CAT6 - 05-ft. Yellow
3	EA	Patch Cable - CAT6 - 10-ft. Yellow
Total:		\$74,611.00

Warranty: Unless otherwise specified, warranty on manufacturer's materials and Arcomm workmanship is one year. Warranty excludes abuse, misuse or acts of God.

All invoices paid by Credit Card are subject to a fee of 3.5%

Terms: **50% due on quote acceptance with balance due upon completion of work unless otherwise specified.**

CUSTOMER SIGNATURE: _____

QUOTE OWNER: Glen Glancville

PRINTED NAME: _____

DATE: ____/____/____

Quote_Basic.rpt

Page 2 of 2

Dana Pendergast

From: Glen Glanville <glen.glanville@arcomm1.com>
Sent: Tuesday, March 21, 2023 12:56 PM
To: Dana Pendergast
Cc: glen.glanville@arcomm1.com
Subject: Arcomm Keyscan Premise Access Control System Quote 611201
Attachments: Quote - 611201 - Town of Hooksett.pdf

Hi Dana,

Attached is the budgetary estimate you requested for a new premise-based access control system for the Town Offices. This package also includes an Aiphone door intercom system. These systems have been the standard in the industry for a long time, and they offer reliable server based technology that is user friendly

Please look it over and let me know if you have any questions. A separate quote for a cloud based access control system will follow shortly.

Thank you,

Glen.

Glen A. Glanville
 Director of Sales

Arcomm Communications Corp.
 462 West Main Street
 Hillsboro, NH 03244

Office: (603)-464-4600 ext. 206
 Fax: (603)-478-5655
 glen.glanville@arcomm1.com
 www.arcomm1.com

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Arcomm Communications Corp.
 462 W. Main St.
 Hillsboro, NH 03244
 Phone: (603) 464-4600
 Fax: (603) 478-5656
 info@arcomm1.com



www.arcomm1.com

Quote
611201
 No.:
 Date: 3/20/23
 Expires: 3/14/23

VOICE, DATA & VIDEO CABLING - TELEPHONE SYSTEMS - IT NETWORKING & COMPUTERS
 FIBER OPTICS - SECURITY CAMERAS - ACCESS CONTROL - PAGING & PA SYSTEMS

Prepared for: Dana Pendergast (603) 485-4117
 Town of Hooksett
 35 Main Street
 Hooksett, NH 03106 U.S.A.

Keyscan Premise Access Control System

Quote includes labor and materials required to install new Keyscan Access Control System, consisting of Aurora software installed on a new server, with access and reporting at 2 exterior doors and 16 interior doors. Package includes management software, server, key pads, readers, electronic or magnetic door locks, contacts, control panels, power supplies, battery back-up, cable installation, terminations, testing and user training. All doors will have access from a key fobs which are included. An 8-port control panel will be installed in the tel/data closet in the basement and two 8-port control panels will be installed in the data closet on the second floor. Computer and software will also be included to control the Keyscan system and can be installed in the data closet or any office to make access convenient. There will also be a video door phone installed in the hallway outside the doors leading to the Finance Office, with two master stations located in the administration office, with push buttons to manually open the door to that area remotely, if needed. Live user and administration level training on of the Keyscan system and door phone system will be provided upon the completion of the project. All access control products offered come with a 1-year parts and labor warranty. Materials included are listed below:

Note: Materials pricing is subject to change and cannot be guaranteed for the purposes of this estimate. Price does not include low voltage cable permit fees, as the work is being done for the Town of Hooksett. Locks and hardware were estimated and must survey doors before ordering. Price assumes standard 120VAC power outlets will be provided by your licensed electrician at the control panels and server locations, as needed. Exact locations shall be determined at the start of the project. Price does not include trouble shooting or network configuration changes required for remote access set-up. However, those services are available on a time and materials basis, if needed.

Qty.	UOM	Description
1	EA	Aurora Access Control Software w/Cable
1.00	EA	Comm Server
3	EA	8 Reader/Door Package
6	EA	16.5VAC/40VA Plug in Transformer
6	EA	Battery - Rechargeable 12VDC
100	EA	Keyscan-2K2 Smart Fob-36 bit-Elite Key-iClass
18	EA	Keyscan-Single Gang Card Reader-13.57MHz-iClass SE
6	EA	Door Strike - 12/24V DC or AC
6	EA	Electromagnetic Door Lock - 1200lb
6	EA	Grade 1 Electric Strike, Fail Safe/Fail Secure, 12/24 VDC, Satin Stainless Steel
25	EA	Door Contact - SPDT - normally open/normally closed
3	EA	Power Supply - 8 Output w/FACP

Arcomm Communications Corp.
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Quote
611201
No.:
Date: 3/20/23
Expires: 3/14/23

VOICE, DATA & VIDEO CABLING - TELEPHONE SYSTEMS - IT NETWORKING & COMPUTERS
FIBER OPTICS - SECURITY CAMERAS - ACCESS CONTROL - PAGING & PA SYSTEMS

Qty.	UOM	Description
180	FT	EMT Conduit - 1-in.
2,500	FT	Composite Control Cable (Banana Peel) - Plenum
200	FT	Cable - 16/2 Non-Shielded Riser
1	EA	Video Door Station Package
2	EA	Sub Master Station with Video Monitor
3	EA	(Aiphone) desk stand
1	EA	Form C Door Release Relay 18-24V DC
300	EA	Cable - 18/2 Solid - Non-Shielded - Plenum
300	EA	Cable - 18/4 Solid - Non-Shielded - Plenum
		Total: \$99,959.00

Warranty: Unless otherwise specified, warranty on manufacturer's materials and Arcomm workmanship is one year. Warranty excludes abuse, misuse or acts of God.

All invoices paid by Credit Card are subject to a fee of 3.5%

Terms: **50% due on quote acceptance with balance due upon completion of work unless otherwise specified.**

CUSTOMER SIGNATURE: _____ QUOTE OWNER: Glen Gianville

PRINTED NAME: _____ DATE: ____/____/____

Quote, Basic.rpt

Page 2 of 2

Town Council
STAFF REPORT



To: Town Council
Title: ARPA fund request - Hooksett Community Food Pantry Town Hall Kitchen Renovation Project - Kevin Lane and Barb Brennan
Meeting: Town Council - 28 Jun 2023
Department: Administration
Staff Contact: Wendy Baker, Executive Assistant

BACKGROUND INFORMATION:

On May 12, 2023 the Hooksett Food Pantry presented their request for the use of ARPA funds to renovate the Town Hall Kitchen. Please see attached presentation for more information

FINANCIAL IMPACT:

Approximately \$50,000

POLICY IMPLICATIONS:

N/A

RECOMMENDATION:

Approve the request to use ARPA funds for Town Hall Kitchen renovations not to exceed \$50,000.

SUGGESTED MOTION:

Motion to Approve the request to use ARPA funds for Town Hall Kitchen renovations not to exceed \$50,000.

TOWN ADMINISTRATOR'S RECOMMENDATION:

The ARPA Committee approved up to \$50,000 towards the renovation of the Town Hall Kitchen area.

ATTACHMENTS:

[HCFP Kitchen Renovation Project Presentation to ARPA and Town Council 6-28-23](#)

Hooksett Community Food Pantry
Town Hall Kitchen
Renovation Project



Summary of The Project

The Hooksett Community Food Pantry (HCFP) and its sponsor Hooksett Kiwanis request ARPA Funds to renovate and repurpose the existing town hall kitchen space. The abandoned and outdated kitchen appliances have not been used since 2000.

HCFP has utilized the kitchen since 2009 for everyday pantry use, box storage, extra household refrigerators for food storage, food drives, and during the holidays for community food baskets.

Renovating the kitchen space allows the HCFP volunteers and the Hooksett Family Services Department to fully utilize the entire footprint more functionally. The proposed renovation will make the space more compliant for all future use by the community.

Upgrade of the kitchen space will include removing unused and outdated items and new electrical panel and circuits, new food storage appliances, new shelving and food sorting tables, added A/C and heat to maintain an acceptable storage and occupational climate for USDA and commodity food (presently, there is no heat or A/C in the kitchen and it is not compliant with USDA requirements outlined in the *USDA/EFAP Commodities Packet and Agreement* nor comfortable to volunteer within the peak summer and winter months).

