

Town of Hooksett
ARPA Subcommittee Meeting Minutes
Friday, May 12, 2023

1
2 The ARPA Subcommittee met on Friday, May 12, 2023, at 9:00am in the Hooksett Municipal Building.

3
4 **CALL TO ORDER**

5 Chair Lapierre called the meeting to order at 9:00 am.

6
7 **PROOF OF POSTING**

8 Chair Lapierre provided proof of posting.

9
10 **In Attendance:** Chair Randall Lapierre, Councilor Keith Judge
11 Staff Support: André Garron and Wendy Baker

12
13 Chair Lapierre asked if anyone would like to speak for Public Input. There was no one for Public Input.

14
15 **APPOINTMENTS**

16
17 C. Tewksbury, Finance Director presented a Financial and Personnel Software Update Project for
18 ARPA funds consideration. This is a financial and personnel program thru BS&A that currently resides
19 on a server and with this update it would reside on the Cloud. The amount of this project is \$60,000, it
20 is on the CIP plan to move forward with in 2024-2025 and planned funding was through taxation. The
21 benefits of the update would include enhanced security and the availability to work anywhere there is
22 internet. The server this software is currently on is due for replacement on 2025-2026 and this update
23 would eliminate the need for that server. All updates will happen automatically which will save staff
24 time, it has a customizable dashboard and will improve workflow.

25
26 Chair Lapierre asked if it has just a one-time fee?

27
28 C. Tewksbury answered we pay an annual maintenance fee and will still be charged that yearly fee but
29 it will be a little less.

30
31 **Chair Lapierre motioned to move the Financial and Personnel Software Update Project to**
32 **present to the full Council. Seconded by K. Judge.**

33
34 ***All in favor 2-0***

35
36 Capt. Robie and J. Sargent presented their Taser Project for ARPA funds consideration. Capt. Robie
37 said they planned on purchasing tasers for the whole department on a warrant article at the last town
38 meeting, unfortunately prices have increased and they were only able to cover the cost of 24 tasers out
39 of the needed 31. They are requesting funding for the additional 7 tasers at the cost of \$19,663.00.
40 This will allow everyone to have the same taser.

41
42 Chair Lapierre asked if it would be a combined purchase with the first 24?

43
44 Capt. Robie answered that it would not be a combined purchase because it is a different funding source
45 but they would all train on them at the same time.

46
47 K. Judge asked how old the current tasers are.

48

49 Capt. Robie answered they have been purchased from 2013 through 2020 and none are under
50 warranty anymore.

51
52 Chair Lapierre asked how long the new warranty will be?

53
54 Capt. Robie answered it is a 1-year warranty with an extended 4 years.

55
56 **Chair Lapierre motioned to move the Taser Project to present to the full Council. Seconded by**
57 **K. Judge.**

58
59 ***All in favor 2-0***

60
61 Chief Colburn and AC Nadeau presented the Update/Upgrade Safety Center and Station 1 Gym
62 Equipment Project for ARPA funds consideration. He said the usage of the gym in April was over 175
63 hours of use between the Police and Fire Departments. There are some pieces of equipment that will
64 be kept but a lot is not usable anymore. The carpet is ripped and proposed to be replaced with gym
65 matt flooring. Plans are to paint the walls as well.

66
67 Chair Lapierre asked if this update would help with recruitment?

68
69 AC Nadeau answered yes and that the overall benefits to the employees aids into their quality of life.

70
71 Chair Lapierre said he is unsure a total gym refurbishment would be passable with the whole Council, is
72 it all or nothing or would it be possible to do part of the project such as the flooring and paint. He said
73 he does like when the local places donate the equipment.

74
75 AC Nadeau said they would take whatever is offered, it's a step in the right direction.

76
77 Chief Colburn asked if the Council would support putting the gym equipment into the operating budget?
78 He said not much has been donated in quite a while.

79
80 Chair Lapierre said that some feel that items that are supported by donation should stay as a donation.

81
82 K. Judge said he had spoken to some of the employees about potential new equipment and they were
83 very excited about it and he is in support of this project.

84
85 A Garron said flooring and paint should be prioritized as well as equipment that get used the most
86 (treadmills, bikes and ellipticals).

87
88 **K. Judge motioned to move the Update/Upgrade Safety Center and Station 1 Gym Equipment**
89 **Project to present to the full Council. Seconded by Chair Lapierre.**

90
91 ***All in favor 2-0***

92
93 D. Pendergast, Code Enforcement Officer presented the Town Hall Security Project for ARPA funds
94 consideration. He explained this is a security plan for Town Hall which includes key card access and
95 cameras inside and outside the building. He said Town Hall is severely lacking any type of security.
96 There is no mechanism to close off areas. The high-end estimated cost is \$175,000 for both systems.
97 Employees would have a key fob or card to still be able to access where they need to go. The outside
98 front door would be able to be locked automatically as well as unlock at certain programmed times.
99 Both would be on servers in the building. He is exploring multiple funding options including CIP and
100 Homeland Security Grant.