Scope of Kitchen Space Renovation

Remove and Disconnect

- Remove Range Hood with Extinguisher System
- Remove vent and ductwork over dishwasher
- Disconnect and remove electrical to vent fans
- Remove dishwasher and metal tables on incoming and existing ends of dishwasher
- Disconnect electrical to dishwasher
- Remove metal sink and sink extension in corner furthest away from pantry door.
- Cap off plumbing for dishwasher and sink
- Remove flat top stoves and oven
- Disconnect and remove electrical for stoves and oven
- Remove pass-thru dish return door in gym wall
- Remove portable old tables/cabinets/domestic refrigerators

Upgrade and Installation

- Rework the existing electrical panel for the renovated kitchen space
- Rewire pantry electrical circuits for GFCI as needed
- Wire 3 outlets from existing Generator Transfer Circuit to the new space for 3 additional refrigerator/freezer units
- Install a drop ceiling and install LED Lighting throughout
- Install mini split A/C system for climate control (A/C and Heat) in the renovated space
- Close up holes in exterior and interior walls from vents and exhausts and pass-thru door
- Check with HFD/code enforcement to see if additional smoke detectors are needed in kitchen area
- Update doors between gym and kitchen renovated space for emergency egress per HFP/code enforcement
- Rework and relocate the HCFP shelving in the area

HCFP Acquisitions

- Purchase and install 1 or 2 additional commercial Freezer and 1 Commercial Refrigerator
- Purchase and install 14 shelving units and upgraded shelving material to the proven ¾" MDF
- Purchase and install 11 Stainless steel sorting and workspace tables











Forecasted Town Building Renovation Cost

(pricing provided by local/suggested
Hooksett service providers already
working with Town of Hooksett)

- Electric: Wire for up to three new commercial grade units with back up to town emergency generator; rework all outlets and tie into circuit breaker panel; GFI outlets next to Kitchen sink; Approximate cost- \$23,500
- Plumbing & AC:
 - Removal of one sink; One dishwasher, stove water service for pot filler, Cap off existing lines;
 - Install of one mini split with A/C and heat;
 - Approximate cost- \$10,610-\$15,115.00
- Kitchen Fire Suppression- Removal of the outdated system and update required smoke detectors; Approximate cost- \$1,307.00
- Vents and pass-thru door in common wall to Gym- Remove two vents and pass through door and replace with a permanent structure- Approximate cost- \$730
- Suspended Ceiling- Cover over the current panel ceiling and all reworked areas with a drop ceiling and replace outdated lights with new LED version. Approximate cost- \$3,800
- Exhaust Hood Removal- Removal of the dishwashing exhaust ducts and overhead stove exhaust hood before new ceiling install. Approximate cost- \$1,640
- Total forecasted renovation cost - \$41,587.00 - \$50,000

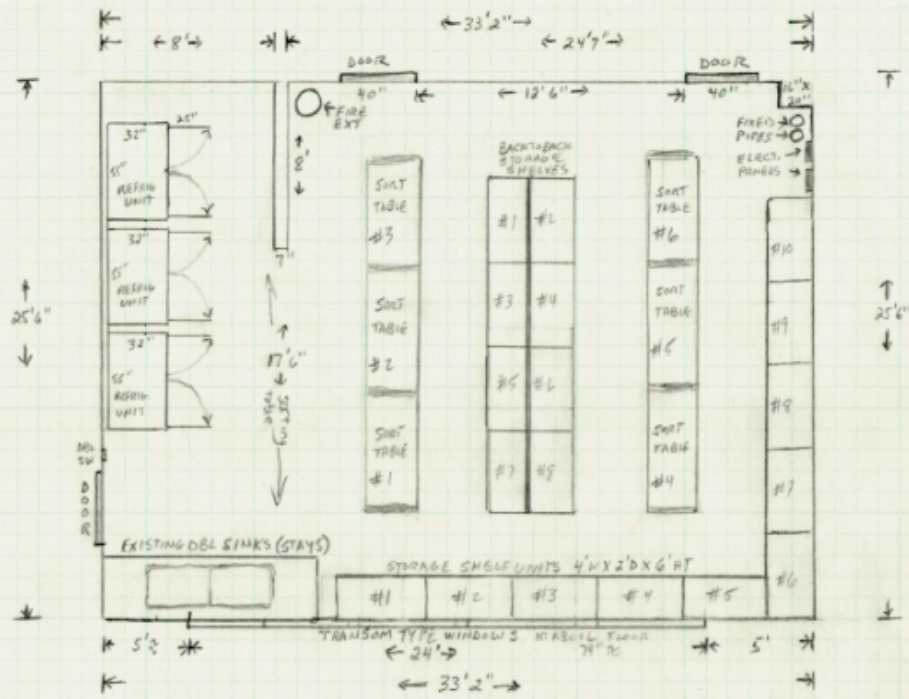
HCFP Operations Investment

HCFP owns ALL 3 of the currently used Freezer/Refrigerator reach-in appliances, the shelving, and office equipment plus the day-to-day supplies for the current food pantry operations.

- Acquire new double door reach-in Freezer; Current pricing \$3,165-\$5,195*
- Acquire new double door reach-in Refrigerator; Current pricing \$2,750-\$4,125*
- Plan to acquire one additional Refrigerator/Freezer in future; pricing \$2,750-\$5,195*
- Acquire 14 heavy duty shelving units with upgraded shelving; Current pricing \$2,800
- Acquire 8-11 stainless steel tables with under storage; current total estimate \$2,000-2,750
- Obtain 8 stools and chairs for volunteer use and meetings held within expanded pantry area; current pricing \$432
- Get 2 additional Rubbermaid wheeled carts for incoming donations and stored food box moving within expanded area; current pricing \$610
- Total HCFP forecasted operations investment - \$14,507 – 21,107

*BROAD RANGE BASED UPON SUPPLIERS, AVAILABILITY, AND LEADTIMES

8422
SQFT
DIMENSION
1 SQUARE =
1 FOOT











The ARPA ASK

HCFP is asking the ARPA committee to consider a grant in the amount of \$50,000-\$70,000 for the renovation of the town kitchen space and the expanded operations of the Hooksett Community Food Pantry.

The Council ASK

HCFP is asking Town Council to consider this proposal for renovation of the existing Town Hall Kitchen space in conjunction with the ARPA funding and HCFP Fundraising commitment.

The HCFP Fundraiser

HCFP is committing to fundraise \$8,500 toward this project focusing on the Operating Investment Items.

HCFP is fundraising toward this aspect as a necessity to meet the proposed daily operational enhancements focusing on the required volunteer equipment needed to fulfill the duties of the daily food pantry operations.

Why ARPA?

- ARPA is the only grant that the HCFP and Hooksett Kiwanis are applying for at this time. In the event that a ARPA grant is not awarded for this renovation project, and since the pantry is operating within a Hooksett Town Building, the HCFP will then be requesting Town of Hooksett funding and private donations to proceed with this project. Seeking community donations of time and labor may also be an option to offset any renovation costs. Funds and personnel provided from the town are appreciated and help HCFP continue our mission to help those in our community seeking food assistance.
- This renovation is long overdue and needed to make this public space compliant with current standards per code enforcement and the Hooksett Fire Department.
- This basic clean-out and renovation will enhance the usage of the space for years to come.

Impact of this Project

- The HCFP was designed from inception in 2008 to be a local project **FOR the community** run **BY the community**.
- In 2009, John Brennan proposed to the then Town Administrator Carol Granfield, the renovation of the walk in coolers and dry storage spaces beyond the kitchen to be converted into a functional food pantry as part of his Eagle Scout project. Hooksett Kiwanis became the sponsor of this community volunteer run mission of providing food and services to the Hooksett community in need.
- Volunteers of the pantry are town residents, retirees, teachers, grade school/middle school/high school/college students, Kiwanis members, Lions Club members, Knights of Columbus members, Rotary club members, and employees at area businesses.
- In its current location, the HCFP is able to serve those in the Hooksett community seeking food assistance, as well as requests of the Family Services Director. For clients in need of food, volunteers of the pantry put food together daily per the schedule. Families are provided a variety of non-perishable dry and wet goods, fresh dairy and produce, bakery items, and frozen goods. Distribution is managed by packing charts based on the registered family size.

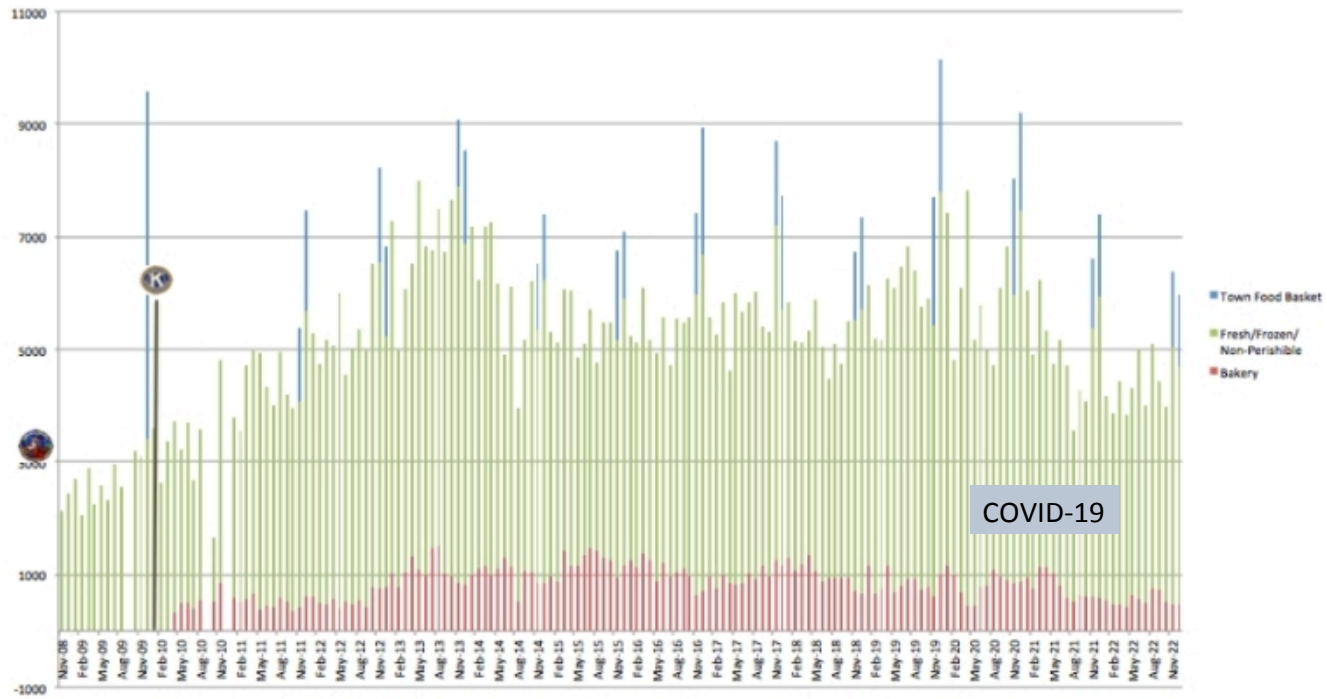
Impact of this Project (cont'd)

- In 2022, volunteers logged **3,014** hours of their time to the pantry and community. If each volunteer was paid \$15/hour, the cost value of service for the town was \$45,000+.
- In 2022, **38,800** food items were received from the Hooksett community through families, businesses, clubs, Salvation Army, USDA, and the schools. Financial donations were used to obtain an additional **12,384** items. It was all sorted and shelved and made available to the community as those food insecure sought food.
- In 2022, the HCFP distributed **55,595** food items to an average of **38** families made up of **70** persons including **11** children and **16** over 55 each month.
- It can be estimated with a representative value of \$1.65/item (everything from a can good to milk and turkeys) that approx **\$91,730** in food was given out in 2022 and **\$1.65 Million plus** in food since its inception in 2008 (and we are nearing 1 million items distributed).
- Since 2009, the Family Services Department has not had to give out any food vouchers to the community due to the dedicated project and mission of the HCFP.

Impact of this Project (cont'd)

- Even during COVID, the HCFP community project NEVER closed. The HCFP operating committee quickly adapted processes and procedures to continue operations and keep the volunteers and clients safe. The HCFP assumed ALL school FREE LUNCH families even when they were not established as pantry clients. Additional food provisions received were distributed to ANYONE seeking food assistance regardless of residency or situation.
- Partnerships with Hooksett retailers and the 3 large supermarkets keeps donated dollars re-invested in Hooksett businesses.
- Prior and Current Town Administrators have been in discussions about the space with positive intent that has never been acted upon and was interrupted with COVID-19.
- More space allows us to be more effective in persons volunteering within a very small established pantry space and eliminates trip and fall hazards in the kitchen area.
- More space allows us to have more opportunity to have safe reachable storage, more effective means of sorting, more room to intake food during food drives, space to manage hundreds of holiday food baskets, ability to have simultaneous activities.

Monthly Food Distributed by HCFP
(since the beginning in 2008)



It is the mission of the Hooksett Community Food Pantry to help those of the local community who are food insecure by providing food items- thereby enhancing the quality of life in our community.

All food donations to the HCFP are distributed to families and residents in our Hooksett community.

All financial donations are used to obtain additional food items in area Hooksett stores and to also cover our ongoing operating expenses as we continually help our neighbors in need.

Since our inception as a community pantry beginning in the basement of a local church in 2008, the HCFP continues to grow in support and has distributed nearly a million food items to our Hooksett neighbors in need! The Pantry is a success because of our generous donors and our more than 40 committed volunteers each month.





Town Council

STAFF REPORT



To: Town Council
Title: ARPA Funds Request: Assessing and Town Clerk Office Optimization
Meeting: Town Council - 28 Jun 2023
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

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 during off hours and this causes a disruption to 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 new wall, a separate 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 Optimization Project to present to the full council with a cost not to exceed \$15,000.

Since this vote, the cost estimate for the construction work came in at \$11,911.25 and the electrical is \$1,625.00. Total cost estimate is \$13,536.25.

RECOMMENDATION:

Discuss the Town Clerk Optimization project and cost.

SUGGESTED MOTION:

Motion to approve the Town Clerk Optimization Project with a cost not to exceed \$15,000 to be funded through ARPA funds.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Town Council needs to discuss the recommendation from the ARPA Committee to fund this project

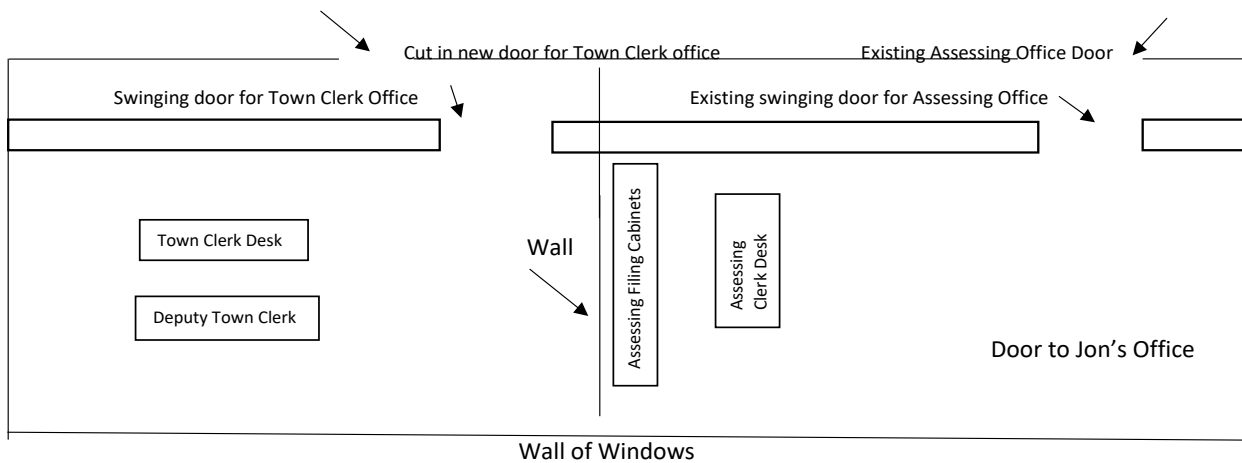
ATTACHMENTS:

[Town Clerk Optimization Explanation and Quotes](#)

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
-------------	---------------	----------------



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

Town Council

STAFF REPORT



To: Town Council

Title: Update Sec 5. Administrative Financial Policies and Procedures Section of Administrative Code to increase approval levels and remove "three" competitive bid requirement.

Meeting: Town Council - 28 Jun 2023

Department: Finance

Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

For your consideration, I would recommend increasing the maximum purchasing approval level for department heads in section 5.3.2 from \$3,000 to \$5,000. This limit was last increased in August of 2014 which increased it from \$2,000 to \$3,000.

I would also recommend increasing the Town Administrator's approval level in section 5.3.2 from a maximum of \$15,000 to \$20,000. This limit was last increased in August 2009 from \$7,500 to \$15,000.

As the cost of goods and services has increased over the years, this increase will allow departments to make purchases up to \$5,000 using the best price available. By increasing the maximum department head approval, it will save approximately 20 purchase orders a year, which saves time at the department level to enter the purchase order, then the request moves to the department head, Town Administrator and finally the Finance Office for approvals. I would estimate it takes about 20 to 25 minutes to enter and fully approve a single purchase order if there are no questions. We did investigate other communities similar in population, Town of Durham, Claremont, Windham and Exeter.