101
102 Chair Lapierre asked what the timeline is for the Homeland Security Grant?
103
104 D. Pendergast said it opens in November and is awarded the beginning of January and they give you a
105 year to spend it.
106
107 Chair Lapierre asked if there would be any privacy issues for the food pantry?
108
109 D. Pendergast said it would be mainly looking at the parking lot but he will look into it further.
110
111 K. Judge asked who would have access to the camera recordings?
112
113 D. Pendergast answered there would be an administrator for both systems and they would need to
114 develop a policy.
115
116 A. Garron said security has been a growing issue with concerned employees and this is a step in the
117 right direction.
118
119 C. Tewksbury gave an employee perspective that we have only a limited alarm system currently and no
120 one knows what is happening in another part of the building when the alarm goes off.
121
122 W. Baker said she has experienced in other towns that any employee can look at the camera views via
123 a link that is set-up so anyone can see what is happening in the building at any point.
124
125 K. Judge asked how the current security system works now?
126
127 D. Pendergast said some areas have panic buttons that need to be tested. The panic buttons go to the
128 Alarm Co. and they call the Police Department.
129
130 K. Judge said safety and security is paramount and I am concerned we have a chaotic system
131 currently.
132
133 D. Pendergast said this is all being looked into and the panic buttons will be tested.
134
135 K. Judge asked how old is the current alarm system?
136
137 C. Tewksbury said it was set-up when the town moved into this building and the batteries for the panic
138 buttons are replaced by the alarm company.
139
140 **Chair Lapierre motioned to move the Town Hall Security Update Project to present to the full**
141 **Council. Seconded by K. Judge.**
142
143 ***All in favor 2-0***
144
145 A. Garron, Town Administrator presented the Town Clerk Office Optimization Project for ARPA funds
146 consideration. The project proposes to separate the Town Clerk's office from the Assessing Office with
147 a wall. A door will need to be cut into for the Town Clerk's side. These offices need to be separate for
148 security/privacy reasons as well. The estimated cost is \$13,000.00. There was a savings of
149 \$11,134.00 from the Town Hall generator project.
150

151 Chair Lapierre said there is still ongoing discussion on how the Town Clerk operates and those
152 discussions may impact the need of a separate office.

153

154 K. Judge asked if there is any other office space that could be designated for the Town Clerk?

155

156 A. Garron said back when the duties were separated they looked at various places in Town Hall but this
157 office already had the technology set-up as well as good accessibility for the residents.

158

159 Chair Lapierre asked if ARPA funds can be used to give a one-time bonus?

160

161 **Chair Lapierre motioned to move the Town Clerk Office Optimization Project to present to the**
162 **full Council not to exceed \$15,000.00. Seconded by K. Judge.**

163

164 ***All in favor 2-0***

165

166 A. Garron asked to postpone presenting the Administrative Office Optimization project to the next
167 ARPA Subcommittee meeting for time to gather final cost of the project.

168

169 K. Lane and D. Scarpeti from the Food Pantry presented the Food Pantry Kitchen Renovation Project
170 for ARPA funds consideration. This project is looking to renovate and re-purpose the Town Hall kitchen
171 space. The space currently has outdated equipment that needs to be removed, everything is out of
172 code. They would like to put in a drop ceiling with LED lighting, remove the outdated equipment
173 (evaluate if anything of value is there), install shelving and tables and they need more refrigeration (1
174 refrigerator and 1 freezer). The money the Food Pantry receives is only used to buy food from local
175 grocery stores and it is 100% volunteer.

176

177 Chair Lapierre recommended coming up with a fundraising plan to offset the cost.

178

179 A. Garron asked if the cost for the removal was \$40,000.00 and the cost to retrofit with equipment was
180 \$14,000.00-\$21,000.00.

181

182 K. Lane answered yes.

183

184 A. Garron asked if the Salvation Army is involved with the Food Pantry?

185

186 K. Lane answered that they help supplement food supply but their money cannot be used on town
187 space.

188

189 **Chair Lapierre motioned to move the Food Pantry Kitchen Renovation Project to present to the**
190 **full Council. Seconded by K. Judge.**

191

192 ***All in favor 2-0***

193

194 **OLD BUSINESS**

195

196 The Subcommittee reviewed the updated funds available spreadsheet and it was noted that the
197 \$12,500.00 for Comcast Broadband was no longer needed, Sherwood Drive was going to have
198 approximately \$17,000 that will not be needed as well as \$11,134.11 that was not needed for the
199 generator.

200

201 Chair Lapierre said at the next Subcommittee meeting he would like the TIF Project put on the agenda
202 under Old Business to discuss what the funds will be used for.

203
204 A. Garron said the \$300,000.00 is already going to the Water Precinct for a previous MOU.
205
206 Chair Lapierre said he wanted to remind everyone that if it's an item that was on a previous warrant that
207 was voted by the voters to be funded by means besides ARPA, then it is inappropriate to now use
208 ARPA funds.
209
210 A. Garron said the warrant article specifically stated it could come from TIF Funds, Grants or other
211 funding mechanisms and he looks at the ARPA funds as being that "other funding mechanism".
212
213 C. Tewksbury said the warrant article listed several funding sources, none of which specifically stated
214 ARPA but there was a catch phrase at the end that said any other source could be used.
215
216 A. Garron said we are always looking for other funding for the TIF District projects to help offset that
217 cost.
218
219 Chair Lapierre said I think it is clear in the rules for ARPA that we can't take \$300,000 of ARPA money
220 and deposit it into the TIF Capital Reserve from a project that is already approved. If it is a new project
221 then I think it is appropriate.
222
223 Chair Lapierre tabled the approval of the March 31, 2023 minutes for when T. Tsantoulis can be there
224 to approve them.
225
226 Chair Lapierre asked if anyone would like to speak for Public Input. There was no one for Public Input.
227
228 **ADJOURNMENT**
229
230 ***K. Judge motioned to adjourn the meeting at 10:23 am. Seconded by Chair Lapierre.***
231
232 ***All in favor 2-0***
233
234 Respectfully submitted,
235
236 *Wendy Baker*
237
238 Wendy Baker
239 Executive Assistant