Town of Durham (population 15,410)	0-10,000	Handled internally with operating department guidelines, Department Head Approval
	10001-25000	obtain 3 quotes for items, complete PO for approval, Department Head Approval
	25001-55000	Formal RFP process and TA approval
	55001+	Formal RFP process, TA approval and approval from Town Council

City of Lebanon (population 14,316)	0-5000	Department Head Approval
	5000-15000	Three written quotes or documented oral quotations, City Manager Approval
	15000-30000	Three written quotes City Manager Approval

Town of Claremont	0-5000	best price available, Department Head Approval
	5000-15000	3 written quotes, Department Head Approval

(population 12,955)	15000-30000	RFP issued, 3 written quotes, Consult with Finance Director, Department Head Approval
	30000 +	RFP issued, 3 written quotes, RFP reviewed by City Solicitor, Award made by City Manager

Town of Exeter (population 15,847)	0-499	Employees encouraged to secure competitive pricing
	500-2999	3 bids obtained, PO issued and approved by Town Manager or Department Manager Approval
	3000-24999	3 bids obtained, award of purchase requires approval by Town Manager or Department Manager Approval
	25000+	Formal sealed bid process, approval of town manager and selectmen

Town of Windham (population 15,587)	0-5000	Solicit bids to obtain best pricing available, Department Head Approval needed
	5001-10000	Town administrator approval needed
	10001 +	RFP process with TA approval and Selectmen Approval

Another change I would like you to consider is the removal of "THREE" competitive bids. If the department puts an item out for competitive bid and follows the process outlined in section 5.3.5, it shouldn't matter how many bids were received. This will save time and confusion at Council meetings as to the need for a second motion to waive the three competitive bid rule. The Town Charter does not require three competitive bids.

FINANCIAL IMPACT:

Estimated annual cost savings of eliminating 20 purchase orders is under \$500.

SUGGESTED MOTION:

Motion to accept the amended Administrative Code section 5.3.2, to section 5.4 as presented, increasing the maximum spending levels for department heads to \$5,000 and the Town Administrator to \$20,000 and remove the "three" competitive bid requirement effective July 1, 2023.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion

ATTACHMENTS:

[Admin Code Edits Sec 5.3.2 to 5.4](#)

TOWN OF HOOKSETT

ADMINISTRATIVE CODE

Adopted: January 29, 1992



Amended
August 24, 2022
ADMINISTRATIVE CODE

5. **ADMINISTRATIVE FINANCIAL POLICIES and PROCEDURES**

5.1 Cooperation between Departments. If possible, it is the duty of every department, subject to approval of the Administrator, to furnish to any other department such service, equipment, labor and materials as may be needed to perform necessary operations. Expenses will be assigned to the appropriate budget when such considerations are germane.

5.2 Payment of Monies. All monies withdrawn from the Town General Fund shall be authorized by the Town Administrator and/or his/her designee. Withdrawals may be in the form of a check, wire transfer, ACH transfer or other type of electronic banking format used by the Town Treasurer.

5.3 Purchasing Procedures. The purchase of all equipment and supplies not taken out of petty cash fund may require the use of standardized purchase orders and varying levels of control dependent upon the dollar amounts.

5.3.1 Purchase Orders. Purchase orders shall be used for all purchases of goods and services, including contractual, that in aggregate or individually are \$3,001 or more as required by the Town Administrator or recommended by the Finance Director. It is the responsibility of the department head to complete an electronic purchase order and submit it to the Town Administrator or his/her designee for approval, along with a description of, and reason for, the purchase. This applies to all items whether being purchased by grant, operating budget, warrant article, capital reserve or other funds.

5.3.2 Approval of Purchases. The level of approval required on a specific - purchase shall vary depending upon its dollar amount. Total contract or job amounts should be used when determining thresholds. The thresholds do not include costs for shipping/freight.

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

Amount

\$0 - ~~\$35,000~~ -

Approval Level

Department Head using best price available

Purchase up to ~~\$3,000~~ 5,000– The Department Head shall have full authority to make department purchases of goods or services up to ~~\$35,000~~, which are identified within the department's annual budget. Electronic purchase orders are not required for purchases up to ~~\$35,000~~.

Amount

\$~~35~~,001 - \$~~4520~~,000

Approval Level

Town Administrator after three

~~documented competitive~~ quotes or competitive
~~bids required.~~

Purchases between \$~~35~~,001 and \$~~4520~~,000 – The Department Head shall contact as many vendors as necessary in order to obtain at least three (3) written or verbal quotations or shall issue a request for proposals if required by the Town Administrator. All verbal quotes shall be documented by date, vendor contact information and dollar amounts. The Department Head shall prepare a purchase order for authorization by the Town Administrator, thereby requesting approval of their recommended vendor. The results of the competitive bids shall be attached to the purchase order request to the Town Administrator. -In the event less than three (3) quotations are available; evidence of the attempt to obtain them should be attached.

Amount

\$~~4520~~,001 and over

Approval Level

Town Council after ~~three~~ competitive bids

Purchases Above \$~~4520~~,001 – Purchases having an estimated cost in excess of \$~~4520~~,001 shall be bid pursuant to the Competitive Bid Process - established in this regulation under Section 5.3.5.

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

If/When the Council has voted to make a purchase or enter into a contract, the Administrator shall carry out the vote of the Council and enter into such transaction on behalf of the Town. The Department Head shall prepare a purchase order for authorization by the Town Administrator and include the results of the competitive bids.

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

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

No competitive bids shall be required when only one known sources of purchase, and there is no comparable substitute product or services; written

documentation supporting the sole source may be required by the Town Administrator.

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

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

List of Approved Cooperative Purchasing Programs

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

No competitive bids shall be required for GSA Purchases – Federal Supply Service GSA Advantage www.GSAAdvantage.gov and www.fss.gsa.gov authorized Federal Supply Schedule Price List.

Requirements ~~for three competitive~~ bids may be waived in specific instances by a two-thirds (2/3) vote of the Council, per Section 5.12 of the Town Charter.

Professional services over \$~~1520~~,000 shall be secured as outlined in Section 5.3.6.

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

In case of an emergency requiring immediate purchase of materials, supplies, equipment or services, the Town Administrator hereby authorizes the Department Heads to approve such emergency purchase if the situation permits. The Town Administrator shall be notified as soon as possible as to the

emergency and the associated purchases. A written determination for the basis of the emergency and for the selection of the particular contractor or vendor shall accompany the purchase order and voucher. As soon as is practicable, standard purchasing procedures will be reinstated.

5.3.5 Competitive Bid Process. A competitive bid process must be followed if the procurement of goods or services involves expenditures of more than \$~~1520~~,000.

A. The Administration Department is responsible for the release of all bids. The Town Administrator shall ensure that the requesting department provides all relevant information for the time preparation and release of bids ~~_to be forwarded to the Finance Department.~~

B. The Request for Proposal (RFP) must include:

- a. Listing of required specifications.
- b. Adequate public notice, of a minimum of seven (7) calendar days prior to the date set for the opening of the bids; notice shall include the town website and newspaper advertisement.
- c. Dates for release of bid, return of bid and public bid opening.
- d. A statement reserving the right to cancel or reject a bid.

C. The bid shall be awarded to the lowest bidder that meets the specifications and submits proper bond requirements if applicable. The low bidders will receive the award unless supporting information presented recommends another bid. The Town Administrator shall make the final decision if supporting information justifies other than the low bid be awarded. Local advantage will be considered, but not mandated.

D. The RFP, invitation to bid, as well as the bid award notices shall be sent from the Department to the Bid Winner, ~~Finance Department~~ and the Town Administrator.

E. The Town of Hooksett may accept guaranteed rates for goods or services; however it is not obligated to purchase from the guaranteed rate vendor if a lower price is available.

5.3.6 Professional Services. The procurement of accounting, architectural, auditing, engineering, financial, legal, data processing, medical services and independent consultant services for personnel, insurance and actuarial planning and management, human resource and public relations, and other services that are based primarily on qualifications may be accomplished using the following procedures:

A. Professional services \$~~1520~~,000 or less. Refer to requirements in Section 5.3.2.

B. Professional services greater than \$4520,000. A formal request for proposal process shall be used. The Department Head or Designee shall develop a request for proposals to include terms, conditions, scope of service, desired results, end product and consultant qualification. Selection criteria and the method of determining a final fee by the Town will be included in the request for proposals.

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

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

The request for proposal process shall include the following:

- (1) Adequate public notice of a minimum of seven business days prior to the date established for the receipt of qualifications and/or proposals shall be provided. Such notice shall be posted on the Town website and published in a newspaper of general circulation.
- (2) A minimum of three proposals, if available, shall be evaluated and selection made based on demonstrated competence, qualifications and project approach for the services required. Where applicable to a particular project, factors such as the following shall be used in tentatively selecting a firm:
 - a) Specific experience with similar projects.
 - b) Specific experience with earlier phases of the same project.
 - c) Background and experience of staff members who would be assigned to the job.
 - d) Availability.
 - e) Locality of firm.
 - f) Ability to communicate ideas.
 - g) Ability to supply all of the major disciplines necessary to perform the work.
 - h) Qualifications of subcontractors/ subconsultants.
 - i) Conceptual design/project approach.
 - j) Accuracy of the firm in estimating time and cost requirements.
 - k) Responsiveness to requirements contained in the RFP.
 - l) Financial capabilities of the firm.
 - m) Other factors as deemed necessary.
- (3) The Department Head or Designee may interview one or more of the proposers in order to clearly understand the proposers qualifications and the submitted proposal.
- (4) Selection criteria will be established in order to determine the best overall proposal. The criteria may incorporate a weighting system for the proposals received.

- (5) Fees for professional services are an important consideration, which must not be taken lightly. However, selection shall be ultimately based on demonstrated competence, qualifications and project approach at a reasonable fee. Depending on the complexity of the project, the purchasing agency may utilize one of the following procedures to determine a fee:
 - a) The fee can be requested as part of the requested proposal and considered in imitatively selecting a firm.
 - b) A multi-step sealed procurement can be requested where the sealed fee is not opened until a proposer has been tentatively selected.
 - c) A fee can be negotiated after a proposer has been selected and a final scope of services has been determined.
- (6) If necessary, the Department Head or Designee may negotiate with one or more responsive firms in order to make a tentative selection. Once a tentative selection has been made, a final scope of services and fee shall be negotiated with the selected firm in order to enter into a contract deemed to be in the best interest of the Town.
- (7) On award, all contracts for professional services shall be formalized in a written agreement signed by the applicant, and the Town Administrator (subject to the approval of the Town Council if required). A Town Purchase Order will also be required.

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

Payment for any purchase over \$~~35~~5,001 will NOT be processed without a Purchase Order that must accompany the invoice.

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

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

Town Council STAFF REPORT



To: Town Council
Title: Workers' Compensation Contribution Assurance Program
Meeting: Town Council - 28 Jun 2023
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

The Town is currently with Primex for workers' compensation insurance until June 30, 2024. Last fall Primex offered a 3-year maximum ten percent (10%) increase for each year. At that time, it was decided to put this insurance coverage out to bid. Unfortunately, the Town did not receive any responses to our Request for Proposals.

I spoke to one insurance agent, and he shared with me that the insurance market likes to provide quotes for multiple lines of coverage i.e., property liability and workers' compensation. A second agent stated he wanted the Town to guarantee that we would not consider Primex's offer after receiving a bid.

So, I asked Primex for a new 2-year Contribution Assurance Program agreement, to bring workers compensation coverage to June 30, 2026. This would be the same ending date as our property liability coverage, which would allow us to bid out both lines of coverage at the same time.

Primex is offering a 2-year maximum ten percent (10%) increase in contributions each year. (see attached agreement)

FINANCIAL IMPACT:

History of Workers' Compensation contributions:

FY 2020-21	\$212,389	10% increase from prior year
FY 2021-22	\$226,332	7% increase from prior year
FY 2022-23	\$248,671	10% increase from prior year
FY 2023-24	\$285,271	15% increase from prior year

Projected contributions:

FY 2024-25	\$313,798	10% maximum increase
FY 2025-26	\$345,117	10% maximum increase

RECOMMENDATION:

I recommend approving Primex's Workers' Compensation Contribution Assurance Program for 2-years with a ten percent (10%) maximum increase per year.

SUGGESTED MOTION:

Motion to have Chair Sullivan sign Primex's Workers' Compensation Contribution Assurance Program and the Resolution (both attached) for 2-years with a ten percent (10%) maximum increase per year.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion

ATTACHMENTS:

[Primex WC Agreement](#)



June 14, 2023

Donna Fitzpatrick, Admin. Services Coordinator
Town of Hooksett
35 Main Street
Hooksett, NH 03106

RE: Contribution Assurance Program (CAP) for FY 2025 – FY 2026 for the Workers' Compensation Program

Dear Donna:

Primex³ is pleased to offer the **Town of Hooksett** the option of participating in the **Contribution Assurance Program (CAP)** for the next two coverage period years. **For members who have demonstrated commitment to the Primex³ pool, CAP provides stability by creating a limit on your Workers' Compensation contributions for future renewals.**

We are pleased to offer you a **CAP** Agreement that provides you budgetary assurance through **June 30, 2026**. (See enclosed **CAP** Agreement and Resolution.) If you are interested in participating in CAP, please download the agreement and sign either electronically or sign/scan and upload your agreement(s) by **Monday, June 26, 2023**. Please submit all three pages of your CAP Agreement. Once you do so, your CAP Agreement will be available to you in P3. If you do not wish to participate in the CAP program, please click on the "Decline" box at the bottom of the page and click submit.

The percentage listed is a maximum increase; actual increases will not exceed that percentage and may be lower, based on each member's performance. Performance still impacts contribution amounts, so it remains important for both Primex³ and our members to leverage our partnership to effectively manage risks and any claims that occur.

Our goal has always been to provide members with the best programs at the best value. **CAP** provides predictable contributions in the Workers' Compensation Program that you and your taxpayers can count on for budgetary stability.

Please contact me or your Member Services Consultant with questions at 800-698-2364.

Sincerely,

Carl Weber
Director of Member Services

Trust. Excellence. Service.

Bow Brook Place, 46 Donovan Street ■ Concord, NH 03301-2624
(603) 225-2841 ■ (800) 698-2364 ■ nhprimex.org



Workers' Compensation Program
Contribution Assurance Program (CAP) Agreement
THIS AGREEMENT AMENDS AND EXTENDS YOUR MEMBERSHIP AGREEMENT
PLEASE READ CAREFULLY

Primex³ is offering members in our **Workers' Compensation Program** an opportunity to stabilize their annual contributions through participation in our Contribution Assurance Program (**CAP**). **CAP** is offered to members who qualify, providing them predictability by limiting the annual contribution increase during a defined period of years (**CAP Period**). By signing this Agreement, you agree to extend your Membership Agreement for **two (2) years** and Primex³ agrees, with limited exception¹, that your annual contribution increase will not exceed ten percent (10%) of the prior year's contribution. Because performance matters with Primex³, you may realize an annual increase that is less than the **CAP** through sound risk management and stable underwriting exposures.

We are offering this opportunity so that our members can extend their commitment to pooling through the Primex³ programs. Participation in **CAP** for each year of the **CAP Period** is conditioned upon a two-year commitment to participation in the Primex³ Workers' Compensation Program.

The following **CAP Period** years qualify for the Contribution Assurance Program (**CAP**):

FY 2025 July 1, 2024 through June 30, 2025

(maximum 10% increase over July 1, 2023 through June 30, 2024 contribution)

FY 2026 July 1, 2025 through June 30, 2026

(maximum 10% increase over July 1, 2024 through June 30, 2025 contribution)

By signing this Agreement, the **Town of Hooksett** agrees to extend its risk pool membership and participation in the Primex³ **Workers' Compensation Program** for two coverage period years, through **June 30, 2026**. The **Town of Hooksett** agrees and understands it remains bound by and subject to the terms and conditions of the Membership Agreement, Public Entity Coverage Documents and Trust Agreement, and all Trust by-laws, policies and procedures.

¹ CAP protects the member from most contribution increases during the CAP period; i.e., those resulting from account underwriting, or directly caused by changes in the member's loss history, property and payroll exposures. For the protection of all members, CAP does not prevent Primex³ from raising contributions across the pool/program to meet the actuary's reserve funding recommendations in response to catastrophic events, investment losses, severe adverse claim development, reinsurance failure, legislative enactments, judicial opinions and administrative orders. In the rare and unlikely event CAP maximum increase limits must be exceeded to adequately fund reserves, Primex³ in fairness will provide members advance notice and the option of terminating the CAP Agreement.

Town of Hooksett
 April 20, 2023
 WC-2026-10-2



The **Town of Hooksett** agrees that the ten percent (10%) maximum increase currently available for this **CAP Period** does not apply to any other year or period of years, and upon expiration of the **CAP Period** in this Agreement, any subsequent participation in a Primex³ **CAP** will be subject to underwriting review, membership criteria, **CAP** criteria, determination of contribution and the maximum increase in place for the subsequent **CAP Period**.

The **Town of Hooksett** further acknowledges that by extending its Membership Agreement for two (2) coverage period years, the Public Entity Coverage Documents, General Conditions Section (L) ("Terminating Participation in Our Program(s)") is suspended during year one (1) of the two (2) year term, as there is no right to cancel or terminate during year one (1) but shall be reinstated for the end of year two (2).

The **Town of Hooksett** agrees that failure to provide notice in strict accordance with the Public Entity Coverage Documents, General Conditions Section (L) shall result in automatic renewal of risk management pool membership and continuation in the Primex³ Workers' Compensation Program, but not continuation of **CAP** which must be separately offered and accepted.

Primex³ acknowledges that the **Town of Hooksett** is a NH public entity which receives budgetary authorization for appropriations from an annual meeting of its legislative body and pertains to a fiscal year which commences on the following January 1 or July 1, of any given year. The **Town of Hooksett** also acknowledges that it is legally required to carry insurance coverage. As such, if the legislative body, at such annual meeting for any years that are within the anticipated term of the contract, fails to approve such appropriation, and there are no other lawful means of funding the coverage, this contract may be terminated by the **Town of Hooksett** by notice to Primex³ made within 30 days of the legislative action at which such funding initiative was defeated and such cancellation shall be effective as of the commencement on the following fiscal year or on the anniversary of the policy, whichever first occurs.

The **Town of Hooksett**, however, agrees that it shall seek the requisite appropriations in good faith and that the availability of lower cost or otherwise preferable coverage alternatives during the term of this Agreement shall not constitute a good faith and permissible basis on which to fail to pursue the appropriations or assert that appropriations are unavailable. In the event of an early termination, the **Town of Hooksett** agrees to return the difference between the **CAP** increase and the uncapped contribution.

By affixing my signature below, I am attesting, representing and warranting that I am a duly authorized representative of the governing body of the **Town of Hooksett** with legal authority to contractually bind the **Town of Hooksett** to the terms of this Agreement, and that I understand the commitment being made to membership in the Primex³ risk management pool and participation in the Workers' Compensation Program.

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Authorized Representative of the Governing Body	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Title	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date
<hr style="border: 0; border-top: 1px solid black; margin-top: 20px;"/> Print Name		

Town of Hooksett
 April 20, 2023
 WC-2026-10-2



RESOLUTION TO ENTER PRIMEX³
Workers' Compensation Contribution Assurance Program (CAP)

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex³) to enter into its **Workers' Compensation Contribution Assurance Program (CAP)** as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex³ risk management pool membership during the term of the **Workers' Compensation Contribution Assurance Program (CAP)**. The coverage provided by Primex³ in each year of membership shall be as then set forth in the Coverage Documents of Primex³.

I attest that the foregoing is a true copy of the Resolution of the Governing Board of the **Town of Hooksett** adopted on _____.

Board: _____
 Title of Board

Signature: _____

Name: _____

Title: _____ duly authorized

Date: _____

Town of Hooksett
 April 20, 2023
 WC-2026-10-2

Town Council **STAFF REPORT**



To: Town Council
Title: Union Negotiation Council Representatives
Meeting: Town Council - 28 Jun 2023
Department: Administration
Staff Contact: Wendy Baker, Executive Assistant

BACKGROUND INFORMATION:

There are three unions being negotiated this year with an initial meeting on July 7th from 9:00-12:00pm. The three unions are:

- IAFF Fire-Rescue
- Teamsters Police Supervisors
- Teamsters Public Works

Last year there were two Councilors chosen to serve on the negotiation teams.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Discuss and choose which Councilors will serve on the negotiation teams

TOWN ADMINISTRATOR'S RECOMMENDATION:

Hooksett has three union negotiations this year.

Town Council **STAFF REPORT**



To: Town Council
Title: Discussion on August Town Council Workshop
Meeting: Town Council - 28 Jun 2023
Department: Administration
Staff Contact: Wendy Baker, Executive Assistant

BACKGROUND INFORMATION:

Each year Town Council has a workshop to discuss goals. Last year the workshop was held on August 10th with Primex there to facilitate Town Council establishing short and long-term goals that will move the Town's vision forward. Town Council now needs to discuss and decide what they would like to do for their 2023 August workshop.

FINANCIAL IMPACT:

N/A

POLICY IMPLICATIONS:

N/A

RECOMMENDATION:

Discuss and decide what the Council would like to for their August workshop.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Last year with had a goal-oriented workshop lead by a facilitator.

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, June 14, 2023**

The Hooksett Town Council met on Wednesday, June 14, 2023, at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 14 Jun 2023 to order at 6:00 pm.

PROOF OF POSTING

Chair Sullivan provided proof of posting.

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor Jodi Pinard, Councilor John Durand, Councilor Randall Lapierre, Councilor Roger Duhaime (arrived at 6:02), Councilor David Boutin, Councilor Timothy Tsantoulis, Councilor Keith Judge (arrived at 7:07), and Councilor Alex Walczyk.

Absent:

PLEDGE OF ALLEGIANCE- Those present and able stood for the pledge.

AGENDA OVERVIEW- given by J. Sullivan. Executive Assistant Wendy Baker is sitting in on behalf of Town Administrator Andre Garron.

SCHEDULED APPOINTMENTS

Town Clerk, Karina Towne - Civil Forfeiture

T. Rainer- we started this process years ago that is based off of NH Statue. Karina has been doing great in the position. She is constantly looking at and addressing town issues at home.

K. Towne- back in January we started sending out dog licenses. I've sent notices to the dog owners. I've sent letters to dogs that have not yet registered their dogs. Multiple reminders have been sent out. As of today, there have been 1,689 dogs that have been licensed and 498 that have not been registered. I do have a confidential list if any councilors want to see the list.

T. Tsantoulis- if I saw the list and I noticed that my neighbor was on the list can I let them know?

K. Towns- you can't say that you saw their name on the list but you can say hey I know you have a dog, don't forget to register them. You can give them a kind nudge.

D. Boutin- can you explain what you do to follow through with the process.

T. Rainer- what we have done in the past is sent notices. We send a letter via certified letter. The max fee that can be charged for certified mail is \$7. certified mail is now over \$8. The civil forfeiture fee is \$25. After June 1st the fee rises to \$1 per day. We do not have an enforcement means. We do not have a means to take the dogs. Hooksett does not seize dogs. We do everything to communicate to the owners to get the dogs registered.

K. Towne- I have a warrant for unlicensed dogs for you to sign if you wish to move forward with that.

D. Boutin motioned for the Town Council to sign a warrant authorizing civil forfeiture process to commence; seconded by T. Tsantoulis.

Vote in favor 6-2

Annual Update from the Cemetery Commission - Mike Horne, Chair

M. Horne- we have 3 trustees each at 3-year staggered terms. This year no one was on the ballot, but we had a write-in, James Morin will be sworn in in July. We are going to ask the council to appoint Nancy Philbrick as a 1-year trustee. We do not receive a stipend. We work with monument companies, with placement. We are supported by the community development office. This past year we sold 6 cemetery lots. We will have 15 burials this year. We have 2 active cemeteries. We had a pavement project in the budget, but it got knocked out in the budget process, so we will want to put that back in for next year. We will also be putting a warrant article together to be able to fix headstones where we are unable to find relatives.

D. Boutin- what level of vandalism do we see in our cemeteries in Hooksett.

M. Horne- knock on wood we have not received any calls of acts of vandalism.

R. Duhaime- where is your budget?

M. Horne- we have a small budget for software and maps. Typically, our budgets are only hundreds of dollars. But when we put in items like the paving it would skyrocket our budget, so we put the paving in the DPW budget.

Annual Update from the Heritage Commission - Tony Lacasse

T. Lacasse- we have been very busy. This year we had the granite bench that was installed by the Belial Family. The bench was in memory of Kathy Northrup. That was put in place in May and was located in Veterans Park. Jordan Davis created a historical marker map on google maps. The Head School Society has a liaison at all of our Heritage meetings. The Head School Society is looking for someone to keep the programing going. If they can't keep it going, then we will need to decide what we are going to do with that program. We have moved the head school account under the heritage commissions account that is under the town. We have amended the demolition permit regulations. The regulations states that we only have 5 days to research if there were any significant historical value of buildings being demo. We had a PH to make that change and now we have 14 days. Kathy had started a list pf historic home in Hooksett. I have wanted to build on that and provide more in-depth information about the homes and give more information on each one. We also are working on the historical book. That is a large undertaking. We met with a man in Freemont Matthew Thomas who spent 25 years gathering information on the history of Freemont. We decided that it was a very lengthy process and a huge undertaking. We decided to do a book club series. I am hoping to have a lot of engagement in the process. The heritage commission would like to rededicate Lamberts Park to include the words "Hooksett Falls".

D. Boutin wanted to move forward with a motion to approve the name change.

J. Sullivan- we will get it on the next available meeting when we have all the information.

T. Tsantoulis- I think some research needs to be done on the name Lamberts Park and why that came to and why it was named that. We do not need to upset anyone.

T. Lacasse- I do know that it was named after Fred Lambert who served on the Conservation Commission.

104 **CONSENT AGENDA**

105
106 *R. Lapierre motioned to accept consent agenda items 12.1 and 12.2 as presented; seconded by*
107 *A. Walczyk.*

108
109 *Vote in favor 8-0*

110
111 **12.1 To accept a donation totaling \$150.00 from George and Daniel Bureau to the Town of**
112 **Hooksett for the Family Services Department per RSA 31:95-b,III(b)**

113
114 **12.2 To accept a donation totaling \$220.53 from Sam Danforth, Troop 603 to the Town of**
115 **Hooksett for the Parks and Recreation Department per RSA 31:95-b,III(b)**

116
117 **12.3 Landscape Surety Release of \$25,400 – Starbucks**

118
119 *D. Boutin motioned to approve the release of \$25,400.00 surety to the NGM Insurance Company*
120 *S-219534 seconded by T. Tsantoulis.*

121
122 *Vote in favor 8-0*

123
124 **NOMINATIONS AND APPOINTMENTS**

125
126 *D. Boutin motioned to nominate and appoint Kathryn Janosz as an Alternate to the Parks and*
127 *Recreation Advisory Board with a term expiring June 30, 2026; seconded by T. Tsantoulis.*

128
129 *Vote in favor 8-0*

130
131 *D. Boutin motioned to nominate and appoint David Russel as an Alternate on the Planning*
132 *Board with a term expiring June 30, 2026; seconded by T. Tsantoulis.*

133
134 *Vote in favor 8-0*

135
136 **Board/Committee Term Renewals**

137
138 *A. Walczyk motioned to nominate and appoint Robert Better to the Conservation Commission*
139 *as an alternate with a term expiring June 30, 2026; seconded by D. Boutin.*

140
141 *A. Walczyk motioned to nominate and appoint Denise Pichette Volk to the Planning Board as an*
142 *alternate with a term expiring June 30, 2026; seconded by D. Boutin.*

143
144 *A. Walczyk motioned to nominate and appoint Anne Stelmach to the Zoning Board of*
145 *Adjustment as a member with a term expiring June 30, 2026; seconded by D. Boutin.*

146
147 *A. Walczyk motioned to nominate and appoint JoCarol Woodburn to the Conservation*
148 *Commission as a member with a term expiring June 30, 2026; seconded by D. Boutin.*

149
150 *A. Walczyk motioned to nominate and appoint Dilbert Denbo to the Zoning Board of Adjustment*
151 *as an alternate member with a term expiring June 30, 2026; seconded by D. Boutin.*

152
153 *A. Walczyk motioned to nominate and appoint Alex Gannon to the Zoning Board of Adjustment*
154 *as a member with a term expiring June 30, 2026; seconded by D. Boutin.*

155
156 *Vote in favor 8-0 to all nominations and appointments above.*

NEW BUSINESS

16.1 Discussion to approve the purchase of seven (7) Taser 7's and related equipment, from Axon Enterprise, Inc., valued at \$19,633.00 with ARPA funds.

R. Lapierre motioned to approve the purchase of seven (7) Taser 7's and related equipment, from Axon Enterprise, Inc., valued at \$19,633.00 with ARPA funds; seconded by D. Boutin.

Roll Call Vote #3

D. Boutin Aye

J. Pinard Aye

A. Walczyk Nay

J. Durand Aye

R. Duhaime Aye

T. Tsantoulis Nay

R. Lapierre Aye

K. Judge Aye

J. Sullivan Aye

Vote in favor 7-2

R. Lapierre- I want it to be noted that only 2 members of the committee were in attendance and had they both not voted it would not have passed.

T. Tsantoulis- are there any additional funds in your budget to purchase the 7 tasers without using the ARPA funds?

J. Sargent- there may be excess funds in the salary lines, but I do not have a direct figure now. I can try and find that information for you.

R. Duhaime- was there any CIP funds set aside for this?

M. Robie- the original \$68,000 was what went through to the warrant article.

A. Walczyk- why did we not include the 7 with the other 24.

M. Robie- it was an error on my part. I thought the \$68,000 would be enough to cover all the tasers.

J. Sullivan- if there some funds available that would require some encumbrances correct.

C. Tewksbury- if there were remaining funds in the budget, and we could secure a contract then we could encumber the funds.

T. Tsantoulis motioned to table discussion on the tasers; seconded by D. Boutin.

Roll Call Vote #2

R. Duhaime Nay

J Durand Aye

D. Boutin Nay

R. Lapierre Nay

A. Walczyk Nay

J. Pinard Nay

K. Judge NP

210 **T. Tsantoulis Aye**

211 **J. Sullivan Nay**

212

213 **Vote fails 6-2**

214

215 J. Durand- we are still having an issue with the guy on heritage drive. Can we just tow this guy?

216

217 J. Sargent- I recommend that whoever is calling you that they call us right away. If it continues to be a
218 nuisance, we will tow it. But there is not a limit on how many tickets we write.

219

220 T. Tsantoulis- do I have to leave my name when I report an issue? Some residents don't want to call
221 and leave their name.

222

223 J. Sargent- no it can be anonymous.

224

225 **ARPA fund request- Safety Center Fitness Equipment**

226

227 ***D. Boutin motioned to approve the request to use APRA funds to replace/upgrade the fitness
228 equipment and facility at the Safety Center in the amount of \$42,957; seconded by K. Judge.***

229

230 R. Lapierre- there are requests that may be amendable to the full council. This was last on the list. They
231 have submitted pictures of the flooring. A lot of their equipment has been donated. We voted to bring it
232 to the full council for consideration.

233

234 J. Durand- PD & FD do they have gym reimbursement though their health insurance?

235

236 D. Nadeau- there is a means through HealthTrust of getting incentives, but there is no official gym
237 reimbursement through health insurance.

238

239 **Roll Call Vote #4**

240 **A. Walczyk Nay**

241 **R. Lapierre Nay**

242 **J. Pinard Nay**

243 **R. Duhaime Nay**

244 **J. Durand Nay**

245 **K. Judge Aye**

246 **T. Tsantoulis Nay**

247 **D. Boutin Aye**

248 **J. Sullivan Aye**

249

250 **Vote fails 3-6**

251

252 ***R. Lapierre moved to approve the gym safety floor replacement in an amount not to exceed
253 \$9,000 with funds to come from ARPA funds seconded by J. Pinard.***

254

255 R. Lapierre- I think replacing the floor will make a big difference and make it more usable. I think the
256 floor is really our responsibility as its part of the building and I think we should replace it. I think getting
257 the equipment donated has worked in the past.

258

259 J. Pinard- I agree that the floor needs to be replaced. I only see a few pictures where there is a rip in
260 the seat, and wear and tear on the stair master. I would like a run-down of the equipment and the year
261 and a list of needs vs wants.

262

263 J. Sargent- I was not involved in getting this request together. This room is the first room that we bring
264 new hires to when they get a tour. Those potential new hires coming through the doors see this as a
265 first impression. It is also a good retention tool. We need to keep people here. I just got a resignation
266 yesterday and we need to do what we can to keep them here. It is a part of our job to do a PT test. Not
267 many want to go to a gym, the reimbursement does not fully cover the membership. Having the right
268 equipment is important to us, and in hiring new employees and keeping the ones that we have.

269
270 S. Coburn- same deal we are doing a test tomorrow. That room is the one they will see first. Andre
271 even agreed that all that equipment was all donated. It is all used equipment and has been worn out. I
272 would request that we be able to at least replace the oldest worn-out equipment. Replacing the floors,
273 treadmill, stairs would be super helpful.

274
275 Nadeau- I do appreciate the offer to replace the floor. Just to speak to the donation piece. It is really
276 hard to get equipment donated, and it is already used and worn before it comes to us. I did the
277 research and last month that room was used 175 hours. The donation piece was successful in the past
278 but I don't see it being viable in the future.

279
280 J. Durand- have you looked at leasing? Or grants?

281
282 S. Colburn- we did look into that and Bow leases at around \$6k a year. There are possible grants to go
283 after, but they take some time to get approval.

284
285 ***J. Durand motioned to amend the motion to approve the request not to exceed \$21,000;***
286 ***seconded by D. Boutin.***

287
288 J. Pinard- I am looking at the bid quote here. Option 1 says \$13,086 that includes the dumbbells that
289 you said you wouldn't replace. In order for me to vote on this I want to know what you are getting.

290
291 Nadeau- we had a company come in here and gave us a few options that we could go with. We opted
292 to look at option 2 as being the most beneficial option. Our intent was to update all the equipment, but
293 now if we get only half of the money then we need to re-examine what we need.

294
295 Nadeau- we do have members who are part of a gym committee who can take a look at this again.

296
297 J. Pinard- I want them to pick an option as to what they want from the list of options.

298
299 **J. Durand withdrew his motion.**

300
301 ***J. Pinard motioned to amend the motion to approve the request not to exceed \$25,000 with***
302 ***\$9,000 for the floor and the rest on the equipment with funds to come from ARPA funds;***
303 ***seconded by K. Judge.***

304
305 **Roll Call Vote #5**

306 ***T. Tsantoulis Aye***

307 ***J. Pinard Aye***

308 ***R. Duhaime Nay***

309 ***A. Walczyk Nay***

310 ***R. Lapierre Nay***

311 ***K. Judge Aye***

312 ***J. Durand Aye***

313 ***D. Boutin Aye***

314 ***J. Sullivan Aye***

315
316 ***Vote in favor 6-3***

317 **Roll call 6 to include the original motion to include the amendment of \$25,000, with funds to**
 318 **come from ARPA.**

320 **Roll Call Vote #6**

321 **J. Durand Aye**
 322 **R. Lapierre Nay**
 323 **K. Judge Aye**
 324 **D. Boutin Aye**
 325 **J. Pinard Aye**
 326 **T. Tsantoulis Aye**
 327 **A. Walczyk Nay**
 328 **R. Duhaime Nay**
 329 **J. Sullivan Aye**

330
 331 **Vote in favor 6-3**

332
 333 **ARPA - State, Local Fiscal Recovery Funds request for financial & personnel software update**
 334

335 ***T. Tsantoulis motioned to have the Town Administrator sign a contract with BS&A Software to***
 336 ***upgrade to Cloud Based Software to be paid from the ARPA - State, Local Fiscal Recovery***
 337 ***Funds in the amount of \$60,000; seconded by D. Boutin.***
 338

339 C. Tewksbury- this is to move from server based to the cloud. It is on the CIP to be budgeted by
 340 taxpayers. We have many departments logging into the server from outside the building and it is less
 341 secure. Another benefit for the cloud-based software is that you can be anywhere and log in with safety
 342 measures. Right now, we update our server every 15 days. There is more customization that the cloud
 343 offers.
 344

345 A. Walczyk- how much time is required to do the updates.
 346

347 C. Tewksbury- it probably takes me about 45 minutes to update the software then the users have about
 348 2 mins to do the update.
 349

350 R. Duhaime- did you put anything away for this in the CIP.
 351

352 C. Tewksbury- we do not have any CRF for software updates. There will be a slight small savings by
 353 going cloud based.
 354

355 **Roll Call Vote #7**

356 **J. Pinard Aye**
 357 **K. Judge Aye**
 358 **R. Lapierre Aye**
 359 **R. Duhaime Aye**
 360 **A. Walczyk Nay**
 361 **J. Durand Aye**
 362 **T. Tsantoulis Nay**
 363 **D. Boutin Aye**
 364 **J. Sullivan Aye**

365
 366 **Vote in favor 7-2**
 367

368 **Update Cash Receipt Policy to include procedures for employee(s) handling of customer credit**
 369 **cards.**

370 C. Tewksbury- we wanted to update our credit card policy. It gives our employees guidance on how
371 they should be handling Credit Cards when customers come in.

372
373 ***T. Tsantoulis motioned to amend the cash receipt policy as presented; seconded by D. Boutin.***
374

375 ***All in favor 7-0***

376
377 **FY 2022-23 Budget Encumbrances Preview**

378
379 C. Tewksbury- it is moving money from this budget to the next year budget for projects. The projects
380 have been started and might be waiting for them to finish and we have a contract. The numbers may go
381 down by the time this year closes.
382

Critical IT Infrastructure Projects - 001-100.4150-751.000	\$7,182.75
- Ordered with Block5 Technologies	
Annual T-Shirt Order - 001-350.4220-290.000	\$1,750.00
- Ordered with Avalanche Screen Printing	
7 Sets of PPE Gear Replacement - 001-350.4220-751.000	\$29,488.47
- Ordered with Bergeron Protective Clothing	
Mobil Radios - 001-400.4210-752.000	\$251.68
- Ordered with Motorola Solutions, Inc	
Martins Ferry Road Intersection - 001-450.4312-330.000	\$244,593.33
- Contract with GM2 Associates, Inc	
Steel Guardrail Replacement - 001-450.4312-330.000	\$31,938.80
- Contract with Premier Fence	
MS4 Stormwater Permit Assistance - 001-450.4312-330.010	\$14,981.97
- Contract with DPC Engineering	
2022 Road Paving - 001-450.4312-720.000	\$18,566.37
- Retainage for 2022 paving with GMI Asphalt, LLC	
2023 Road Paving - 001-450.4312-720.000	\$60,309.66
- Contract with GMI Asphalt, LLC	
2023 Crack Sealing - 001-450.4312-720.000	\$71,600.00
- Contract with Superior Sealcoat	
Town-wide Line Striping - 001-450-4312-720.000	\$25,317.00
- Contract with K5 Corp.	
Donati Park Bridge Footing Design/Review - 001-450.4313-330.000	\$4,602.00
- Contract with Greeman - Pedersen, Inc	
Donati Park Bridge Footing Construction - 001-450.4313-330.000	\$29,025.00
- Contract with Greeman - Lewco, LLC	
Lilac Bridge Inspection - 001-450.4313-330.000	\$8,980.72
- Contract with Wright-Pierce	
Air Compressor - 001-450.4319-751.000	\$8,450.00
- Ordered with Comairco Equipment, Inc	

Landfill Monitoring - 001-500.4324-330.000	\$4,996.00
- Contract with John Turner Consulting, Inc	
Tax Software Update - 001-550.4150-330.000	\$1,695.00
- Ordered with BMSI, Inc.	
Equipment for Fire Command Car - 001-950.4220-752.000	\$12,977.81
- Ordered with MHQ, Inc.	
Update Town History Book - 001-950.4589-330.000	\$75,000.00
- Warrant article will not lapse until project is completed or 6/30/27	
Merrimack River Front Trail P3 - 001-950.4619-830.000	\$191,070.00
- Warrant article will not lapse until Phase 3 is completed or 6/30/26	
K-9 Cruiser Upfit - 001-950.4902-752.000	\$27,580.20
- Ordered with Ossipee Mountain Electronics, Inc	
Auto Truck Replacement - 001-950.4902-752.016	\$300,000.00
- Ordered with McNeilus Truck & Manufacturing	
Track & Tennis Court Surface Repair - 001-950.4909-438.000	\$53,600.00
- Ordered with Beaverbrook Tennis, LLC.	
Grand Total of Encumbrances	\$ 1,223,956.76

J. Sullivan- at our next meeting we will be voting on the 1st 24 items.

APPROVAL OF MINUTES

D. Boutin motioned to approve the public minutes as amended of May 25, 2023; seconded by T. Tsantoulis.

125 J. Sullivan- read a statement into record. Historical society since the mid 90's receives a small budget stipend for small items. From town. It started in 1974 and the 50th.

126 anniversary is next year. In 1976 the Historical

127 Society occupied the old Prescott Historical Library. It is not a big building, but it is an official town.

128 building with historical things on display. Most recently the roof and bulkhead has been replaced, and a new sign will be replaced soon.

129 In the bicentennial year the society provided some of the programming, we put on about eighty-five programs.

130 along with associated groups. Throughout the year we found topics of interest to cover our two hundred years of History. For instance, back in the

131 day there were almost twenty motor inns and cabins going up the main route.

132 We get a lot of ancestry questions and requests for info – such as info on Hooksett airport. Tomorrow there will be a civil wars quilt program held. Meetings are held on the fourth.

133 Thursday

134 of the month at the library, and we have periodic open houses. It is a private collection that the Town.

135 does not own. We are having more discussion on having it as an off Shute of the town and perhaps have it as a.

136 direct subcommittee under the town. We get a spattering of volunteers, and we want to make sure it.

137 does not go away due to lack of volunteers.

J. Sullivan- there was also no note of R. Duhaime or D. Boutin when they left. If that is important, we should add that too.

415 R. Lapierre- When I take roll call, I do note when members come in late and leave early.

416

417 **Vote in favor 9-0**

418

419 **D. Boutin motioned to approve the non-public minutes of May 25, 2023; seconded by T.**

420 **Tsantoulis**

421

422 **Vote in Favor 9-0**

423

424 **TOWN ADMINISTRATOR'S REPORT- as presented by Wendy Baker.**

425 • Merrimack County Bicentennial Celebration-Merrimack County Complex (325 Daniel Webster
426 HWY)- September 30, 2023-11 am to 3 PM

427 • Lilac Bridge Planter/Flower Donations – see pictures.

428 • Martins Ferry Roadway and Culvert Public Informational Meeting is Scheduled for Tuesday,
429 June 27, 2023, starting at 6pm in Town Hall Chambers.

430

431 K. Judge- is anyone attending the Merrimack event?

432

433 J. Sullivan- we can send someone.

434

435 **TOWN COUNCIL FUTURE AGENDA ITEMS**

436

437 K. Judge- I had asked about the splash pad where do we stand with that?

438

439 **INFORMATIONAL ITEMS AND CORRESPONDENCE**

440

441 **SUB-COMMITTEE REPORTS**

442

443 J. Sullivan – I attended a PB meeting and there was a discussion on a bus terminal on Teme road that
444 goes into Granite Hills.

445

446 D. Boutin- Teme road is a private road.

447

448 **PUBLIC INPUT- None**

449

450 **ADJOURNMENT**

451

452 **D. Boutin motioned to adjourn the meeting at 8:15 pm. Seconded by T. Tsantoulis.**

453

454 **All in favor 6-0**

455

Respectfully submitted,

Alicia Jipson

Alicia Jipson
Recording Clerk

456